

University of Mary Washington INTERNATIONAL STUDENT HANDBOOK



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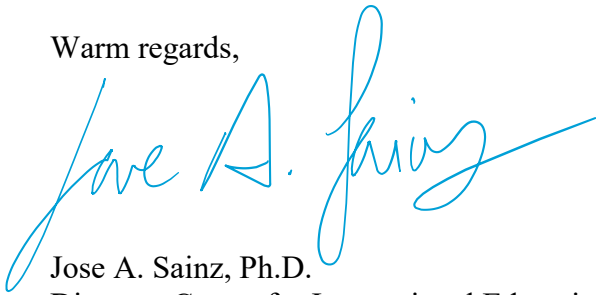
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Welcome

On behalf of the University of Mary Washington and the staff in the Center for International Education, we wish to extend to you our warmest welcome to the United States and to Virginia. We are very glad you decided to study with us and we look forward to helping you have a wonderful experience here. The Center for International Education (CIE) provides immigration, academic, cultural, and social support services to all international students. The orientation program we provide at the beginning of your first semester will help you make your transition to living and studying in Fredericksburg, Virginia.

This handbook is an important resource for you. Please reference this handbook and other CIE issued documents as your primary source for pre-arrival related questions. We look forward to meeting you!

Warm regards,

A handwritten signature in blue ink that reads "Jose A. Sainz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jose A. Sainz, Ph.D.
Director, Center for International Education

Center for International Education Contact Information

Dr. Jose Sainz	CIE Director International Student Advisor PDSO (F-1 visas) RO (J-1 visas)	jsainz@umw.edu (540) 654-1261
Jill Hyman	Study Abroad Coordinator ARO (J-1 visas)	jhyman@umw.edu (540) 654-1434
CIE	Main office	cie@umw.edu (540) 654-1434
CIE Emergency	24/7 Emergency	(540) 419-9781
UMW Campus Police	24/7 Emergency	(540) 654-1025
CIE office address	University of Mary Washington 1301 College Avenue Lee Hall 434 Fredericksburg, VA 22401	(540) 654-1434

The Center for International Education (CIE) staff is your primary point of contact for your questions, at least until you become familiar with the university. CIE can answer your immigration and visa-related questions, as well as any questions you have as you prepare for your arrival to Fredericksburg. If CIE does not have the answer, we can put you in contact with someone who does. University business hours are (Monday-Friday 9am-5pm Eastern Standard U.S. Time). If you have an emergency, refer to the emergency numbers listed above. Call the CIE emergency number first. (Remember - this number is to be used for emergencies ONLY: e.g., severe injuries, illness, serious emotional disturbance, or serious airport delays. Use your good judgment and common sense before calling). Keep the CIE phone numbers on you at all times (better yet, program them in to your cell phone as soon as possible) just in case.

Arrival and Departure

Arrival

Your arrival date is listed on your welcome letter from CIE and matches the program start date on your I-20. Your move-in day for your on-campus accommodation is the same as this arrival date. Although you are allowed to arrive to the U.S. 30 days prior to the program start date on your I-20, your on-campus accommodation will not be available until your official arrival/move-in date!

- **Residential (on-campus)** - Your move-in/arrival day can be found on your welcome letter and I-20. Do not arrive before your move-in day, unless you have made your own

arrangements for lodging. On-campus housing is not available until the designated move-in day!

- To take advantage of our airport shuttle service, you must arrange your flight to **Washington Dulles International Airport (IAD)** on the arrival date. Please try to take a flight that arrives into Dulles during the timeframe indicated in your welcome letter. **CIE provides free transportation from the Washington Dulles International Airport to the UMW campus on this arrival day only.** To reserve your airport shuttle service, submit the [Airport Shuttle Request & Emergency Contact Information](#) form.
- If you plan to make your own way to campus on move-in day, you must arrive to campus **NO LATER THAN 4pm**. Go directly to the Eagle One Card Office, Lee Hall room 110 (see [UMW Campus Map](#)). You must get your student ID card, as your ID card gives you access to your residence hall. Next, proceed to **Eagle Landing** (refer to campus map) **to pick up your room key**. Should there be any problems with check-in, you can proceed to UMW's Office of Public Safety located in Brent House and ask for assistance. In an emergency, they can phone the CIE emergency phone number and give you access to your residence hall.
- **Commuter (off-campus) Students** - International students living off-campus must schedule their arrival so that they are here in time to attend the August New Student Orientation Session, as well as the [International Student Orientation](#). These orientation dates will be listed on your welcome letter.

Airport Arrival

Upon your arrival at Washington Dulles International Airport, you will be greeted by UMW students/staff **OR** you will meet your shuttle driver, IF you submitted your Airport Shuttle Request form. CIE will e-mail you in advance to tell you which set of instructions to follow. Should there be a major delay in your arrival or your flight arrives outside our pick-up service times, please be prepared to make your own way to campus via ground transportation (taxi, UBER, etc.) to campus.

- Most of you will be greeted by UMW students/staff at the **Traveler's Aid/Information Desk** after you exit customs and immigration nearest to baggage carousel 14 & 15. If you do not see a UMW student/staff, please wait near the Traveler's Aid/Information Desk next to carousel 14 & 15.
- If your flight does not arrive within our pick-up service times, we may utilize **Chop Chop Shuttle service** for your transportation to campus. We have partnered with Chop Chop Shuttle for many years. Below are the instructions for Chop Chop Shuttle riders:
 - Locate the Traveler's Aid/Information Desk (near baggage carousel 14 & 15) and ask where the pay phones are (if you do not have your own phone).
 - Call the shuttle driver at the toll free number **(888) 363-2467** and notify him/her that you are ready for pick-up.
 - Take the escalator or elevator to the Departure Level, where the ticket counters are located. Find the **United Airlines** ticket counter.

- Look outside from the United Airlines ticket counter and **proceed out of the glass door to your right** (door #4). Wait on the sidewalk outside door #4. The shuttle driver should have told you what type of vehicle to look for. It will either be a van marked “Chop Chop Shuttle & Tour,” or an unmarked vehicle. You must look for the van/vehicle and wave to get the driver’s attention. If you have any problems, please call the toll-free number (888) 363-2467.
- Sometimes, the shuttle driver will arrange a different meeting point. He/she will tell you where to go, if there is a change in the meeting place.
- Should there be a major delay in your flight and you may be required to make your own way to campus. In this case, follow signs for ground transportation and hail a taxi cab or request an UBER or LYFT. Make sure you keep a copy of your receipt and will do our best to reimburse you the cost.
- Keep the following phone numbers with you in case of complications or emergency:
 - Center for International Education (CIE): 540-654-1870 (8-5pm)
 - CIE Emergency: 540-419-9781 (24/7)

Departure

Most students choose to return to their home country during the winter and summer breaks. You should arrange your flight home on the date your residence hall closes, which is always the Saturday after final exam week. If your flight home is after the residence hall closing date, you may submit an extended housing request via the Office of Residence Life. **Students must arrange their own transportation to the airport at the conclusion of the semester. CIE can advise you on transportation options, but the cost and reservations will be the responsibility of each student.** Refer to the [UMW Academic Calendar](#) for residence hall closing dates for each semester.

Before You Arrive Checklist

Before leaving for the U.S., make sure you have completed the following items:

1. Apply for and obtain your F-1 visa. Instructions can be found [here](#).
2. Register for New Student Orientation [here](#).
3. Set up your NetID password and student e-mail address.
4. Submit Housing & Dining Agreement [here](#). Off-campus students who would like to purchase a meal plan will submit the dining agreement ONLY. See pages 12-13.
5. Students living on-campus should purchase bedding and linens [here](#).
6. Register for courses. See pages 6-8. Register for courses PRIOR to your arrival, as classes fill quickly. You will have opportunities to make changes to your schedule during orientation and the first week of classes.
7. Review EagleOne Card instructions. See page 9.
8. Submit Health History, Immunization, & TB Screening Form via the [Student Portal](#).
9. View your student account and pay your account balance. See pages 9-10.

10. If you need airport shuttle service on Arrival Day, submit the [Airport Arrival & Emergency Contact Information](#) form.
11. Prepare for travel. Make sure you have your immigration documents, passport, this handbook, and some cash (US dollars) and keep them with you at all times.
12. Review [International Arrival & Orientation Schedule](#).

What to Pack

Clearly label your luggage tags with your name and the CIE office address, in case your luggage is lost/delayed:

**University of Mary Washington
CIE, Lee Hall 433
Fredericksburg, VA 22401
Phone (540) 654-1870**

Here are a few tips on packing for the semester:

For your flight you will be allowed to bring one suitcase that weighs 22.6 kg (50 lbs), or less, one carry-on (such as smaller suitcase or a backpack), and one personal item like a purse, briefcase, or laptop bag. **Remember to check the airline you are using for exact luggage rules and restrictions.**

Below is a suggested list of items to pack, but you should also consider the length of your stay (semester-long versus year-long). Keep in mind that whatever you don't bring along will be able to purchase at some point during your stay.

In your suitcase:

- 10 outfits - Including shorts for August/September
- Formal attire - Keep in mind that most students on campus dress in casual attire to attend classes, but if you plan on attending formal university events, it is a good idea to bring either button-down shirts, slacks, a sport jacket or dresses.
- 3-4 pairs of shoes
- A lightweight coat (for fall weather)
- A heavier coat (for winter weather)
- A raincoat
- Electrical adapter/converter for any electronic devices

In your carry-on:

- Devices such as your laptop, phone, camera, etc.
- Passport, Visa Documents (I-20 or DS-2019), Official University of Mary Washington Acceptance Letter, CIE Welcome Letter, proof of funds and this handbook!
- Airline ticket
- Debit/credit card

- Cash - take about \$200 in U.S. dollars
- Prescription medicines (in their original container with prescription label)
- A spare pair of glasses and contact lenses (if you wear them)
- Any other valuable items that you do not want to risk leaving in your suitcase such as electronic devices
- An extra change of clothes in case your luggage is delayed
- It is recommended that you simply bring small, travel size toiletries that are 3.4 ounces or less per container in 1 quart size, clear, plastic, zip top bag.*

*Full size toiletry items such as shampoo and body wash are heavy items, so in order to conserve weight you should consider purchasing them on your arrival. The campus bookstore sells toiletries, as do the stores in Eagle Village located directly across the street from campus.

Weather

In Virginia there are four distinct seasons:

- Summer
June - August*
Temperature range: 19.4 - 32°C (67 - 90°F)
*If you arrive in August be prepared for hot and extremely *humid* weather.
- Fall
September - November
Temperature range: 9.4 - 27°C (49 - 81°F)
- Winter
December - February
Temperature range: -1.1 – 9.4°C (30 - 49°F)
*If you arrive in January, be prepared for cold, rainy weather
- Spring
March - May
Temperature range: 7.5 - 25°C (46 - 77°F)

UMW Systems and Terminology

Every student will be provided access to a UMW e-mail account and UMW systems. You will need to obtain your NetID and password for your UMW login and UMW e-mail.

1. Your **UMW NetID** is used to login to all UMW systems, such as Banner, Canvas, and MyUMW, platforms.
2. **EagleMail** is your student email account. It is a system operated by Microsoft 365.

You will be required to change your password every 90 days. When you do, it will automatically change the password for your e-mail account.

Here is a description of the UMW Systems platforms:

Banner - The student information system where you will manage multiple accounts including your academic record and financial aid account. You will register for your courses through the Banner system.

Canvas – A platform where instructors share course materials, post assignments, send announcements, and post grades.

MyUMW - A platform where student clubs and organizations communicate upcoming events and where your participation in University events and activities are entered.

UMW NetID

Set-up your NetID and Password

1. Check your e-mail for a message from Admissions about your NetID. Click [here](#) for more information.
2. E-mail helpdesk@umw.edu if you have problems, or need a new temporary password.

UMW e-Mail

Every student gets an e-mail account. You must know your NetID and password to access your UMW e-mail. After you set up your NetID password:

- Go to <https://technology.umw.edu/email/>
Your email address will begin with your UMW NetID and end with *@mail.umw.edu*
For example: John Smith → jsmith@mail.umw.edu
Your password will be the same password you set up for your UMW login.

UMW IT Help Desk

If you would like more details go to <http://technology.umw.edu/logins/> or if you have questions about these steps contact the IT Help Desk helpdesk@umw.edu or 540-654-2255.

Courses, Credit Hours, Tuition, and Registration

For details about our Courses of Study, please refer to our [Undergraduate Academic Catalog](#).

Courses are numbered 100-400, with 100 being introductory and 400 level being advanced and/or closed to students majoring in that particular subject. Courses at the 200 level assume prior study. As a first-year student, you can expect to take most of your courses at the 100 level, unless you have pre-requisite courses to place you into 300 level courses. UMW's General Education requirements mean you will take many courses outside of your chosen field of study. Do not worry if all of your courses seem to be scattered across several disciplines. The credits from all of the courses you take during your first year will count toward your graduation requirements. After your first year, you will start focusing on your major field of study. You can

view the [Schedule of Courses](#) to see the courses that will be offered in the upcoming term. As you look at this schedule, keep a list of 5-7 courses you might want to take.

Credits

Semester credit hours are based on the number of "contact hours" per week in class for one term. A contact hour includes any lecture or lab time when the professor is teaching the student. Most courses at UMW are worth 3 credits each, and the average course load is 12-15 credits per semester, which equates to 4-5 courses per term. The academic year is divided into the fall and spring semesters. There are two summer sessions. Although international students can choose to attend summer session, it is not required. **International students in F-1 visa status are required to be enrolled in a full course of study (minimum 12 credits) during the fall and spring semesters.** Exceptions to the full course of study requirement will be discussed during orientation.

Tuition

Your tuition fees allow you to register for 12-18 credits per term. In other words, you pay the same amount whether you take 12 or 18 credits per semester. That said, we highly recommend **you start by taking 12-15 your first two semesters at UMW.** Once you become familiar with the academic expectations and adjust to life in the U.S., you can consider taking on a more difficult course load.

Registration

First Year Students

Students admitted for the **fall semester** will receive an e-mail invitation to complete the *First-Year Student Questionnaire*, in which you will select your mandatory First-Year Seminar (FSEM) and the other courses you will take during your first semester at UMW. To find your questionnaire, look for an e-mail with "First Year at UMW" in the subject line.

Students admitted for the **spring semester** will make an appointment with an academic advisor, either by phone or Skype. Advising appointments can be made starting the second week of November and should be completed by the first two weeks in December. **You will not be able to register for courses until you take this step!** E-mail advise@umw.edu to set up your appointment. Let them know you are an international student and whether you prefer a phone or skype appointment. In preparation for your appointment, select 5-7 courses from the [Schedule of Courses](#). Your list of courses must include a mandatory Freshman Seminar (FSEM).

After your first semester at UMW, you will be able to register for courses on-line during your registration appointment time. However, you will need to meet with your advisor to have your registration hold removed prior to registering. You will receive an e-mail notification reminding you to make this appointment with an advisor.

Transfer Students

If you have previously studied at another university prior to being admitted to UMW, then you

are a transfer student. Pay attention to your e-mail, as you will receive notification to contact your advisor to register for classes. If you miss the e-mail, you can contact our Transfer Student Advisor, Charles Tate ctate@umw.edu. Please select 5-7 courses from the [Schedule of Courses](#). **You will not be able to register for courses until you have been advised!**

How to View Your Course Schedule

After registering for classes, you can view your course schedule on Banner. Log into **Banner > Banner Self Service (SSB) > Student and Financial Aid > Registration > View Registration Information**. From here you can see your schedule for the current term or view your schedule from previous terms. Click on **Schedule Details** to view the professor, time, and meeting location of each class. Click on the printer icon to get a printable version of your schedule.

Health & Wellness

Insurance

You are required to have health insurance for the duration of your program. We partner with [iNext International Insurance](#), which provides accident and illness coverage. **Accident and illness insurance does not cover routine, general wellness visits. Nor does it cover dental or vision exams.** If you anticipate needing regular medical, dental care, or eye care, you should consider purchasing a supplemental plan in your home country.

F-1 Visa Students should review the [Essential Plan Details](#). The cost for 12 months of coverage is approximately \$497 for up to 24 years of age. CIE will enroll you and bill your UMW student account accordingly.

International students who participate in **UMW Athletics** should check with their athletic director/coach to determine your insurance requirements. Rugby students will be enrolled in the [iNext Global Student Scholar Plus](#) plan.

UMW Health Center

All new international students must submit Health Information, Immunization, and Tuberculosis Screening forms to the Student Health Center. A hold will be placed on your student account if you fail to submit these forms!

[UMW Health History, Immunization and TB Screening forms](#) are located on your student portal. Be sure to have your health care provider/doctor sign pages 1 and 3 of the Immunization Record.

The UMW Health Center is available for all full-time students. The Health Center is open Monday-Friday 8:30-5:00 and can treat routine health care needs of students. We will show you where some other clinics are located during orientation.

The Talley Center for Counseling Services

Moving to a new country requires a period of adjustment and adaptation to a new culture. The

process of meeting new people, a new language, and learning new ways of doing things will result in culture stress. This is a normal part of the international student experience. Should you need some help to deal with your culture stress, take advantage of the [Talley Center for Counseling Services](#). The Talley Center offers confidential counseling appointments.

The Office of Disability Resources

The UMW [Office of Disability Resources](#) provides services for students with disabling conditions. Students may contact this office to learn how to utilize the variety of resources available to help you succeed as a student.

UMW EagleOne Card

Your official UMW identification card is called the EagleOne card. Your EagleOne ID card will serve as your residence hall access key (if you live on campus), your university meal plan card, fitness center pass, and library card. You may deposit money onto your EagleOne card and use it as a debit card to pay for on campus services, as well as at some off-campus businesses.

Students should submit their photo on-line during the first two weeks of July. Log into **Banner > Banner Self Service (SSB) > My Banner Resources > Submit Eagle One Photo**. You can e-mail eagleone@umw.edu for assistance. By submitting your photo on-line, your card will be ready for pick up when you arrive to campus.

Students arriving in the spring semester must have your ID card made upon arrival to campus.

Money Matters

Tuition & Fees

The [Office of Student Accounts](#) is responsible for tuition bills, housing and dining fees, insurance charges, and other University fees. Please address your billing and finance questions to umwbills@umw.edu. International students receive an e-bill on/after early July. For students matriculating in January, the e-bill is typically sent by the end of November. **Your tuition charges will reflect the number of credits in which you are enrolled. This means you may not see the full amount you owe for tuition until after you are enrolled for a full-time course load of 12-18 credits.** If you have not registered for courses by the first billing cycle, your account balance may only reflect housing, dining, and insurance charges.

EaglePay

To view your account balance statement, payment amount, and payment deadlines, log into **Banner > Finances > EaglePAY**. Refer to [Methods of Payment](#) to learn how you can pay your account balance. If you choose to wire payment to UMW, please notify the Office of Student Accounts at: umwbills@umw.edu and request wiring instructions. Make sure your bank includes

your name and student ID on your wire payment!!! Do not send payment until you receive a bill from UMWbills@umw.edu or a balance appears on your student account.

Authorized Payer

We highly recommend setting up an authorized payer. By doing so, both the student (you) and the authorized payer will receive an online billing statement via e-mail whenever there is a charge on your UMW account. Students and authorized payers receive a link in their email that takes them directly to the [EaglePAY](#) login page. Authorized Payers have individual access to view and pay on accounts. To set up an authorized payer:

- Go to <http://adminfinance.umw.edu/studentaccounts/eaglepay>
- Click on Students and enter UMW log-in information
- Click on Authorize Payer
- Click on Add New

Scholarships

If you were awarded an International Scholarship, you must accept the terms of the scholarship by submitting the form found at the [International Scholarship Acceptance](#) webpage.

Bank Accounts

We recommend you open a bank account in Virginia. We provide an opportunity to open bank accounts with a local bank during International Orientation. If you prefer to open an account on your own time, you will need the following: passport and I-20 or DS-2019. You do not need a Social Security Number (SSN).

Textbooks

Wait to purchase your textbooks until you arrive in Fredericksburg. Student often make changes to their class schedule through the first week of classes. Therefore, it is better to wait to purchase textbooks once you are completely sure about which classes you will take.

There are two options for purchasing textbooks. The first option is through the [UMW Bookstore](#), and the second option is to purchase them online through different sellers. **Textbooks can be very expensive.** You should talk to your professors and fellow classmates to learn options for finding the best deals!

Check the UMW Bookstore's website to find the titles of the books that you will need for the semester and their ISBNs. With the ISBNs you can search online and price compare between different websites. Renting textbooks is a cheaper way to get textbooks.

Technology Information

Mobile Phones

If you prefer to use your current smartphone in the U.S., find out if your smartphone is unlocked and whether you can purchase a SIM card that allows your phone to work here. For more details, visit <https://www.studentsims.com/>.

Alternatively, you can purchase an affordable phone and a “pay-as-you-go” talk, text, and data plan after your arrival to Fredericksburg. You will have some time during orientation to shop around for one of these plans.

WiFi

Apogee is UMW’s WiFi network that is available all over campus meaning that you can access it in the academic buildings as well as in the residence halls. Once you arrive on campus you can sign up to access Apogee by registering your device(s) at Apogee’s myResNet portal.

1. Connect to the Apogee network and go to MyResNet.com account creation page at www.myresnet.com
2. Select the “Sign Up” button and proceed to fill in the information in the form. **Do not pay for a plan** – choose the free option.
3. Choose “I am resident” at the end of the form and follow instructions in the confirmation email you receive.
4. Log into your ResNet account then click “add device” and select the type of device you are trying to connect and enter the MAC address.

To find the MAC address of your Android phone or tablet:

- Go to Menu and select Settings.
- Select Wireless & networks, and then Wi-Fi Settings.
- Press the Menu key again and choose Advanced.
- Your device's wireless adapter's MAC address should be visible here

Of your iPhone phone or tablet:

- Go to Settings – General – About – “Wi-fi Address”
- Your device's wireless adapter's MAC address should be visible here

Microsoft Office Suite

As long as you are an active student you have access to the full version of Microsoft Office for Mac or PC at no cost. Log in to your Office 365 account and click on the “Office 365” button on the top left of the page to install full versions of Word, Excel, PowerPoint, Outlook and OneNote. You can also download mobile versions for your phone or tablet. These versions expire once you are no longer an active student.

Adapters & Converters

One thing to keep in mind is that in the United States we use 110-volt electricity whereas countries outside North America use 220-volt electricity. In this case, certain devices (like laptops) are dual voltage and can function on 220-volt electricity. For those devices that are not

dual voltage, you will need to use a converter to change the 220-volt electricity into 110-volt electricity. It is recommended that you purchase a converter before you arrive in the U.S.

The electrical outlets in the United States are different than those in countries outside of North America. This means that the plug on your device will not fit into the outlet socket in the wall on its own. In purchasing a converter you should search for one that will plug correctly into an American outlet socket. If your device is dual voltage and does not require a converter, then you could simply purchase a plug adapter for that device that would fit into an American outlet socket.

Living On-Campus

Residential Students

Students living on campus are considered “residential students.” Residential students will receive the **Instructions on Completing Your Housing Agreement** e-mail soon after paying your enrollment deposit. If you cannot locate this e-mail, you can find the **Housing & Dining Agreement** at the Residence Life website <http://www.umw.edu/residencelife/>

- Dining/Meal Plans (see description of meal plans on next page)
 - First Year residential students are required to purchase the Eagle Plan
 - Standard meal plan is the 225 Block Plan
 - Off-campus students may select any option
- On-Campus Housing
 - First Year Students are assigned housing based on their First Year Seminar (FSEM)
 - Transfer Students can select any upper-class housing option

Residence halls close during Thanksgiving, Winter, and Spring Breaks. Break housing requests are available for students who plan to remain in their residence halls over the official school holidays. Residential students will receive e-mail reminders to submit your break housing requests. To see dates for each break, please see the [Academic Calendar](#) and select the appropriate term.

Bed Linens

If you plan to live on campus we recommend you purchase bed linens for your room at least 2 weeks prior to your arrival. Bed linens are not provided for you. You can order through the [UMW Bookstore](#) or a vendor of your choice. Be sure to order XL Twin size sheets.

Use your name on the order and ship items to: Center for International Education, Lee Hall 434, 1301 College Avenue, Fredericksburg, VA 22401 as the shipping address.

If you choose not to purchase linens in advance, you will be without bed sheets, pillow, and towels for at least a couple of days until we take you shopping during orientation.

Meal Plans

Meals are a great time to bond with other people on campus, and meal plans offer a stress-free way to get food from the local campus vendors. Residential students are required to have a meal plan. Off-campus students may purchase a meal plan.

There is one main dining hall on campus that is located in the University Center. Other dining options on campus are available as well. See [here](#) for a list of options. If you would like to explore the dining options further please visit: <https://umw.sodexomyway.com/my-meal-plan>

All dining services close during school breaks: Fall Break, Thanksgiving, Winter Break, and Spring Break.

The meal plans run by semester (15 weeks) and are organized by the total number of meals and flex dollars that you may spend during the semester. For instance, the 225 Block Plan + \$200 Flex Dollars covers 15 meals per week and \$12.50 in flex dollars per week. The University Center dining hall only accepts meal swipes, while the eateries generally require either a meal swipe or a meal swipe + a few flex dollars.

Students can adjust plans starting in July and will have until the end of the second week of classes to decrease their plan.

Living Off-Campus

Commuter Students

Students who live off campus are considered commuter students. If, at any point, you decide you would like to live on campus, please contact CIE or Residence Life and we can assist you. Take a look at the many resources available to you on the Commuter Student Services website <https://students.umw.edu/commuters/resources/>.

Orientation

New Student Orientation

The [New Student Orientation](#) is mandatory for new degree-seeking students. It provides you an opportunity to meet with an academic advisor, finalize course registration, learn about resources available to you, and explore campus.

Register for New Student Orientation at <http://orientation.umw.edu/>. If you have difficulty, please e-mail orientation@umw.edu.

- Students admitted for the fall term have several orientation dates from which to choose. Although all summer orientation dates are open to you, the **August option** may make the most sense, especially if you are traveling from afar.
- Students admitted for the spring term have one orientation date. Typically, the orientation is scheduled on the Friday before the semester begins.

International Student Orientation

Our [International Student Orientation](#) is designed to provide important information about maintaining your visa status. We also spend time discussing academics, resources for living in the U.S., employment rules, and international student health insurance. A tour of campus and the city of Fredericksburg is included, as well as a shopping trip to Wal-Mart or Target to pick up items you may need.

Academics

Academic Calendar

Please refer to UMW's online [Academic Calendar](#) for important dates. Pay attention to the start and end dates for classes, final exams, school holidays, opening/closing dates of residence halls (if you live on campus), as well as the deadlines for adding/dropping classes and withdrawing from courses. In general, international students can disregard deadlines for the 8 week courses. Most of you will be in 16 week courses.

Grading and your GPA

Information about grading and calculating your grade point average (GPA) can be found at the Registrar's website [Grading and our GPA](#). Grades are on a 4.0 scale, with grades ranging from A to F. A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0.0. Students whose overall cumulative GPA falls below a 2.0 is placed on academic probation. Students who do not make satisfactory progress while on probation will be at risk of suspension. International students who are suspended will lose their student visa status and must either return to their home country or make plans to transfer to another school.

Placement Exams

The University offers the following placement exams:

- Calculus Readiness Exam
- Chemistry Placement Exam
- Latin Placement Exam
- Modern Foreign Language Exam (French, German, and Spanish)

If you plan on taking calculus during your time at the University, then it is advisable to take the **Calculus Readiness Exam** to test your level of ability before signing up for any of the calculus courses. The results will determine if you should take MATH 111 Pre-Calculus or MATH 121 Calculus. This exam can be taken **online** before your arrival. **[Access the test through the link below.](#)**

In order to take chemistry courses at the University or take any science courses that require Chemistry 101 or 111 as a prerequisite, you will need to take the **Chemistry Placement Exam**. Based on the results, you will be enrolled in either Chemistry 101 or 111.

If you plan on taking latin at the University it is advisable that you take the **Latin Placement Exam**. The Latin Placement Exam is **only** available to students only in the time immediately preceding their entry to UMW and cannot be taken at a later point. **[Access the test through the link below.](#)**

Taking the **Modern Foreign Language Exam** in either French, German, or Spanish will help determine the appropriate language level for you. Language courses range between the 100 and 400 levels. All UMW students are required to complete a language through the intermediate level, unless you decide to test out of taking a language. **[Access the test through the link below.](#)**

To see more details about the placement exams and to take the exams online before arriving please go to: <http://academics.umw.edu/academicservices/placement-testing/>

UMW's Liberal Arts Curriculum

General Education Requirements

The general education requirement refers to certain courses that the University requires all students to complete. The general education requirement includes classes in a variety of disciplines and is designed to provide students with maximum flexibility in meeting them.

Visit the [General Education Course List](#) to view the courses that fulfill these requirements.

Electives

Elective courses constitute the remaining credits required to complete the minimum 120 credits for your degree after your General Education Requirements and Major Requirements have been completed. Any course outside of these requirements is considered an elective course.

At the end of your general education requirement you will have completed approximately 31-40 credits and if you are in a major that requires around 32 credits, for instance, you would then need to complete 57 credits worth of elective courses in order to reach the 120 credits necessary for graduation.

Majors and Minors

The University offers 60 majors and minors in a variety of disciplines. For an interactive look at the majors that the University of Mary Washington offers please visit: <http://www.umw.edu/study/> .

If there is a specific field of study that you wish to pursue that does not already exist as a major, then it is possible to create a special major wherein the student designs the course load within a department at the University and goes through a process to have it approved. For more information: <https://cas.umw.edu/faculty-2/cas-faculty-governance/guidelines-for-special-majors/>

Major and minor declaration takes place after you have successfully completed 28 credits. The student simply submits a Major/Minor Declaration Form to the chairperson of the chosen department. The department chairperson assigns a major advisor to the student and signs the Major/Minor Declaration Form.

The student then submits the form to the Office of the Registrar. Each semester, the Office of the Registrar sets a major declaration deadline for the semester. The major is not considered official until the Major/Minor Declaration Form is on file in the Office of the Registrar.

Academic Culture

Honor Code

What constitutes academic honesty varies from culture to culture, and it is important to understand rules of academic conduct at UMW. UMW students are required to abide by the Honor Pledge, which states, *“I, as a new member of the University of Mary Washington community, pledge not to lie, cheat, or steal and to actively contribute to a community of trust. I understand that honor is a way of life at Mary Washington and that my words and deeds impact the lives of others. As a Mary Washington student, I therefore promise to hold myself to the highest standards of honesty and integrity in all that I do and say.*

I further pledge that I will endeavor to create a spirit of honor, both by upholding the Honor System myself and helping others to do so.”

All students are expected to do their own work. When taking quizzes and exams, or turning in papers or other assignments, students sign their name and write the honor pledge, “I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work.”

All new degree-seeking students will complete an on-line Honor Training tutorial and participate in the mandatory Honor Convocation at the beginning of the semester.

Faculty-Student Relationship

The student/instructor relationship in the U.S. might seem less formal than in other countries. For example, it is acceptable and expected for students to ask questions and discuss topics during class. That said, we advise you to address your instructors as “Dr.” or “Professor,” unless they say otherwise. This is true in your face-to-face interactions, as well as in your e-mails.

Professors have regular office hours. During office hours, students may stop by for a meeting without an appointment. If you have a question about what is being covered during class, your reading assignments, or ways to improve your grade, visit your professor during office hours.

The Syllabus

Requirements for each course will vary depending on the subject, professor, and teaching method. On the first day of each class, the professor usually distributes and reviews a course syllabus. The syllabus is the outline of the course objectives, due dates for assignments, exam dates, attendance policies, and much more. The syllabus will also have your professor’s contact information and office hours.

Class Attendance

Each class has different attendance policies, so it is important to read the class syllabus and learn what it is for your class. Most professors allow one or two absences over the course of the semester. In some classes, attendance will count toward your final grade. Unlike in some countries, class attendance is an integral part of education in the U.S. college system, and necessary if you plan to succeed in each class.

Class Participation

Generally speaking, students are encouraged and sometimes required to participate in classroom discussions. Your final grade might reflect a combination of mid-term exams, a final exam, research papers, assignments, and class participation. Class participation involves contributing to the class discussions and answering questions. If you sit quietly and never offer an opinion or ask questions, your grade may be adversely affected.

Taking Notes

Although not required, it is very important for you to take notes during class. Typically, the material that will be covered on an exam is information that the professor covers in class. Ask your professor if they allow computer use for note taking.

Student Life

Clubs and Organizations

The University offers over 120 student organizations that range from club sports teams to performing arts clubs to volunteer organizations and beyond. At the beginning of each semester the University holds a Club Carnival where all of the student organizations set up booths and recruit students to join. Visit the [Clubs and Organizations](#) website.

Campus Recreation - The Fitness Center

The Department of Campus Recreation is housed in the [Fitness Center](#). The Fitness Center offers up-to-date cardiovascular, free weight, and circuit equipment. Group fitness and wellness programs and various workshops are also available for free.

Sport Clubs

[Sport Clubs](#) are a great way to stay active and involved in the UMW community without the time commitment necessary for varsity athletics. Students compete locally, regionally, and nationally. Clubs are student run, practice two to three times per week, and compete a minimum of three times per year. See our website for a complete listing of sport clubs.

Arts at UMW

Whether you take a studio art class, join the orchestra, audition for a play, or sing and dance, you can be part of a vibrant aspect of life at UMW. Contact Prof. Gregg Stull (gstull@umw.edu) about theater, dance, or music; or Prof. Carole Garmon (cgarmon@umw.edu) about studio art or

art history.

Outdoor Recreation

The [Outdoor Recreation](#) program provides opportunities to explore the beautiful outdoors either through organized trips or by renting equipment to go somewhere on your own.

Campus Ministries

As a public institution, the University of Mary Washington does not have a denominational affiliation. We know, however, that religious traditions are important to many students and encourage students to reach out to the leaders of several vibrant campus ministries and student organizations.

Community Service

In the [Community Outreach and Resources](#) (COAR) office, students organize service opportunities on and off campus. COAR has nearly 20 weekly ongoing programs that include tutoring and mentoring children and teens, building with Habitat for Humanity, spending time with the elderly and animals, and working on environmental projects. COAR also sponsors on-campus service programs for the community such as a trick-or-treat in the fall and an egg hunt in the spring. Whether volunteering on your own or with a group, COAR is a great place to start!

Getting to Know Fredericksburg

Eagle Village

Eagle Village is a shopping center located across the street from campus and next to the student apartment complex Eagle Landing. Within the center there are a variety of stores and restaurants including a large grocery store.

Historic Downtown

“Downtown” Fredericksburg refers to the historic downtown neighborhood and commercial district of the city. Just a 10 minute walk from campus, downtown is a charming place worth spending a lot of time in. There are multiple cozy restaurants and cafes, boutiques, antique stores, and a farmer’s market. In addition, there are many events throughout the year that are held downtown such as concerts, parades, and holiday-oriented events. The [VisitFred](#) website has more information.

Rappahannock River and Historic Sites

The Rappahannock River travels through downtown Fredericksburg. The river can be used for canoeing or kayaking, swimming or fishing. Many people enjoy using the walking path along the river for walking, running, or biking. **Old Mill Park** on Caroline Street is a nice spot near the river to picnic and enjoy the scenery. There is also the 3 mile **Rappahannock River Heritage Trail** that serves as a nice running/walking trail and is accessible from campus.

Fredericksburg Battlefield

The Fredericksburg Battlefield is where four pivotal battles in the Civil War were fought. The main hiking path of the battlefield is found along Sunken Road and was the site of the December 1862 and May 1863 battles. Along the route you'll find different buildings dating from the era as well as the Fredericksburg National Cemetery where over 15,000 Union soldiers are buried.

Chatham Manor

Part of the Fredericksburg & Spotsylvania National Military Park, Chatham Manor was built between 1768 and 1771 and is the site of extensive Civil War history. Additionally, there were many famous visitors to the property including the first American president George Washington, Confederate General Robert E. Lee, and third President Thomas Jefferson.

Transportation

As a new student at UMW, you may feel it is difficult to live here without a car. Although public transportation is limited, most of what you need as a student is within walking distance from campus. If you find yourself needing transportation, the most important ones can be found at the CIE Current International Student Services website for [Transportation Services](#).

Fredericksburg Regional Transit

The [FREdericksburg Regional Transit \(FRED\)](#) buses are FREE to University students with presentation of the student ID card. Convenient stops are located along Double Drive within the main gates off University Avenue, in front of Seacobeck and on Sunken Road. The FRED buses run to the historic downtown area of shops and eateries, to the Fredericksburg train station, and out to the major shopping areas and movie complexes on Route 3. A special FRED Express service was developed especially for the University students and operates Thurs.-Sun., August through April. The line has also been extended into Spotsylvania County. Advise the bus driver if it is your first time on board and he will assist you with the necessary transfer information. For more information call 540/372-1222.

Bicycle

Biking is an option for getting around campus and the surrounding neighborhoods, to downtown Fredericksburg, which is considered bike-friendly due to its wide one-way streets. We would not recommend attempting to travel by bicycle to the Route 3 area which is a high-traffic area and definitely not pedestrian or bike friendly!

Greyhound Bus Lines

The [Greyhound Bus](#) station is located downtown at 1400 Jefferson Davis Hwy., Fredericksburg.

Telephone Numbers:

Main: 540-373-2103

Greyhound Package Express: 540-373-2103

Customer Service: 540-371-0384

Amtrak

[Amtrak](#) trains stop at the Fredericksburg train station and offer service north to New England and south to Florida. In addition to their regular service, Amtrak trains run on weekends and holidays

when the Virginia Railway Express (VRE) trains are not in service. Call 1-800-USA-RAIL or visit their website.

The [Virginia Railway Express \(VRE\)](#) is the fastest and most convenient way to make day trips to all the cultural attractions of the nation's capital or to make Metro connections to the Washington, D.C. airports. These commuter trains start running as early as 5:15 a.m. and return as late as 7:40 p.m. during the week. Weekend service is offered by Amtrak. For more information on VRE call 703/684-1001.

Washington, D.C. Metrorail

Taking the [DC Metro](#) is a wonderful way to get around our nation's capital. It is easy to make connections to Metro from the VRE or Amtrak. Metro also makes convenient connections to Reagan National and Dulles airports. At each station there are large color-coded maps showing fares and travel times. Each passenger needs a farecard to ride and fees are based on when and how far you travel. Farecard machines are in every station. Take a friend from the University and have a day of adventure seeing where you can go on the Metro! Metro operates on weekdays from 5:30 a.m. until midnight and on weekends from 8 a.m. until midnight. For more information on Metro schedules, fares or parking call 202/637-7000.

Vamoose Bus

[Vamoose Bus](#) provides service between Virginia, Maryland, and New York City. One of the bus stops is in Lorton, which can be accessed via the Virginia Railway Express (VRE). Students could take the VRE from the Fredericksburg station to the Lorton station, then transfer to the Vamoose Bus.

Taxi Service

Don't forget the convenience of taxi service which is available 24 hours a day. Taxi service is also available to the airports with pickup at the University and delivery to the airline terminal for \$130-\$150. This service could be shared by up to 4 students for the same price. (Call ahead for rate information.)

Hilldrup Taxi 373-8294
Virginia Cab Service 373-8555
Bumbrey's Cab 373-6111

Ridshare

Uber and Lyft are ride share services that are generally cheaper than taking a taxi and are widely available in the Fredericksburg area.

Airport Shuttle

Shuttle service to the airports with pickup at the University costs approximately \$130-\$150. This service could be shared by multiple students, with each additional rider fee of about \$25 (call ahead for rate information).

ChopChop SHUTTLE: 703-441-9999 or chopchopshuttle@gmail.com

US Postal Service

The UMW campus has a full-service post office. All students, regardless of whether you live on or off-campus are assigned a mailbox. Your UMW mailbox can be used to send and receive large packages. You can find information about the UMW post office and instructions on finding your mailbox number at <http://adminfinance.umw.edu/mail/student-information/> .

On-campus address format for degree-seeking students:

Your Full Name
University of Mary Washington
UMW Box _____
1701 College Avenue
Fredericksburg, VA 22401

Off-campus address format: (if you prefer to have items mailed to your off-campus address)

Your Full Name
House number and street name (for example, 111 Elm Street)
City, State, and Postal Code (also known as zip code)