



WASHINGTON  
&  
JEFFERSON  
COLLEGE



# International Student Starter Guide



# Welcome to W&J!

The W&J International Team would like to wish you a warm welcome to Washington & Jefferson College! We are excited to invite you into the W&J Family and to be part of your journey at W&J. We have assembled this booklet to help you in your transition to campus life. Inside, you'll find information about Academics, Campus Life, and Off-Campus Activities.

If you have any questions, don't hesitate to ask. We are here to help you!



**KRISTEN  
CROSBY**

Director of  
International  
Recruitment

724-223-6025  
Admissions  
kcrosby  
@washjeff.edu



**SARA  
KOCHUBA**

Director of  
Study Abroad

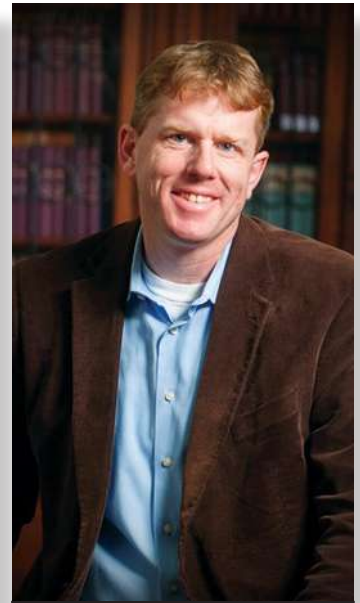
724-503-1001,  
Ext. 6045  
Hub  
skochuba  
@washjeff.edu



**DANA  
POOLE,  
PH.D.**

Director of  
International Student  
Initiatives

724-531-6867  
Hub  
dpoole  
@washjeff.edu



**MICHAEL  
SHAUGHNESSY,  
PH.D.**

Associate Dean of  
Graduate Studies &  
International Programs

724-503-1001,  
Ext. 6170  
Thompson Hall  
mshaughnessy  
@washjeff.edu

# Contents



Welcome to W&J!	1
<u>ACADEMICS</u>	3
Academic Buildings	4
Where Can I Study?	7
<u>CAMPUS LIFE</u>	8
Campus Dining	9
Meal Swipe Schedule	9
Campus Services	10
Health & Counseling	11
Technology Services	12
Campus & Public Safety	13
General Policies	14
Getting Involved	15
<u>OFF-CAMPUS ACTIVITIES</u>	16
Washington	17
Local Dining	17
Local Shopping	17
Pittsburgh	18
Pittsburgh-ese?	18
Transportation	19
The Rush Shuttle	19
The Pittsburgh Pipeline	19
<u>QUICK REFERENCE</u>	20
Department Contacts	21
Campus Map	23
FAQ's	25
Unit Conversions	25
Scavenger Hunt	26





# ***ACADEMICS***



# Academic Buildings

## OLD MAIN

The iconic towers are hard to miss. In the evenings, students use the unoccupied classrooms for group studying or meetings. Several departments call Old Main home including History, Political Science, Philosophy, Sociology, and Mathematics.

### KEY FEATURES:

- Computers in Classrooms B & E
- Old Main Chapel



## BURNETT

The curved walkways leading to Howard J. Burnett Center are constantly trecked by students. Modern Language, Communication Arts, Economics, Business, and Education Departments all reside in Burnett.

### KEY FEATURES:

- Yost Auditorium
- Language Resource Center
- WNJR Radio Station



## LIBRARY

The Library houses an open collection that includes more than 200,000 items in print, microfilm, audio and video formats. Operating hours for the library adjust throughout the year in an effort to give students more study time.

### KEY FEATURES:

- The Library Digital Classroom
- The Walker Room
- The Archives



## TECH CENTER

This state-of-the-art facility provides students and faculty computing and technological resources such as computer workstations, a Global Learning Unit, 'smart' classrooms, and seminar rooms. It also has an open lounge conducive for studying.

### KEY FEATURES:

- 200 computer workstations
- Global Learning Unit





# SWANSON

Opened in 2010, Swanson Science Center is dedicated to the physical sciences, including Physics and Chemistry. The building offers wet and dry laboratories, research and classroom space, and break-out spaces.

## KEY FEATURES:

- Large Atrium with Study Space
  - Roasted Café
- 



# DIETER-PORTER

Dieter-Porter Life Sciences Building, or DP, is home to the Biology and Psychology departments. Students use the laboratories to conduct research projects. The greenhouse on the third floor allows students to research in an experimental space.

## KEY FEATURES:

- DP-100 Lecture Hall
- 



# DAVIS

Built in 1848 as a family mansion, and remodeled by the College in 1947 for academic purpose, this building contains the Department of English.

## KEY FEATURES:

- Historic Underground Railroad Stop
- 



# OLIN

Olin Fine Arts Center includes classrooms, offices, art gallery, and a fully-equipped 488-seat auditorium. Olin hosts many events throughout the year. These events include professional shows and student-run productions. The Art and Music departments utilize this space as does the Theatre concentration under the Communication Arts Department.

## KEY FEATURES:

- Olin Theatre and Box Office
- Olin Art Gallery
- Black Box Theatre





# THOMPSON HALL

## ACADEMIC AFFAIRS

Academic Affairs is located on the second floor of Thompson Hall. Academic Affairs oversees academic departments. Students contact Academic Affairs when requesting an Incomplete in a course, gaining credit from an Internship, or pursuing an Independent Study. Academic Affairs also sets policy for academic dishonesty and academic code of conduct.

## REGISTRAR

The Office of the Registrar is located on the ground floor of Thompson Hall. The Registrar supplies academic transcripts, enrollment and degree verifications, course offerings and other academic information to the W&J community. Students will find the forms to declare their major or to transfer credit at the Registrar's office.

## BUSINESS OFFICE

If you have any complications with your billing or your paycheck, visit the Business Office on the ground floor of Thompson Hall. The office is often busy so you may need to wait for assistance. The Office is open Monday - Friday 9:00am - 5:00pm.



Chapel - Old Main



Yost - Burnett



Atrium/Study Space - Swanson



DP-100 - Dieter-Porter



Olin Theatre - Olin



# Where Can I Study?



## TECH CENTER

- 200 Computer Workstations with Free Black & White Printing
- Outlets & Charging Stations
- 24-hour Swipe Access
- Great for long study sessions



## SKI LODGE

- Ground Floor of the Commons beside the Barista
- Central Area on Campus
- May Get Loud and Crowded
- Great for Group Projects



## LIBRARY

- Group Tables and Individual Study Spaces
- Computers with Free Black & White Printing
- Extended Hours during Finals Week
- Great for a Quiet Study Space



## BURNETT

- Tables and Chairs around the Building
- 24-hour Swipe Access
- Computer Lab with Free Black & White Printing
- Great for Secluded Studying

## NEED SOME STUDY HELP?

If you are having difficulties, try visiting a PAL tutor. Peer Assisted Learning (PAL) is a student tutoring program offered at W&J. There are PAL tutors in almost every subject. They are fellow students who are recommended by professors and staff to be tutors. Since many of them have taken the same classes as you, they may know the tips and tricks to help you be successful.

**PROGRAM HOURS:** Sunday-Thursday, 7:00-9:00 p.m., Alex Hall, ground floor; no appointment necessary (Note: Modern Language assistance is provided in the Language Lab, Burnett 207; CIS assistance is provided in the Technology Center.) A full schedule describing when tutors are available can be found online.





# ***CAMPUS LIFE***



# Campus Dining



## THE COMMONS

In the Commons you will find buffet style all you want to eat meal options designed to suite everyone. There are gluten-free products, vegetarian options, as well as a large selection of salads, sandwiches and the special meal prepared each day. You can sit in The Commons or get your meal to go.

HOURS: M-F 7:15am - 8:00pm; Sat. 10:00am - 1:30pm, 4:30pm - 6:30pm; Sun. 10am - 1:30pm 4:30pm - 8:00pm

.....



## THE BARISTA

The Barista offers an assortment of coffees and teas. Their bagels and pastries are made fresh daily. The Barista also acts as a quick stop for snacks, energy drinks, and candies. You can use a swipe for a meal. You may use dining dollars, J-cash, cash, or credit card to purchase items not covered by your meal plan.

HOURS: Mon. - Fri. 7:30am - 1:00am; Sat. - Sun. 9:30am - 1:00am

.....



## G&T's

W&J has George and Tom's, better known as GnT's, as our version of fast food. You place your order at the register and then they will call your number when your food is ready to be picked up.

HOURS: Mon. - Thurs. 8:00am - 12:00am; Fri. 8:00am - 11:00pm; Sat. 11:00am - 11:00pm; Sun. 11:00am - 12:00am

.....



## ROASTED

This student-run coffee shop is located in the Swanson Science Center and offers Dunkin Donuts coffee drinks and a variety of pastries and breakfast foods for your enjoyment.

HOURS: Mon. - Fri. 7:30am - 11:00am & 12:30pm - 2:30pm.

.....

## MEAL SWIPE SCHEDULE

You can use your swipe for dining services up to 3 times daily. You may not use your swipe twice during any one time-slot. For example, if you use your swipe at 11:30am, you must wait until after 2:00pm to use it again. If you are using your swipe for dining dollars, you may use your swipe any time.

*Time slot 1: 7:00AM - 11:00AM*

*Time slot 2: 11:00AM - 2:00PM*

*Time Slot 3: 2:00PM - 5:00PM*

*Time slot 4: 5:00PM - 8:00PM*

*Time slot 5: 8:00PM - 12:00AM*



# Campus Services



## ROSSIN CAMPUS CENTER

### OFFICE OF RESIDENT LIFE

You may need to visit the Office of Resident Life (Res Life) during your time at W&J. The Res Life staff handles problems or concerns with residence on campus. All R.A.'s are overseen by them as well. If you need to visit Res Life for any reason, they are located on the top floor of Rossin Campus Center. You can use the stairwell or elevator to reach them.

.....

### THE MAILROOM

The mailroom is located on the ground floor of Rossin. When you arrive on campus, you are given a mailbox number and combination code for your mailbox. Your mailbox will be on one of the sides of the large wooden structure. If you have a package larger than your mailbox, you will need to pick it up at the mailroom door. You may only pickup packages when the mailroom is open.

.....

### CAREER SERVICES

Career Services helps students develop their portfolio and look desirable to future employers. They assist in creating resumes and online profiles, as well as offering practice interviews and career fairs during the year. They are located on the ground floor of Rossin in the carpeted area behind the mailroom.

.....

## SOMETHING BROKEN? CONTACT MAINTENANCE.

If something breaks in your dorm room, you can place a work order with W&J's Maintenance staff. The work order form is located on the W&J website under Facilities Services in the right-hand column. The link will take you to the mySchoolDude page. You may need to make an account. W&J's ID is 240540160. Don't wait for someone else to complete a work order! As soon as you notice something is broken, fill out a work order. If something has been broken for an extended period of time, you may need to call the Facilities Office (724-223-6086). HOURS: Mon. - Fri. 8:00 a.m. to 5:00 p.m..

# Health & Counseling



**OPEN 9:00AM - 5:00PM**

## **HEALTH SERVICES**

TELEPHONE: (724) 223-6047

## **COUNSELING SERVICES**

TELEPHONE: (724) 223-6107

W&J provides students with on-campus medical and counseling services. Health & Counseling Services is located on the opposite side of New Residence Hall, facing College Street. W&J's staff at Health & Counseling are trained professionals.

At selected times during the week, a doctor from local Washington Hospital takes appointments on campus. If you feel sick, you may either stop in or call for an appointment. If you need to miss class due to an illness, Health & Counseling will email your professors a medical excuse following your visit with them.

Health & Counseling also offers psychological counseling to students. Psychological services include brief individual and group psychotherapy, and a referral program. Counseling services supports students and offers psychological testing services as well. There are many different methods used to deal with the problems that you hope to address. All information you disclose is confidential and the staff may not disclose your information to anyone.

If you have an emergency after hours, inform Campus & Public Safety.





# Technology Services

W&J's Information & Technology Services (ITS) can assist students in setting up devices, software, and hardware. Most students opt to bring their own technology instead of using W&J's computers and printers. When using your devices, you may need some assistance setting them up or using them. ITS is here to help. ITS wants students to be aware to avoid viruses and possible identity theft which may affect the campus technology. (See the below notice from ITS.) The ITS office is located on the ground floor of the Tech Center. There is a Help Desk for immediate assistance just outside of their office.

HelpDesk hours are:  
8 am - 9 pm Mon - Thu  
8 am - 5 pm. Fri  
5 pm - 9 pm Sun

Contact [helpdesk@washjeff.edu](mailto:helpdesk@washjeff.edu) or at 724-223-6022

Student technicians also are available Sunday through Thursday between 5 and 9 p.m. during the regular academic year.



---

## AN IMPORTANT MESSAGE FROM INFORMATION TECHNOLOGY SERVICES

### Protecting Your Identity Online: How to Avoid Falling Victim to Phishing Scams

You probably read several emails from W&J's ITS department about phishing scams over the summer. Being able to recognize and prevent yourself from being victimized by phishing scams is critical in this online age. Falling victim to phishing attacks can have very real consequences including loss of credibility, identity theft, financial loss, and loss of the use of certain Internet-based services you rely on. Below are some basic tips to help you recognize and avoid falling for a phishing attack:

- W&J's ITS department will NEVER ask you to provide your password to us in an email or on a website outside of our washjeff.edu domain.
- All official email from W&J's ITS department will be sent from staff email addresses (ends in @washjeff.edu) not a student email address (ends in @jay.washjeff.edu).
- If you are ever in doubt about the legitimacy of an email or website, please contact the ITS Helpdesk ([helpdesk@washjeff.edu](mailto:helpdesk@washjeff.edu) or 724-223-6022) before clicking a link or providing your personal information.

You can learn more about protecting your identity online at the W&J ITS Internet Security wiki page: <http://wiki.washjeff.edu/display/hd/Internet+Security>



# Campus & Public Safety

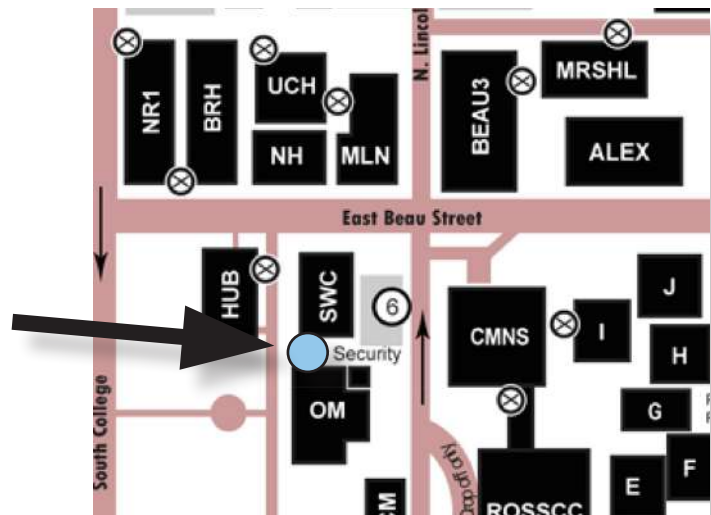
The Department of Campus & Public Safety at Washington & Jefferson College is committed to maintaining the safest possible environment for all W&J students, faculty, staff, and visitors to the College community.

Located on first floor of Old Main, the Campus and Public Safety Office is open 24 hours daily, seven days a week. Members of the 17-person staff, include certified police officers supplemented by security officers who are focused on security, general safety and fire safety, and who are devoted to the safety of W&J's campus. The officers are empowered by the Commonwealth of Pennsylvania to enforce laws, make arrests, and prosecute violators on property owned or controlled by the College and on adjacent streets and properties.



## CPS Services:

- 24/7 Campus Monitoring
- Emergency Call boxes
- 24/7 Pick-up Service
- 24/7 Emergency Transportation



## **SEE SOMETHING? DO SOMETHING.**

Do your part in keeping campus safe.

CALL CAMPUS & PUBLIC SAFETY

(724) 223-6032

Save this number in your phone as “Security” to call for assistance.

TEXT “SAFETY”

(724) 255-3968

Save this number in your phone as “Safety” to text for assistance or to report something you see of concern



# General Policies

## THE OFFICE OF COMMUNITY STANDARDS AND SUPPORT SERVICES

Welcome New Students!

As you begin your time here with us at W&J you will learn a lot about our proud institution. You, along with your peers, have a responsibility to uphold the values and expectations associated with the W&J community. To that end, I encourage you to refer to our student handbook located at <http://www.washjeff.edu/student-handbook> for much more information on our policies and procedures. I also want to highlight some general policies that help our campus remain a place of safety, civility and education. I look forward to seeing each of you be successful here at W&J and wish you best of Luck!

Sincerely,

David Zlockie

*Director of Community Standards and Support Services*

[dzlockie@washjeff.edu](mailto:dzlockie@washjeff.edu)

(724) 503-1001 ext. 6868

*The Director of Community Standards and Support Services oversees the process for all conduct on campus and helps students understand the responsibilities that we hold in our decision making.*



### ALCOHOL POLICY

In conjunction with state and local law, those who are under the age of 21 are not permitted to possess or consume alcohol. W&J permits students who are over the age of 21 to possess and consume alcohol responsibly.

### DRUG POLICY

W&J, in conjunction with the federal Drug Free School Zone Act, does not permit the use or sale of any illegal drug, including marijuana or medically prescribed marijuana, on campus. Abuse or distribution of any prescription medication on campus is also not permitted. Any item considered to be drug paraphernalia is prohibited from campus. These items include but are not limited to: hookahs, bongos, rolling papers, grinders and weight stations.

### WEAPONS POLICY

W&J does not permit students to carry or hold weapons on campus. This includes, but is not limited to, firearms, knives, martial arts weapons, and airsoft guns. A more complete list of items, including weapons, not permitted on campus can be found in the student handbook online.

### VISITATION AND GUEST POLICY

Students are permitted to host guests on campus Sunday – Thursday evenings until 12am. Friday and Saturday nights students may have overnight guests with permission from their roommate(s). Students may have up to 2 guests at a time in their rooms. A guest in a student's room includes anyone who does not live in or is assigned to that housing space.

### FIRE SAFETY POLICY

Students are not permitted to tamper with or abuse any items for fire safety. Tampering with these devices or equipment is a violation of law as well as community standards. Items such as smoke detectors and fire extinguishers should be left undisturbed. Any item that is a risk to fire safety such as candles and incense are not permitted in the residence halls. A more complete list of these items can be found in the student handbook online.

### SMOKING POLICY

Smoking in the building is strictly prohibited. Smoking cigarettes or cigars as well as alternatives such as vaporizers or e-cigarettes must be done 20 feet from any building.

# Getting Involved



W&J students get involved. Involvement in activities outside the classroom is a valuable piece of the liberal arts college experience. Whether is be joining a club or volunteering locally, there are many ways to get involved. W&J is home to more than 70 student organizations, and the majority of students are actively involved in extracurricular programs.

Ways to get involved:

- The Involvement Expo
- Keeping an Eye on Posters
- Reading the W&J Weekly sent to your Email
- Going to Campus Events
- Creating a Club with Friends



## DOING ANYTHING THIS WEEKEND? VISIT THE HUB!

### PING PONG & BILLIARDS

Join up with others and play a game of Ping Pong or a round of Billiards! Listen to tunes on the retro jukebox while you play. If the weather is nice, enjoy the breeze on the patio.

### THE FIREPLACE LOUNGE

In the large lounge on the first floor, you can find board games and a large TV where you can watch a movie or play one of the video-game system. Enjoy a movie or game night with friends!

### MONTICELLO'S

Student run and open every Friday and Saturday night 9pm - 12am, come enjoy free snacks, milkshakes and entertainment! Step up to the counter and tell one of the student volunteers your order. They'll call out your order when it's ready. Monticello's also hosts frequent Karaoke nights and special theme nights. Students love to hang out and enjoy the pool tables and ping-pong right next door. Sponsored and run by the Student Activities Board (SAB).







***OFF-CAMPUS  
ACTIVITIES***



# Washington



## W&J COLLEGE BUSINESS AMBASSADORS PROGRAM

In an effort to promote a sense of connection for our students with the local community and help further W&J's commitment to create a dynamic relationship with local businesses, W&J has launched an initiative called the W&J Local Business Ambassadors program. The goal of this program is to highlight businesses which provide a discount to students at W&J through joint promotion and marketing.

The W&J Local Business Ambassador program highlights businesses which are eager to welcome W&J students by providing a student discount. Participating businesses display a W&J Ambassador Program decal.

For a full list of businesses which participated in the Business Ambassadors Program, visit [www.washjeff.edu/discounts](http://www.washjeff.edu/discounts).

## LOCAL DINING

Washington hosts several excellent places to eat. Whether you are hungry for Pizza or Chinese, there is a local restaurant or cafe who can satisfy. Several restaurants in the area are available on Grub Hub, a free app which allows online ordering. Many of these restaurants deliver to campus, knowing most students do not have a car on campus. Other restaurants are within walking distance and frequented by students. Here are a list of some local restaurants and cafes.

Aladdin's Eatery, Buffalo Wild Wings, Chicco Baccello, China Express, Dickey's Barbecue Pit, Eat'n Park, Fortuitea Cafe and Bakery, Harmony House Café, Heping'er's Legacy Tavern, How Lee, L.A. Sweets, Los Patrones Tacos, Main Street Hot Dogs, McDonald's, Mr. Gyros, Napoli Restaurant & Lounge, Papa John's Pizza, Peppino's Restaurant, Popcorn Willy, President's Pub, Subs Unlimited, Sweet Frog, Sweeties Cinnamon House, Three Guys Pizza & Pasta, Upper Crust Italian Bistro, Vocelli Pizza, and Wong's Wok

## LOCAL SHOPPING

There are several large department stores in the Washington area which sell groceries, clothing, home goods, and entertainment. Wal-Mart is often frequented by students due to its low prices and proximity to campus.

The Rush shuttle takes students to the Wal-Mart plaza every Tuesday and Thursday. Washington Crown Center is only a short drive away from campus. Another favorite is the Tanger Outlets. Tanger Outlets contains 50+ stores selling apparel and specialty items. Only a 15 minute drive from campus, students love to find their new favorite items there.





# Pittsburgh



W&J is located just 30 miles south of Pittsburgh. Students can take advantage of all of the opportunities that a major metropolitan area has to offer. Voted one of the most livable cities in the United States for its opportunities and environment. The “Burgh” is iconic for its rivers and bridges. Pittsburgh hosts events all year round and is always bustling with activities.

Students love shopping at Station Square, the Waterfront, the Strip District Markets, and South Side Works. Whatever you wish to purchase, you can find it in Pittsburgh!

Students attend major league sporting events: Steelers football, Penguins hockey, and Pirates baseball.

Students visit the Andy Warhol Art Museum, The Carnegie Museums of Art and Natural History, and Phipps Conservatory.

Looking for some fun? Try taking a trip to Kennywood Amusement Park or the Pittsburgh Zoo & PPG Aquarium. Pittsburgh offers many picturesque sights including the Mt. Washington Incline, Point State Park, and the Heinz Factory.

Over the course of the year students love attending and participating in seasonal Pittsburgh events such as the Pittsburgh Marathon (Spring), the Three Rivers Regatta (Summer), the Festival of Lights and Music (Fall), and Light Up Night (Winter).

No matter what you are looking for, you can most likely find it in Pittsburgh. To find out what is happening in Pittsburgh, go to [www.visitpittsburgh.com](http://www.visitpittsburgh.com).



## PITTSBURGH-ESE?

Pittsburgh is not only known for its bridges, but also its unique English dialect. Here are some common phrases you may hear:

Yinz = You/ You all

Pop = Soda

Gum-band = Rubber-band

Prolly = Probably

Worsh = Wash

Buggy = Shopping Cart

Redd Up = Clean Up

Crick = Creek

Nebby = Nosy

Jaggers = Thorns

Slippy = Slippery

Greazy = Greasy

Kranz = Crayons

Member = Remember

N’at = “And so forth”

Sammitch = Sandwich

Spicket = Faucet

Arn = Iron

Dippy Eggs = Sunny Side Up

Jaggoff = Idiot



# Transportation

W&J has tried to make travel convenient for students. W&J offers the Rush shuttle and Pittsburgh Pipeline.

## THE RUSH SHUTTLE

Students who do not own a car can use the Rush twice a week to go to Trinity Point and Strabane Square. The school vans depart on Tuesdays & Thursdays at 7:00 PM from the Rossin Campus Center Circle. Once there students have access to

Food: Krispy Kreme, Red Lobster, Cracker Barrel, Applebee's, Texas Roadhouse, TGI Friday's and Starbucks

Shop: PetSmart, Target, Dick's Sporting Goods, Office Max, Giant Eagle, Wal-Mart, CD Warehouse, and many other national chain stores.

## THE PITTSBURGH PIPELINE

The Pittsburgh Pipeline takes students to popular Pittsburgh destinations on Friday and Saturday nights, as well as Saturday afternoons throughout the academic year. The shuttle schedule includes drop-off locations in the Cultural District, Station Square, the Strip District, the South Side, and Oakland (Pitt). This free service is available to all W&J students with a current college ID.



## FRIDAY AND SATURDAY EVENING

### PITTSBURGH PIPELINE

TIME	STOP	LOCATION
6:30 pm	Departs	Campus Center Circle
7:10 pm	#1	Cultural District
7:25 pm	#2	Station Square
7:40 pm	#3	Southside
7:50 pm	#4	Carson & S 27th
8:00 pm	#5	Oakland
8:35 pm	Returns	Campus Center Circle
9:10 pm	#1	Cultural District
9:25 pm	#2	Station Square
9:40 pm	#3	Southside
9:50 pm	#4	Carson & S 27th
10:00 pm	#5	Oakland
10:35 pm	Returns	Campus Center Circle
11:10 pm	#1	Cultural District
11:25 pm	#2	Station Square
11:40 pm	#3	Southside
11:50 pm	#4	Carson & S 27th
12:00 pm	#5	Oakland
12:35 am	No pick-up	Campus Center Circle
1:10 am	#1	Cultural District
1:25 am	#2	Station Square
1:40 am	#3	Southside
1:50 pm	#4	Carson & S 27th
2:00 am	#5	Oakland
2:35 am	Returns	Campus Center Circle

## SATURDAY AFTERNOON

### PITTSBURGH PIPELINE

TIME	STOP	LOCATION
11:00 am	Departs	Campus Center Circle
11:40 pm	#1	Cultural District
11:55 am	#2	Strip District
12:10 pm	#3	Southside
12:15 pm	#4	Carson & S 27th
12:20 pm	#5	Oakland
1:00 pm	Returns	Campus Center Circle
1:40 pm	#1	Cultural District
1:55 pm	#2	Strip District
2:10 pm	#3	Southside
2:15 pm	#4	Carson & S 27th
2:20 pm	#5	Oakland
3:00 pm	Returns	Campus Center Circle
3:40 pm	#1	Cultural District
3:55 pm	#2	Strip District
4:10 pm	#3	Southside
4:15 pm	#4	Carson & S 27th
4:20 pm	#5	Oakland
5:05 pm	Returns	Campus Center Circle





***QUICK  
REFERENCE***



# Department Contacts

## ACADEMICS

DEPARTMENT	OFFICE LOCATIONS
Accounting .....	BRNT 3rd Floor
American Studies .....	DAVS
Arabic .....	BRNT 2nd Floor
Art & Art History .....	OLIN 2nd Floor
Biochemistry .....	DP 1st Floor
Biological Physics .....	DP 2nd Floor
Biology .....	DP 2nd Floor
Business Administration .....	BRNT 1st Floor
Chemistry .....	SWA 3rd Floor
Chinese .....	BRNT 2nd Floor
Communication Arts .....	BRNT Basement
Computing & Information Studies .....	TECH 2nd Floor
Computational Science .....	TECH 2nd Floor
Conflict & Resolution Studies .....	DAVS
East Asian Studies .....	OM 2nd Floor
Economics .....	BRNT 3rd Floor
Education .....	BRNT Basement
Engineering .....	SWA 1st Floor
English .....	DAVS
Entrepreneurship .....	BRNT 1st Floor
Environmental Studies .....	SWA Basement
Environmental Science .....	SWA Basement
Financial Economics .....	BRNT 3rd Floor
Forensic Science .....	SWA 2nd Floor
French .....	BRNT 2nd Floor
Gender & Women's Studies .....	DAVS
German .....	BRNT 2nd Floor
Graphic Design .....	TECH 2nd Floor
History .....	OM 1st Floor
International Business .....	BRNT 1st Floor
International Studies .....	OM 2nd Floor
Latin American Studies .....	BRNT 2nd Floor
Mathematics .....	OM 3rd Floor
Modern Languages .....	BRNT 2nd Floor
Music .....	OLIN 1st Floor
Neuroscience .....	DP 2nd Floor
Philosophy .....	OM 4th Floor
Physical Activity & Wellness .....	HMG
Physics .....	SWA 1st Floor
Political Science .....	OM 2nd Floor
Pre-Health .....	SWA 3rd Floor
Pre-Law .....	OM 2nd Floor
Professional Writing .....	DAVS
Psychology .....	DP Basement



Public Policy.....	OM 2nd Floor
Religious Studies.....	OM 4th Floor
Russian.....	BRNT 2nd Floor
Russian Area Studies.....	BRNT 2nd Floor
Sociology.....	OM 2nd Floor
Spanish.....	BRNT 2nd Floor
Studio Art.....	OLIN 2nd Floor

### ACADEMIC AFFAIRS

Academic Affairs	academicaffairs@washjeff.edu	724-503-1001, Ext. 6006	Thompson UL
Registrar	wjregistrar@washjeff.edu	724-223-6017	Thompson GL

### STUDENT LIFE

Campus Store	campusstore@washjeff.edu	724-229-5115	Rossin ML
Campus & Public Safety		724-223-6032	OM 1st Floor
Career Services	careerservices@washjeff.edu	724-229-5126	Rossin LL
Center for Energy Policy & Mgmt	cyoung2@washjeff.edu	724-503-1001, ext. 6871	
Community Engagement	volunteer@washjeff.edu	724-503-1001, ext. 3086	Rossin 305
Dining Services	chall@washjeff.edu	724-223-6037	Commons LL
Disability Support Services	dss@washjeff.edu	724-223-6008	Commons 004
Facilities Services		724-223-6086	Facilities
Fraternity & Sorority Life	fsl@washjeff.edu	724-229-5143	Rossin UL
Inclusive Campus Engagement	diversity@washjeff.edu	724-503-1001, ext. 5102	Hub, UL
Information Technology Services	helpdesk@washjeff.edu	724-223-6022	Tech Center LL
Library	asklib@washjeff.edu	724-223-6070	Library
Office of the Ombudsperson	lgalley@washjeff.edu	724-503-1001, ext. 6152	BRNT 304
Olin Fine Arts Center		724-223-6546	Olin
President's Office			McMillan Hall
Religious Life	ggibson@washjeff.edu	724-503-1001, ext. 3359	Commons 002B
Residence Life	reslife@washjeff.edu	724-229-5120	Rossin, UL
Student Activities	SAIL@washjeff.edu	724-229-5139	Hub 107
Student Life	studentlife@washjeff.edu	724-229-5120	Rossin, UL
Study Abroad	studyabroad@washjeff.edu	724-503-1001, ext. 6051	Commons 005
Student Health Services		724-223-6047	New Res, GL
Student Counseling Service		724-223-6107	New Res, GL

### BUSINESS & FINANCE

Business & Finance		724-223-6014	Thompson GL
Financial Aid	finaid@washjeff.edu	724-223-6019	Admissions, 3rd
Payroll	lspencer@washjeff.edu	724-503-1001, ext. 6522	Thompson GL



Campus Store: Rossin



The Hub



President's House



Henry Memorial Gym

# Campus Map

## ACADEMIC BUILDINGS

Old Main	Towers (OM)
Dieter-Porter Hall	DP
Davis Memorial Hall	DAVS
Swanson Science Center	SCI
U. Grant Miller Library	UGM
Burnett Center	BRNT
Olin Fine Arts Center	OLIN
Tech Center	TECH

## ADMINISTRATIVE OFFICES

McMillan Hall	MCM
Thompson Hall	THOM
Admissions House	ADM
Rossin Campus Center	ROSSCC
President's House	PH
Alumni House	AH

## STUDENT FACILITIES

Health & Counseling Services	NR1 (College St. Side)
The Hub	HUB
Swanson Wellness Center	SWC
The Commons	CMNS
The Barista	CMNS
G&T's	ROSSCC
Campus & Public Safety	OM
Roasted	SCI

## ATHLETIC FACILITIES

Henry Memorial Gym	HMG
James David Ross Family Recreation Center	STC
Brooks Park	BROOKS
Cameron Stadium	CMRN

## KEY OFFICES/SERVICES:

International Services	HUB
President's Office	MCM
Academic Affairs	THOM
Registrar	THOM
Business Office	THOM
Career Services	ROSSCC
Campus Store	ROSSCC
Student Life	ROSSCC
Residence Life	ROSSCC
Office of the Dean	ROSSCC
Financial Aid	ADM
Information & Technology Services	TECH



Admission House



Cameron Stadium

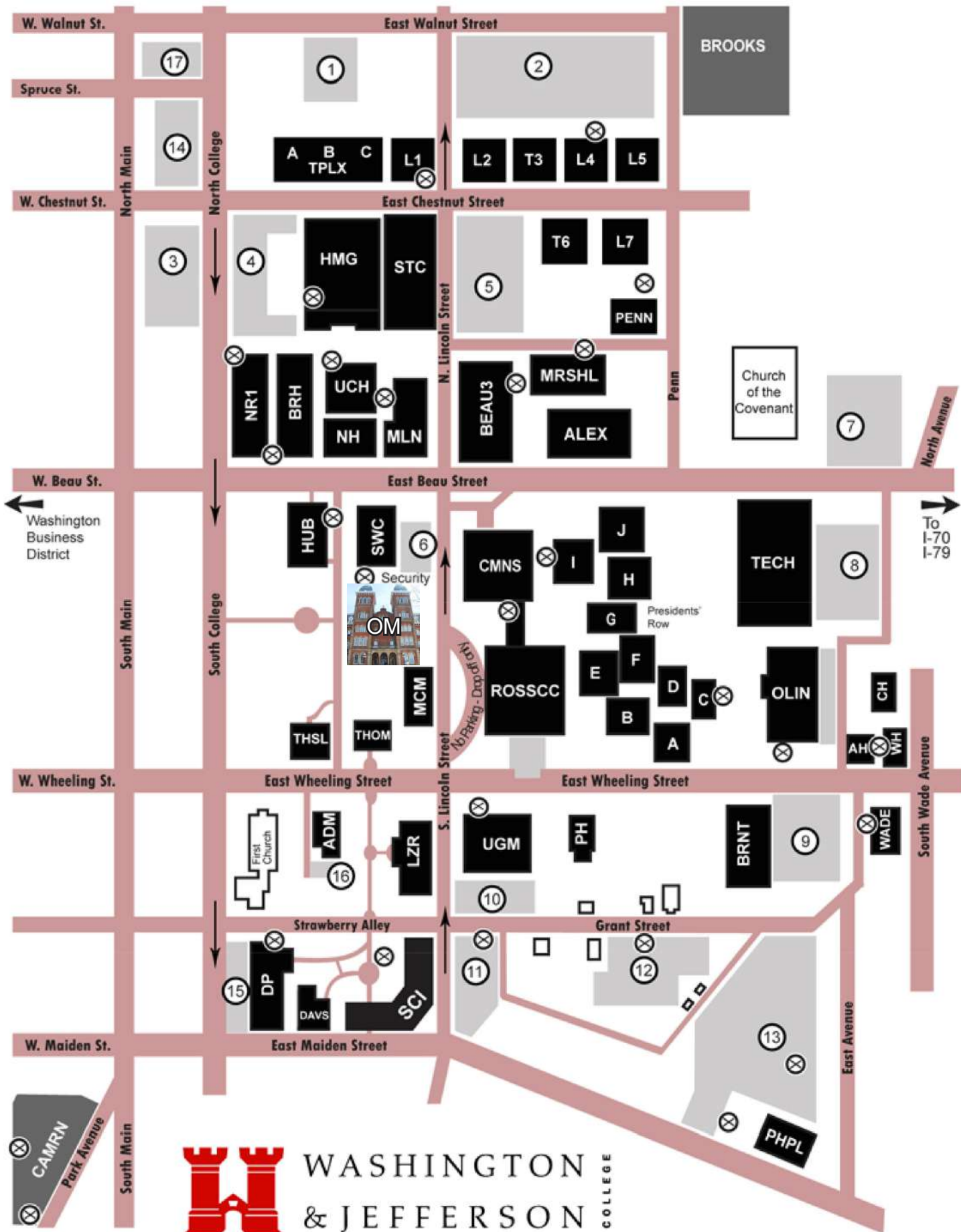


Swanson Wellness Center



The Commons





WASHINGTON  
& JEFFERSON COLLEGE

# FAQ's

## 1. I LOST MY SWIPE. WHAT SHOULD I DO?

Don't panic. Retrace your steps and ask your friends if they've seen it. If no one has seen your swipe, visit Campus & Public Safety (CPS) to report your missing swipe. If they find it while monitoring the campus, they will contact you. They may even have your swipe already. If CPS does not have your swipe, you will need to go to the Business Office located in Thompson. They will replace your swipe, but it will cost you \$15. You can pay with cash, check, or credit card.

## 2. I LOCKED MYSELF OUT OF MY ROOM. WHAT DO I DO?

If you forget your key or lock yourself out, call the R.A. on duty and they will assist you. The R.A.'s number should be posted in your dorm. If the R.A. on duty is unable to help you, call Campus & Public Safety and someone will come and unlock your room. You can call CPS up to three times before being charged for their help. Their number is 724-223-6032.

## 3. I'M SICK. WHO SHOULD I TALK TO?

If you are feeling sick, visit Health Services located in New Residence Hall facing College St. Many professors have an attendance policy. Once you visit Health Services, they will email an excuse to your professor. You may also email your professor prior to going to Health Services to warn them you will not be in class.

## 4. I HAVE AN EMERGENCY! WHO SHOULD I CALL?

Call Campus & Public Safety at 724-223-6032. They will assist you with any problem you may have or point you in the right direction.

## 5. THERE'S A PROBLEM WITH MY BILL. WHERE DO I GO?

The Business Office is happy to help you Monday - Friday 9:00am - 5:00pm. You may also call them during business hours at 724-223-6014. Note that the office does get busy, so be sure you allow yourself some time.

# Unit Conversions

## DISTANCE

1 foot	= 0.305 m	= 30.48 cm
1 yd	= 0.914 m	
1 mi	= 1.61 km	= 5,280 ft
1 km	= 1,000 m	= 0.621 mi
1 m	= 100 cm	= 1,000 mm
1 m	= 3.28ft	
1 cm	= 0.394 in	= 10 mm
1 mm	= 0.039 in	= 0.1 cm

## WEIGHT

1 kg	= 1,000 g	= 2.2 lb
1 g	= 0.035 oz	
1 lb	= 0.45 kg	= 16 oz
1 oz	= 28.35 g	

## TEMPERATURE

Fahrenheit	-4	5	14	23	32	41	50	59	68	77	86	95	104
Celsius	-20	-15	-10	-5	0	5	10	15	20	25	30	35	40



# Scavenger Hunt

Go around campus and complete this scavenger hunt! Post your photos on social media using #WJInternational for a chance to win fun prizes and spread some Prez Pride!

1. A piece of equipment at The Swanson Wellness Center
2. A fun picture with George & Tom Statues
3. A fun picture in front of Old Main
4. The W&J Seal (inside Old Main)
5. A picture on the steps inside Old Main
6. Campus Safety – take a minute to say hello!
7. W&J campus is considered an Arboretum! Take a picture in front of a big tree. What kind of tree is it?
8. A printer you are welcome to use for free!
9. McMillian Hall (The oldest building on campus)
10. Yourself in front of three statues/pieces of art on campus
11. A photo of a painting of George Washington (Find as many as possible)
12. The W&J book store
13. An Emergency Call box – These are phones located across campus that will link you to Campus Safety if you need help.
14. Sitting in the front of your dormitory
15. A comfy chair to study in!
16. Stop by the Mailroom. What's in your mailbox?



