

Administrative Office and College Services

Academic Affairs Office

College Hall 202
Ext. 240

The Office of Academic Affairs can answer questions regarding advising, registration, placement, faculty issues, academic policies and requirements, academic appeals, the Honors Program, the Study Abroad Program, and the reporting of emergency or long-term absences. Any concerns regarding curriculum or other academic matters should be directed to this office. All students who plan to withdraw or take a leave of absence can initiate the process in this office or to the Associate Vice President for Retention and Academic Success.

Vice President, Chief Academic Officer / Dean of the Faculty Office

College Hall 202-C
Ext. 241

The Vice President, Chief Academic Officer/Dean of the Faculty is responsible for the overall function and coordination of all academic programs.

Associate Vice President for Retention and Academic Success

College Hall 202-A
Ext. 242

The Associate Vice President for Retention and Academic Success is responsible for academic advising and placement, academic standards and appeals, academic awards, and the Study Abroad Program

Director of Institutional Effectiveness

College Hall 202 B
Ext. 280

The Director of Institutional Effectiveness is responsible for administering a comprehensive institutional effectiveness program and provides College leadership with the information necessary to support institutional planning, decision-making and policy formation. The IE Director has primary responsibility for institutional research, assessment, and data for regional and professional accreditation. The IE Director also serves the other divisions of the institution, including Student Affairs, Athletics, Enrollment Management, Business and Finance, External Programs and Advancement. This office is also responsible for design, collection, and analysis of institutional data and preparation of evaluations, reports, an institutional fact book and data for grants. It coordinates the assessment of all operations, including academic and co-curricular programming.

Office of Academic Records

College Hall Room 105
Ext. 464

Services provided by the Office of Academic Records include:

- Academic policies, interpretation, and enforcement

- Advising guidelines/status of graduation requirements/degree audits
- Athletic eligibility
- Class Schedules
- Consortium/Cross registration (GC3, SOCHE)
- Degree applications
- Diplomas
- Grades, as distributed through WC Portal
- Honors, calculation/verification for Latin, Green Key, Dean's/Merit lists
- Registration and Drop/Add in conjunction with the Student One Stop Center
- Transcripts
- Transfer credit, advising/evaluation
- Transient course approval
- VA benefits/certification
- Verifications, enrollment and degree
- WC portal maintenance and permissions for academics

Admission Office

College Hall, Room 100
 admission@wilmington.edu
 Ext. 260

The Office of Admission assists prospective students through the enrollment process. In addition, students returning from leave of absence or withdrawal will initiate the process through the admission operation. Incoming and current students are interviewed and hired as Student Ambassadors to assist with on-campus programs such as high school visits, college fairs, program days, campus tours, and making telephone calls to prospective students. If you are interested in being an Ambassador, contact Jenny Tower, Senior Admission Counselor (Ext.332), in the Office of Admission. Students who are eligible to receive Federal Work-Study funding are preferred.

Potential students should be encouraged to apply and visit campus through the Office of Admission.

Students may apply for admission at <https://www.wilmington.edu/admission/apply/>

Students planning to schedule, and admission visit/campus tour can do so at: <https://www.wilmington.edu/admission/visit-campus/>

Advancement Office

Galvin Alumni House, located at 113 College Street
 Ext. 427

The Advancement Office is responsible for the fundraising efforts of Wilmington College. Our academic and formational success hinges upon the generosity and participation of alumni, parents, and friends of the College. Current students can get involved by working for the Advancement Office during the biannual Phonathon fundraising campaign and/or joining the Student Philanthropy Council Organization.

Senior Director of Advancement Operations, Advancement
Galvin Alumni House
Ext. 313

The Senior Director of Advancement Operations is responsible for the database of alumni and donor records; prospect research; the acknowledgement/recognition/reporting of all gifts; and serves as a liaison between Advancement and Information Technology. This position oversees all aspects of Annual Fund, Alumni and Family Engagement and Advancement Services.

Office of Alumni and Family Engagement

Galvin Alumni House, located at 113 College Street
Ext. 427

The Office of Alumni and Family Engagement is the communication center for Wilmington College alumni. We receive and provide updated alumni data, coordinate all alumni related events, including but not limited to, Homecoming/Alumni Reunion Weekend, alumni receptions, and alumni chapters. We serve as advisors for Alumni Council, the First Decade Society, and the Student Philanthropy Council. We encourage students to stay connected to their alma mater after graduation by providing them information regarding opportunities to network with other alumni and how to join our alumni chapters and councils. We strive to keep alumni informed and encourage their continued participation in the life of Wilmington College and its students.

The best way to stay engaged with WC is keeping your contact information up to date. Email us at alumni@wilmington.edu anytime you have changes.

Athletic Communications Office

QRC 114
Ext. 347

The Wilmington College Office of Athletic Communications is responsible for information dissemination for all 20 of the College's intercollegiate athletic programs. The office maintains the athletics website: www.wilmingtonquakers.com and is in charge of all media created and sent out about Fightin' Quaker athletics. This includes, but is not limited to: publications, social media, statistics, photography and printed material.

Avi Dining Services

Pyle Center, Second Floor (Top of Pyle: The T.O.P.)
Ext. 218

All students living in campus residence halls are required to subscribe to a meal plan. Meal Plan diners can enjoy all-you-care-to-enjoy meals at The Top Dining Hall, which serves an array of hot and cold meals, beverages and snacks. From our fresh salad, soup & deli bar, to our fresh handmade pizzas, a made to order smoke & fire grill, our international fusion station and our americana homestyle food, the Top Dining Hall offers something for everyone. Vegetarian, vegan and gluten free options are also available.

The Top Dining Hall – Daily Meal Rates

- Breakfast \$5.95
- Lunch \$7.00
- Dinner \$9.20

The Top Dining Hall Hours

Monday – Friday

- Breakfast 7:30 am – 10:00 am
- Lunch 11:00 am – 2:00 pm
- Light Lunch 2:00 pm – 4:30 pm
- Dinner 4:30 pm – 7:30 pm

Sunday – Thursday

- Late Night 8:00 pm – 11:00 pm

Saturday – Sunday

- Brunch 10:00 am – 2:00 pm
- Light Lunch 2:00 pm – 4:30 pm
- Dinner 2:00 pm – 7:00 pm

**Hours of operation are subject to change.*

Your Student ID is your Meal Card, which allows you purchasing power equivalent to the plan you have selected. Here is how it works: The Housing Office adds the Meal Plan that you have selected, you must present your card each time you visit any of the dining locations. Your Meal Plan's encoded on your ID and each time the card is scanned, your purchase will be deducted from the plan. Should you wish to change plans, please contact the Housing Office, which is located across from the mailroom in Pyle Center or by calling ext. 312

About Quaker Bucks

Quaker Bucks are the declining balance funds that is associated to your meal plan. Depending on the plan, these funds range from \$25 to \$100. They can redeemed at Sips or The Top Dining Hall. Dining Dollars roll over from Fall Semester to Spring Semester, but not year over year.

Removal of Food from the Dining Hall

The Top Dining Hall Cashier upon request provides to-go boxes at the time of entry into the Culinary Center. Upon receiving and filling your to-go box you must exit the Top Culinary Center you may not consume your meal at the Top Dining Hall.

Sips Cafe

Center for the Sciences and Agriculture
Ext. 465

Sips Café is our featured retail destination in the Center for Science and Agriculture. Sips Café features local coffee roaster, Crimson Cup Coffee & Tea. Serving a variety of hot and cold coffee drinks, teas, juices, assorted baked goods and grab n' go salads, sandwiches and snack packs, Sips Café is just the place to get your morning boost or energy. Meal Plan users can enjoy a meal exchange at Sips Café in place of a meal at The Top Dining Hall.

Sips Café Hours

- Monday – Friday 8:00 am – 4:30 pm
- Saturday – Sunday Closed

Market C

Retail space located in the basement of the Pyle center across the game room.

Market C is a convenient store located right here on campus, offering fresh sandwiches, salads, coffee beverages, energy drinks, sodas, candy, chips and more!

Market C Hours

- Monday – Thursday Noon – 8:00 pm
- Friday 10:00 am – 5:00 pm
- Saturday/Sunday Closed

Bookstore

Pyle Center, First Floor
Ext. 545

The Wilmington College Bookstore is your one stop shop for all your college needs. The Bookstore has all the course material for all classes and offers a textbook rental program and digital solutions to help make the cost of books more affordable. We also offer price match with Barnes & Noble and Amazon, check with the bookstore for details. You will find a wide selection of men's and women's Quaker apparel featuring Under Armour and Champion. Find convenience store items like snacks, candy, beverages, and healthy options. The staff will be happy to help you with UPS shipping and faxing. You will find computer software at educational discount prices. Need a workstation, notebook or monitor? Log on to www.efollett.com to source and ship directly to you. Please visit www.wilmingtonshop.com for more information on digital textbooks, textbook rental, and Quaker gear

Streaming TV Service

Information Technology
Ext. 459

Wilmington College provides the SpectrumU streaming-TV service free of charge via campus Wi-Fi to all connected devices. Devices supported include PCs, Macs, Android & Apple tablets & mobile devices, Roku devices and smart TVs with Roku built-in. Students, once connected to the college's Wi-Fi, should either download the Spectrum app from their device's app store, or point their browser to <http://www.spectrumtv.net> to watch the TV streams.

Campus Ministry Office

Quaker Heritage Center
Ext. 23

Religious activities at the College include religious programs, worship experiences, and support groups for students of various faiths. All of these activities are under the supervision of the Campus Minister, who is available to help with problems, share ideas, discuss faith issues, and plan new activities. The Campus Minister helps interpret and explain the Quaker heritage of the College, raising awareness of the beliefs and practices of Friends.

Campus Safety

Center for Service and Civic Engagement House
578 Withrow Circle 24 hours,
(937) 382-0100

Wilmington College provides security for campus students, buildings, and grounds in an effective and non-aggressive manner. For the protection of all students, the Campus Safety Office maintains written records of persons found in academic buildings after scheduled lockup times, as well as reports and, at times, photographs of incidents involving violations of law or College regulations in which a Campus Safety officer is involved or receives a report. Violations should be reported to the Campus Safety Office as well as to outside law agencies when appropriate. An outside law enforcement agency will be contacted in cases involving a need for direct confrontation of law offenders or when health or property is threatened.

Whether a Wilmington College parking permit is purchased or not, all vehicles parked on campus property must be registered with the College. Parking regulations, including non-registration of vehicles, will be enforced by Campus Safety. These regulations and their associated fines can be found in the *Student Handbook*.

Career Services

Pyle Center, Office #7 Ext. 299
Email: nina.l.talley@wilmington.edu

The Career Services Office assists students and alumni of Wilmington College develop the skills necessary to manage their career/work/life planning through a plethora of career education and career coaching resources.

All of the services offered are geared towards the ultimate objective of assisting students with professional development and to obtain meaningful employment. The primary goal of the office is to empower students and alumni with the skills needed to independently handle their career and professional development transition and planning. Career Services is not responsible for finding jobs for students/alumni, but has an arsenal of resources, career opportunities, and networking connections to equip and teach them how to effectively manage their personal development.

Services

- Career coaching and career decision making (through skill and competency assessments and development, goal setting, career planning, and graduate school)

- Career development workshops
- Wilmington College Chapter: National Society of Leadership Success (NSLS) • College-to-Career Personal Planning Course: (for 2 credit hours)
- Resume and cover letter assistance
 - Resumes require two 30-minute appointments; at the end of second appointment student will leave with targeted resume
- Facilitated opportunities for students to connect with potential employers and professional development opportunities through career events, and on-campus hiring/recruiting events
- Graduate school planning, resources, and connections
- Internship (for 1–6 credit hours): administration, approvals, and orientations
- Job/internship listings through HANDSHAKE at <https://app.joinhandshake.com/login>

Hours

- The office is open Monday– Friday, 8:00–5:00 PM
- Open drop-in hours for each semester will be posted on the website
- Appointment times are available throughout the week and may be scheduled by emailing or calling, or stopping by during walk-ins' times
- Open-door policy: If the door is open, students are welcome to drop in. If the door is closed a coaching session is being conducted and a note will be placed on the door to note availability.

Please visit the website: <http://www.wilmington.edu/career-services/internship-program> for current internship policy, on-line resources, schedule of workshops, and on-line calendar to schedule individual appointments. Specific internship documents, internship postings, campus employment, off campus jobs, career opportunities and internship postings, all can be found on HANDSHAKE: <https://app.joinhandshake.com/login>

Computer Labs - Wilmington College

Robinson Communication Center
Rooms 100A, 101A, and 101B
(937) 481-2459

The Wilmington College Main Campus Computer Labs contain more than 60 computers connected to the College network. Additional public-access computers are located in the S. Arthur Watson Library, Pyle Center, Austin-Pickett Hall, and the Center for Science and Agriculture.

Institutionally supported software and programs designed to supplement academic studies are available to all faculty, staff, and students within these facilities. The Computer Labs are open:

- Sunday 6:00 p.m. to 9:00 p.m.
- Monday – Thursday 7:30 a.m. to 9:00 p.m.
- Friday 7:30 a.m. to 5:00 p.m.

NOTE: These hours will vary during breaks, finals, and summer sessions.

Conference Services

Kelly, Office 1 Ext. 295

Any faculty, staff member or student organization wishing to use College meeting rooms or other space on campus, must reserve at least one week in advance via Office 365 Calendar. All users are responsible for using Office 365 calendar to schedule their own meeting space. Scheduling tutorials and further information can be found on the Conference Services section of WC@Home. Activities not listed on the Office 365 Calendars in this office will not be recognized as official College events. Groups who have not reserved in advance are not assured space. Rooms can be used by off-campus organizations, but they will be charged for these services.

Note: Candles are strictly prohibited according to Wilmington College building officials and Ohio Fire Code Section 308.3, which states: "...a person shall not utilize or allow to be utilized an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, or awaiting transportation in group A or E occupancies without first obtaining a permit, in accordance with rule 1301:7-7-01 of the Ohio Administrative Code". To obtain a permit, you must contact the Wilmington Fire Inspector.

If your event required room set up, Conference Services requires advance notice of AT LEAST SEVEN (7) business days' notice for room setup requests. All requests must be made in writing and include a sketch of the room setup. Setup requests received by Conference Services less than SEVEN (7) business days prior to event dates are not guaranteed and are subject to schedule conflicts in which your organization will be responsible for your own setup and tear down. Conference Services does NOT provide tablecloths.

AVI FOODSYSTEMS, Inc. is our on-campus catering service company and can provide food service upon request. However, AVI FOODSYSTEMS, Inc. has the first right of refusal to provide your food needs for your events on campus.

Counseling Services

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf
8:00 am – 5:00 pm and evenings by appointment
Ext. 272

Confidential counseling services are available to all students at NO COST through the Counseling Center located in the Health and Wellness Center. Confidentiality is strictly upheld, and services received are NOT a part of a student's academic record. Students are encouraged to use the counseling service to explore all types of concerns, ranging from mild to serious: homesickness, dating issues, social adjustment, time management, academic struggles, roommate conflicts, behavioral medication issues, drug and alcohol issues, sexual assault, sexual trauma, depression, anxiety, stress management, grief over the loss of a loved one, eating disorders, and many other areas of concern. You do not need a referral by someone but can make an appointment yourself. Appointment times are offered around your class schedule and all attempts will be made to provide an appointment as soon as possible.

Students are encouraged to make appointments, although walk-ins are accommodated whenever possible. During the semester, Counseling Services is available to present to any group on campus regarding a number of mental health topics. Time-limited groups may be offered to help manage stress, learn to develop, and use skills to increase mental wellness, strategies for academic success and other topics of interest to students. Appointments can be scheduled through SetMore, which can be found on the WC App, WC home page, or WC website.

Custodial Services

WcCampusCleaning@wilmington.edu

Custodial Services is responsible for the cleaning of all buildings on campus. In the residence halls, the custodians maintain the restrooms, lounges, hallways, stairwells, study areas, and laundry rooms. Kitchen areas are to be maintained by the students who use them. Residents are responsible for cleaning their own rooms and disposing of their own trash in the dumpsters outside of the residence halls.

Office of Diversity and Inclusion

Pyle Center, Room 6
Ext. 335

The Office of Diversity and Inclusion coordinates educational, cultural, and social programming designed to educate and inspire all students. The office's mission is to prepare students for success in a diverse society by promoting a campus climate of inclusion and respect, regardless of race, gender, religion, age, sexuality, or ability. This office also serves as a diversity liaison to the city of Wilmington, providing outreach and opportunities to the community at large. This office also coordinates the summer ACCESS Camp and/or will assist with other similar endeavors. Additionally, this office serves as a resource for the entire campus community, while providing under-represented students and their families with a direct and centralized connection to Wilmington College. Healthy dialogue among individuals is encouraged campus-wide, and all are welcome to visit the Office to discuss any ideas, questions, or concerns regarding diversity and inclusive practices as they pertain to the WC community. The Office provides support for a variety of programs and serves as the hub for the following organizations: Black Student Initiative, Diversity In Action, Indigenous Student Association, International Club, Jewish Culture Club, Ladies in Power, Latinx Student Association, Men Of Excellence and WC PRIDE (LGBTQ+).

Equal Employment Opportunity Office

College Hall, Room 306
Ext. 282, 248

Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, sex, or any other category enacted by law in the administration of education policies, admission policies, financial aid, employment, or any other College program or activity. Inquiries regarding compliance may be directed to this office or to the Director of the Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

Greek Life

578 Withrow Circle (Center for Service and Civic Engagement)
Ext. 383

The Director of Greek Life oversees Greek organizations. There are local, national, and international fraternities and sororities. For a comprehensive list please contact Michael Allbright, Director of Greek Life, or the president of Greek Council.

Health Center & Wellness Center - Health Services

Health and Wellness Center, located behind Hermann Court across from the outdoor practice turf
Ext. 217 or direct dial 937-481-2217

Students can schedule appointments on-line in SetMore. Please use the following link to be directed to the SetMore scheduling system. <https://wchealthandcounselingappointments.setmore.com>

Prior to being seen in the Health & Wellness Center, you must have created a Privit Account and completed all of your medical forms.

Office and Physician hours vary. Please consult the website or WC@home for the most current weekly calendar.

Professional health care on campus is provided at the Health & Wellness Center. A registered nurse is available for the treatment of minor health complaints such as colds, viruses, etc. For more serious illnesses that indicate the need for prescription medications or other diagnostic tests please schedule an appointment to see physician or nurse practitioner by going to SetMore on-line at <https://wchealthandcounselingappointments.setmore.com>

Students should contact the Health & Wellness Center either by telephone or in person as soon as illness or injury occurs. By doing this, the student may be able to avoid a more serious condition. If the student lives in the residence halls and is too ill to eat in the dining room, they may obtain a sick tray by contacting their Resident Assistant. Flu shots are available on campus every fall and are offered by a local pharmacy. Please watch your emails, WC App postings, and signage on campus for dates, times, and how to sign up.

The clinic will relay information to the Office for Academic Affairs regarding absences when the clinic has written permission from the student. Off-campus students may call the Office for Academic Affairs (Ext. 240) when an absence from classes is necessary.

Hermann Court

Elm Street
Ext. 467

Hermann Court facilities are used for classes, intercollegiate athletics, intramurals, recreation, official campus functions, and campus community activities.

Faculty, staff, and students may use the facilities for recreational purposes whenever they are not occupied by some other scheduled activities. Check with the athletic office for availability.

Housing and Residence Life Office

Pyle Center, Office #5
Ext. 312/369

The Housing and Residence Life is responsible for the coordination of all services, activities, and policies for the Wilmington College residential facilities. The Residence Life Staff strives to help residents learn what it means

to be a part of a community. As all full-time students must live on campus, housing must be assigned by this office, or students must be exempted from this requirement by the Exemption Review Committee. This office manages meal plans, room assignments and issues all keys and ID cards for students.

Human Resources Office

College Hall, Room 306
Ext. 248/282

This office is responsible for all human resource matters, including student payroll. All students desiring to participate in either non-work study or work study employment at the College must complete required employment documentation. This includes federal and state tax forms, mandatory direct deposit form and a Federal I-9 Employment Eligibility Verification form. This documentation must be completed within 72 hours of beginning any work. Please note that the I-9 form requires (per federal law) the student employee to present appropriate original identification documents immediately upon employment. Copies, faxes or scans of these documents are not allowed. The following forms of identification are suggested:

- U.S. Passport,
- Drivers' License/State ID & Social Security Card/Birth certificate, or
- Student ID & Social Security Card/Birth Certificate.

Students that do not complete this required employment documentation will not be allowed to work.

Student workers should also ensure their employment information is up to date, including any changes to bank account information or home addresses.

Student workers are also required to complete accurate Time Cards for each work week. Time Cards must be submitted according to the published schedule to ensure receipt of the paycheck. Questions about the time card or paychecks should be directed to Payroll at extension 248.

Information Technology Department

Robinson Communication Center, IT Help Desk
(937) 481-2350

The Information Technology Department maintains all facilities and services associated with computer technology at Wilmington College. Faculty, staff, and students are provided with a comprehensive selection of computer technology for use in the classroom, office, and residence halls. Some services available include: Office365, OneDrive cloud storage, Papercut Web Printing, Wi-Fi internet access, WC@Home, WCPortal, Blackboard and SpectrumU Streaming TV Service.

Office hours are 8 a.m. to 5 p.m., Monday through Friday.

IT Help Desk (Audio Visual and Presentation Services, Copy Services)

Robinson Communication Center
Ext. 350 and 459

IT Help Desk offers a variety of equipment and services for viewing laminating, copying, sublimating, and scanning. The center also provides significant services to the digital media conversion, Smartboard support, and consultations on media creation issues. In advance of important presentations, you may schedule practice sessions with the appropriate equipment in RCC – IT Help Desk. If the Watson Library does not have the needed media software (DVD, CD, etc.), you may check “available” holdings in the OhioLINK catalog (<http://www.ohiolink.edu>) and request delivery from another library. The Media Center supports campus media equipment setups by advance appointment (faculty mediated) as well as troubleshooting (x350). In addition, the campus copy center is located in the Robinson Communication Center and provides copy services to campus departments and organizations with a billable account number.

Media Center service hours are:

Monday through Thursday: 8:00 a.m. to 8:00 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Break and vacation hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Office of Institutional Effectiveness

College Hall, Room 202 B

Ext. 280

This office is responsible for administering a comprehensive institutional effectiveness program and provides College leadership with the information necessary to support institutional planning, decision making and policy formation. The Director of Institutional Effectiveness has primary responsibility for institutional research, assessment, and data for regional and professional accreditation and assistance in coordinating the Title III grant. The office also serves the other divisions of the institution, including Student Affairs, Athletics, Enrollment Management, Business and Finance, External Programs and Advancement. This office is also responsible for design, collection, and analysis of institutional data and preparation of evaluations, reports, an institutional fact book and data for grants. It coordinates the assessment of all operations, including academic and co-curricular programming.

Mailroom

Pyle Center, First Floor (937) – 481 – 2227

Ext. 227

Hours of Operation:

Monday – Friday: 8:00 A.M. – 5:00 P.M.

Saturday and Sunday: Closed

Scheduled hours may vary during exams, breaks, and holidays.

Wilmington College Mailroom follows the United States Postal Guidelines. We provide a service that keeps relatives and friends connected through mail and package deliveries. We deliver a proactive, knowledgeable, and reliable service at the first point of contact while offering direction to what may be the most cost-effective method for shipping mail or packages. Being dependable is a key factor in supporting and maintaining a strong relationship with students, faculty, and staff.

The campus post office can provide postage for your letters and parcels, providing various rates and services for specific transactions. However, we only accept cash or check for postage transactions.

To ensure that the U.S. Postal Service delivers your mail, you must use the full address as follows:

Your Name
Wilmington College
Pyle Center Box #
1870 Quaker Way
Wilmington, OH, 45177

Every student at Wilmington College is issued a mailbox assignment at the mailroom in the Pyle Student Center. Students may pick up their mail whenever the Pyle Center is open. It is received by 3:00 P.M. from the post office (USPS) and will be in mailboxes by 4:00 P.M. each day. We ask that students empty their mailboxes at least once per week. If a box becomes full, we will send an email notification to the registered student email address. If the mail is not retrieved within 90 days, it will be returned to the sender (unless other arrangements have been made).

To pick up packages stored in the mailroom, we require proper identification (student ID or photo ID) and a digital signature. Packages are available for pick up from the mailroom staff during operating hours. We will send a text or email notification for all packages scanned into the mailroom. Student will then have 90 days to accept and sign for packages or the package(s) will be returned.

Returning students; July 1st is the deadline to confirm your student status for the Fall Semester. Students who have not registered by July 1st will have their mailboxes closed and possibly reassigned. Students registering late will be issued a mailbox that is available at the time they register for classes.

Students keep the same Pyle Box number for as long as they are a registered student at Wilmington College. If you transfer, take a leave of absence, graduate, etc., we will forward your mail for up to 90 days if an updated address is provided.

The mailroom is dedicated to providing service that exceed the needs of the WC community. Please be sure to contact any member of the Mailroom staff with questions or comments relating to the mail service.

Orientation/Registration

(Orientation will be the Welcome Weekend program immediately before the beginning of the academic term for the Fall Semester, and a one-day program at the beginning of the Spring Semester. Registration will occur during the summer period at different Student Orientation and Registration aka SOAR dates).

578 Withrow Circle (Center for Service and Civic Engagement)
Ext. 383

The main purpose of the new student orientation program is to ensure new students have a successful transition into the Wilmington College community. The program focuses on facilitating student integration into college life through intentional orientation activities and programs, during Welcome Weekend and subsequent Welcome Weeks throughout the first eight weeks of the semester, which help to prepare the new students for their academic journey, as well as help integrate the new students into the intellectual, cultural, and social climate of the college. The Orientation program operates from the Center for Service & Civic Engagement and

utilizes student leaders known as Peer Navigators. Peer Navigators will help lead groups for Welcome Weekend, participate in ID 120 coursework, and provide programming and support for both the Fall and Spring semesters as students acclimate to campus.

Peace Resource Center

51 College Street
Ext. 371

The Peace Resource Center (PRC) at Wilmington College creates a vital connection between the campus community and efforts toward nonviolence, social justice, and global peace. The PRC was founded in 1975 by the Quaker peace activist Barbara Reynolds (1915–1990) who worked ceaselessly to create a world free of nuclear weaponry and war and to help atomic bombing survivors share their stories of the tragedy of military conflict. The PRC is the home of the unique archives, “The Barbara Reynolds Memorial Archives” with a rare collection of archival materials related to the atomic bombings of Hiroshima and Nagasaki. Additionally, the PRC develops events and programming that encourage dialogue on the Wilmington College campus about how to resolve conflict from the personal to the global level. The PRC assists faculty and students in creating student-led projects, internships, and local/global collaborations. Together with its nonviolence, social justice, and global peace programming, as well as its priceless archive and collection of historical documents, the Peace Resource Center is a unique “Hands On” space that promotes and affirms peace as a core value of the Wilmington College mission.

Physical Plant Services

Ext. 220

The Physical Plant Department is responsible for the preservation, enhancement, and economical operation of the physical facilities at Wilmington College. Any problems with rooms or common areas in the residence halls should be reported to an RA, who will notify the Housing Department.

President's Office

College Hall, Room 200
Ext. 200

The President is responsible for the overall operation of the College. The President meets regularly with college administrators, oversees meetings and communications with the Wilmington College Board of Trustees, and cultivates alumni relations. The President also addresses concerns relating to the College. Students with concerns should be aware that the appropriate College administrator should be consulted before requesting an appointment with the President. If a student is unclear about which administrator should be contacted, the President’s Office can assist.

Public Relations Office

Kelly House, 107 College Street
Ext. 344

The Director of Public Relations oversees news releases, press conferences, feature stories, media tip sheets, College statements, branding issues and media requests. The PR office produces hometown news releases, feature stories about students, faculty, staff, and issues affecting the College. The office also publicizes accomplishments such as Commencement, the Dean's List, scholarships, and sports, and provides photographic coverage of events. Students with knowledge of newsworthy events are welcome to contact this office at brand@wilmington.edu

The Director of Public Relations is the spokesperson for the College in the local community. All news media contacts (questions and statements) are handled by this office. The director serves as advisor on media and public relations for members of the faculty and administrative staff.

The Public Relations Office also includes the associate director of digital marketing who manages the College website, social media, and digital presence, and who is involved in the editing and production of specialized publications. The associate director also develops and publishes video content and assists with brand compliance.

The Public Relations Office regularly sends news releases to students' hometown news media. These are "good news" items like a student's inclusion on the Dean's List, Commencement, cast member in a theatre production, sports accomplishments, etc. The College automatically provides this service, however, if a student wishes to not be included in such publications or digital media, please contact the Director of Public Relations as soon as possible after your affiliation with the College commences.

Also, the College typically features actual Wilmington College students in its publications and digital media, unlike other schools that use purchased stock photography. Students may be photographed or filmed engaged in academic, athletic, or other student life pursuits and used for the positive promotion of the College.

Quaker Archives

see Collections, Special

Quaker Recreation Center

700 Elm Street

The Quaker Recreation Center, located near the main entrance of the Center for Sports Sciences, has been open since the start of the 2017–2018 Academic Year. Available amenities include a basketball court, elevated track, weight/group fitness room, Spinning studio, exercise equipment and a study lounge area. A variety of QuakerFit (group fitness) classes are offered regularly. Please contact Wellness Director Paula Stewart at ext. 365 for more information.

S. Arthur Watson Library

Circulation/Loan Services: 937–481–2345 or x345
ASK US (Reference) Desk: 937–481–2297 or x297
library@wilmington.edu

Library hours during the Semester are:

- Monday – Wednesday: 8:00 a.m. – 8:00 p.m.
- Thursday and Friday: 8:00 a.m. – 5:00 p.m.
- Saturday and Sunday: Closed.

Online Library is open 24/7/365.

Library hours during summer and holiday breaks are Monday – Friday, 8 a.m. – 5 p.m. The library is closed when the college is closed.

Watson Library Online (<https://www.wilmington.edu/watson-library/>) is available 24/7/365. Consult the library website for links to further information.

Library Mission and Services

Watson Library promotes intellectual discovery and creative interaction among students and faculty. The library provides a comfortable setting for inquiry and learning as well as a 365/24/7 online research center (<https://www.wilmington.edu/watson-library/>). Local information resources are selected by librarians and faculty to support the Wilmington College mission and curriculum and are made accessible through the local catalog <http://cat.opal-libraries.org>. Librarians help students individually and in classes make effective use of information resources including research databases, books, Internet sites, reference manuals, including citation manuals, etc. They can be reached at the “Ask Us” desk, by email (library@wilmington.edu), by telephone at x297 or x345, and by appointment.

Watson Library is a member of the OPAL and OhioLINK library consortia, which provide valuable privileges such as online requesting and delivery of materials from other member libraries, walk-in borrowing at any OPAL or OhioLINK member library, an extensive array of online research databases, online video, and e-book collections. Materials not available via OPAL or OhioLINK are requested through Interlibrary Loan, a Loan Service activity that locates materials from libraries anywhere in the United States. Watson Library offers wireless internet throughout the building. The Library also provides access to photocopying machines, computers with campus network internet access, printers – both color and black and white, and digital scanning.

Special Collections (including College Archive and Quaker Collections)

The Library houses the College Archives and Quaker Collections.

The College Archive preserves materials that document the history and development of Wilmington College, such as student newspapers, yearbooks, committee minutes, photographs, and departmental files. Student organization donations of publications, documents, and media are encouraged. The Quaker Collections contain several thousand books, pamphlets, and selected periodical titles related to Quaker history, philosophy, thought, and practice. Items that circulate are housed in the Ellen C. Wright Quaker Reading Room. Original records of the Wilmington Yearly Meeting and the Ohio Valley Yearly Meeting are preserved in the Quaker Rare Collection, along with early published materials. Quaker family genealogies are on long-term loan to the Clinton County History Center.

Quaker Rare and College Archive Collections are available by appointment only. Contact the Library’s “Ask Us” desk: 937 – 481 – 2297, Public Services desk: 937 – 481 – 2345 or library@wilmington.edu to arrange an appointment with a Librarian.

Center for Service and Civic Engagement

578 Withrow Circle
Ext. 480

The Center for Service Learning and Civic Engagement (CSCE) provides a wide variety of volunteer opportunities for students to perform meaningful service to society. Service opportunities include ongoing projects, plunge (one-day) projects, special events (e.g., Quake, Martin Luther King Day of Service and Random Acts of Kindness Week), Greek service activities, residence hall service projects, and the Wilmington College Recycles program. The Office facilitates the Wilmington College Community Gardens for members of the campus and local community and provides interested faculty and staff with service-learning opportunities for select courses. This Office also establishes partnerships with local agencies to ensure its needs are met by the campus. Community based workstudy opportunities are also available via the (CSCE). Along with service opportunities, this office also promotes student voter engagement via WC Votes, a team made up of WC campus community members (Students, Staff and Faculty).

Student Game Room

Pyle Center, Underground

The Student Game Room is accessible to the College community during regular operating hours of Pyle Center. There are pool tables, ping pong, televisions with available hookups for gaming systems, and other recreational offerings. All participants using the game equipment must sign the daily release and consent sign-in sheet. If no attendant is onsite, individuals use the equipment at their own risk.

Student One Stop Center

Pyle Center
Ext. 600

The Student One Stop Center is designed to provide a “one stop” service area for families and the Wilmington College community. Students, parents, faculty, and staff may use the Student One Stop Center for the following:

- Obtain financial aid information
- Report the receipt of any outside scholarship or other educational resources
- Submit financial aid documents
- Apply for an education loan
- Obtain deadlines for payment of tuition and fees
- Make payment on a student account
- Discuss payment options
- Set up monthly payment plan
- Register for classes
- Cash College payroll checks (students only)
- Cash personal check up to \$50
- Obtain a class schedule, course authorization form, or drop/add form
- Change your major, minor, or advisor
- Request an enrollment or degree verification

****There is a \$25.00 fee for returned checks.**

Walk In Hours:

8:00 a.m. – 5:00 p.m. Monday through Friday

Check Cashing Hours:

8:00 a.m. – 4:00 p.m. Monday through Friday

Student Resource Center

103 Robinson Communication Center

Ext. 208

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services, except credit courses, are free to Wilmington college students.

The services are:

- Peer tutoring – student-to-student support in most classes
- Quaker Writing Center – an appointment service for help with writing assignments
- Math Center – a drop-in or appointment service for help with math or math-related courses
- Supplemental Instruction – group study sessions that integrate learning strategies with course content
- Accessibility and Disability Services – support (such as extended time on tests) for students with documented disabilities
- Preparation for standardized tests (GRE, Praxis, ACT)
- Quaker Cupboard – provides non-perishable food, household, and personal hygiene items for students in need

Student Success Center (SSC)

114 Robinson Communication Center (RCC)

The Student Success Center team provides academic support to help students develop key learning skills, enhance their confidence, and increase their dependence. As students navigate their college experience, the SSC staff provide guidance and support on topics such as academic goal-setting and planning, effective study habits, time management, and developing grit and resilience. The SSC staff and space provide students with great opportunities to make campus connections and maintain their path to personal and academic success.

For assistance from the Student Success Center team, contact:

- Tammi Carpenter, Retention Coordinator RCC 114 Ext. 249
- Jillia Cook, Student Success Coordinator RCC 114 Ext. 246
- Troy Gregorino, Student Success Coordinator RCC 114 Ext. 265

Support Services

Effective October 1, 2020, the College was awarded the Office on Violence Against Women (OVW) Grant to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking Campus Program (Campus Program).

The ultimate objective for the grant activities is to help the college create an effective, comprehensive approach to sexual assault, domestic violence, dating violence and stalking (SADVDVS); a comprehensive approach includes both prevention and intervention and requires a multi-faceted, coordinated effort that engages key stakeholders from the surrounding community throughout the campus, including students, faculty, staff, and administrators.

The Support Services office house the Campus Advocate and EPIC Educators, who collectively work to improve prevention and intervention efforts and are employed through the OVW grant program. The Services of the office include:

- Safety planning
- Information about victim/survivor rights and options
- Skills and education classes
- Campus-based advocacy and intervention

Support services are FREE and CONFIDENTIAL and available to victims/survivors who have experienced past or recent traumatic events as well as the family, friends, and loved ones of those victims/survivors who may need support as well. Visit www.wilmington.edu/ovwgrant for more information.

Vending Machines

Food Service Offices – Pyle Center Second Floor (The Top Dining Hall)
Ext. 218

Soft drink and candy machines are located in most residence halls and in most classroom buildings, including:

- Marble Hall
- Boyd (Coffee machine is in this location also)
- Robinson Center
- College Hall
- Friends Hall
- Austin/Pickett
- Hermann Court
- CSS
- CSA
- Pyle (Main Floor)

If an AVI Vending machine malfunctions, please report it to Office Manager at the Top Dining Hall and it will be repaired as soon as possible. For a refund, see the Office Manager at the Top Dining Hall. The money will be refunded from AVI Vending Services and brought to the Office Manager on weekly delivery dates.

Vice President, Chief Student Affairs Office/Dean of Students

Pyle Center, Office 8 and 9
Ext. 339 and 270

The Vice President, Chief Student Affairs Officer is responsible for the Student Affairs Division, which includes the Athletics; Bookstore; Campus Ministry; Campus Health and Counseling Services; Campus Safety; Career Center; Dining Services; Greek Life; Housing and Residence Life; Diversity and Inclusion; Service Learning and Civic Engagement; Victim Services; Student Activities, and the Mail Room. Through the Vice President, Chief Student Affairs Officer, the Student Affairs Division is responsible for administering the student judicial process and for New Student Orientation, Family Weekend, Student Recognition, the Senior Luncheon and other events and activities. The Student Affairs office advises the Greek system, the Activities Programming Board, and the Student Government Association. Peer Mentors, the College's Mediation and Service-Learning Programs, the Summer Leadership Plunge, and Commuter Services are also part of the Division. Any questions or concerns regarding student services-related issues should be directed to this office.

Wellness Programs

Quaker Recreation Center
Ext. 365

The Director of Wellness programs works with a variety of offices to develop and implement wellness education and programs. The Quaker Recreation Center is directed from this office. The Director of Wellness supervises the WC Wellness Committee, a programming board for wellness and health promotions.