Commuter Resource Guide
2012-2013

Get Connected!
COMMUTER LIFE

Since commuter students make up an important component of King’s, the Office of Campus Activities and Commuter Life is proud to provide programs and resources that will make your journey enriching and informative. The office works with an “open door policy” to invite students to use the services we provide. As a part of the King’s family, we encourage you to “Get Involved”, take advantage of what King’s has to offer, make new friends, and feel at home. Taking advantage of these resources is the key to staying connected.

We hope that this resource guide will assist you to get acquainted with the Campus and services available. This is a brief overview of services available, please refer to your student handbook for a full description. If you have any questions, stop by our office located on the first floor of the Sheehy-Farmer Campus Center, or call (570) 208-5966. Our office hours are Monday - Friday 8:30am - 4:30pm.
COMMUTER PIT STOPS

Black and white checkered flags signal the day of a Pit Stop. Flags are hung from the light posts on campus to advertise the day of the event. Pit Stops are located in the Campus Activities suite and are held at the beginning of each month from 11am-1:30pm. Information on upcoming events, monthly calendars and refreshments are available for commuter students. Students can stop in - grab a quick bite to eat - a calendar – talk with the staff - and be on the go again!

COMMUTER LIFE ASSOCIATION - CLA
An organization dedicated to commuter students. CLA’s main purpose is to foster community and involvement among commuter students. CLA meets throughout the semester to discuss a variety of issues which are of a particular interest to commuting students as well as providing social opportunities. All commuters are encouraged to become involved in the association. Sign up at the Activities Fair or at one of the Commuter Pit Stops.
PARKING
It is the students’ responsibility for knowing, observing, and obeying all Pennsylvania State, Municipal, and College parking regulations. All students must register their vehicle with Security and Safety Services in order to obtain a parking tag. This tag does not guarantee or reserve a parking space. Parking tags must be displayed on your vehicle. Parking tags are $3.00 and can be purchased at the office of Safety and Security Services.

**North Street Parking Lot**  
Monday through Friday 7:00am to 10:00pm, no overnight parking  
The North Street lot is on King’s Cash and is $.75 per entry when using King’s Cash.

**J&J Gravel Lot**  
Monday through Friday 7:00am to 10:00pm, no overnight parking

**Evening Parking**  
McGowan & Holy Cross Hall Lots open from 3:00pm - 8:00pm

**Best Western Genetti Hotel** - Reserved Commuter Spaces  
Monday through Friday  
Located at the corner of East Market Street and North Pennsylvania Avenue.  
$175.00 per year

*Parking Tag Required. The cost is $1.00 per entry into either of the lots using cash. Shuttle service will be available to and from commuter lots.

**KING’S SHUTTLE SERVICE**
Shuttle service will be available to and from the Commuter Parking lots. Watch your email for a schedule of times.
SAFETY AND SECURITY
The King’s College Safety and Security department is committed to ensuring the well being of all members of the Campus Community.
In case of an emergency, you may contact a security officer on duty by going to the College switchboard located in the lower level of Luksic Hall or by dialing “0” from a campus phone or (570) 208-5900 Ext.0.

Emergency Call Boxes are located throughout the campus. Pressing the button puts the caller in direct contact with security officers.

EMERGENCY NOTIFICATION SYSTEM
This system allows the College to quickly contact members of the campus community in the event of an emergency. The system allows King’s College to send emergency text messages to the cell phones and/or e-Mail addresses of students, faculty and staff. Students can subscribe to this system through a link on MyKing’s.

CAMPUS ESCORT SERVICE
Escorts for the program will consist of Campus Security Officers. This service will be provided to all students, administration, faculty, staff, and visitors. The service will operate

BICYCLE STANDS
The covered stands are located in front of the entrance doors to Esseff Hall. An open bike rack is located outside of the Administration Building. All bikes must be locked to the stands.
SEVERE WEATHER DAYS

The class schedule is announced on local radio and TV stations early in the morning. For current information on compressed schedules or cancelled classes, please call the SNOWLINE at (570) 208-5979. Please do not call the College switchboard. King’s sends messages regarding school closings or changes in schedule to student email accounts. Additionally, students may sign up at the beginning of the academic year to have these messages sent to their cell phones.

Decisions regarding inclement weather will be based on weather forecasts, campus conditions and the conditions surrounding the College. The College recognizes that commuting students come from a wide geographic area and that road conditions may vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should guide students as to whether or not to attempt travelling to the College, or if early departure from campus is required. We anticipate that the faculty will respect student judgment in these matters. In such situations, students should make every effort to notify an instructor in advance regarding their inability to travel to campus. If advance contact cannot be made, students should speak to their instructors about absence(s) upon returning to campus.

### COMPRESSED SCHEDULE

<table>
<thead>
<tr>
<th>Monday, Wednesday, Friday</th>
<th>Tuesday, Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>(35-Minute Periods -</td>
<td>(50-Minute Periods -</td>
</tr>
<tr>
<td>10 minutes between classes)</td>
<td>10 minutes between classes)</td>
</tr>
<tr>
<td>Regular Schedule</td>
<td>Regular Schedule</td>
</tr>
<tr>
<td>Compressed Schedule</td>
<td>Compressed Schedule</td>
</tr>
<tr>
<td>8:00 am - 10:00 am</td>
<td>8:00 am - 10:00 am</td>
</tr>
<tr>
<td>9:00 am - 10:45 am</td>
<td>9:30 am - 11:00 am</td>
</tr>
<tr>
<td>10:00 am - 11:30 am</td>
<td>11:00 am - 12:00 am</td>
</tr>
<tr>
<td>11:00 am - 12:15 pm</td>
<td>12:30 pm - 1:00 pm</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>2:00 pm - 2:00 pm</td>
</tr>
<tr>
<td>1:00 pm - 1:45 pm</td>
<td></td>
</tr>
<tr>
<td>2:00 pm - 2:30 pm</td>
<td></td>
</tr>
</tbody>
</table>
CLASSES BEGIN AT NOON/COLLEGE OFFICES OPEN AT NOON OPTION
The College will open at noon, and the regular schedule of day and evening classes will resume; i.e., classes normally scheduled between 8:00 a.m. and 11:00 a.m. will not be held.

COLLEGE OFFICES AND ACTIVITIES
College offices will open as classes begin: at 10:00 a.m. for compressed schedule or noon. In general, when the College is closed, student activities are cancelled. Exceptions may be made, however, with the approval of a member of the senior staff.

REPORTING ILLNESS OR FAMILY EMERGENCY
When a student is missing classes due to illness or family emergency for an extended period of time (two days or more of the same class), they must contact the Associate Vice President for Student Affairs/Dean of Students Office who will, in turn, contact the student’s instructors. If a student misses one class, then the student should talk to the professor on the next day of the class.

The College does not have a paging system or a means to contact students quickly. The Associate Vice President for Student Affairs/Dean of Students will attempt to notify students of messages only in the case of emergency, for example, death in the family or serious accidents.
KING’S STUDENT ID CARD
For a King’s College student, the King’s College ID card is an essential component of the College. All King’s students receive a personalized King’s Card which serves as their student identification card, and provides access to dining halls, libraries, campus facilities, events, and more. Students carry their King’s Card with them at all times. We have extended the functionality of the King’s Card to include the King’s Cash account. King’s Cash is accepted at the following locations both on and off campus:

KING’S CASH
A Declining Balance Account
*Pre-paid, declining balance card that is used like a debit card at any on campus restaurant and in our convenience store, Monarch Mart.
*Make deposits on campus or on-line!
*More economical than cash! A 10% discount is given on every purchase made in Marketplace and all other campus restaurants.
*Use for parking.
*Use at our off-campus participating merchants like Barnes and Noble, Sheetz, Rodano’s, Vesuvio’s, CVS, and more!
**CONNERTON’S** - Lower Level Campus Center
Grab and Go Salads, Wraps, and Sandwiches and cooked to order Burgers, Pizza, Soups, Hot Sandwiches, and Fries.

**SUSQUEHANNA ROOM** - Administration Building
Lower Level
Grab and Go Salads, Wraps, and Sandwiches, made to order Sandellas Flatbreads, and freshly baked muffins, scones, bagels, and cupcakes.

**MARKETPLACE** - 2nd Floor Campus Center
Marketplace creates an “all-you-care-to-eat”, retail experience through an environment that delivers fresh food, excitement, consistency, ambiance and service.

**MONARCH MART** - Campus Center Lower Level
Monarch Mart offers our students, faculty, and staff a nice selection of “staples” such as beverages, snacks, sundries, groceries, and sweets.

**LEO’S ON MANE** - Thomas J. O’Hara Hall. This location offers cooked to order upscale sandwiches, salads, and daily specials.

**MEAL PLANS**
In addition to the Carte Blanche, 19, 14 plans, you may choose from the following plans:

**10 Meal Plan:** This plan offers 10 meals per week for use seven days a week. One meal may be used during each meal period.

**Block Plans:** These plans offers 25, or 100 meals per semester that can be used whenever you want during any of the meal periods. This plan may be purchased as many times as you wish during the semester.
The Campus Center is a great place for commuters to relax and meet up with fellow commuters during their “free time” on campus. The Lower level features Connerton’s Cafe, pool tables, computer lounge, large screen TV, lounge area, and commuter lockers. On the main level are the commuter mail-boxes, a lounge area, computer lounge, the art gallery, student offices as well as the Office of Campus Activities.

All full time students are assigned a campus mailbox. It is important that you check your campus mailbox on a regular basis. Commuter student mailboxes are located on the main level of the Sheehy-Farmer Campus Center. The Registrar’s Office located in the Administration building assigns mailbox numbers and issues the combinations. The College post office will repair student mailboxes when students notify them in writing with their name, box number and location indicated.

Don’t lug those books all day - Stop by the Office of Campus Activities to rent a locker. Lockers are located in the lower level of the Sheehy–Farmer Campus Center and cost $3.00 per year.

Located in the lower level features shuffleboard, as well as pool, foosball and ping pong tables.
CAMPUS ACTIVITIES
Campus Activities sponsors events both on and off campus throughout the year. Events are open to all students. Pick up a copy of the Activities Calendar!

Become a member of the Campus Activities Team. Students on the team help plan major events, including Family & Friends Weekend, Homecoming and Spring Fling, as well as other events throughout the year.

LEADERSHIP OPPORTUNITIES
The college offers various leadership opportunities for students through classes, clubs and organizations, and Student Government. We strongly urge all students to be involved in some leadership opportunities on campus and in the community. New students will have the opportunity to meet with the officers and members of various clubs and organizations available at King’s at the Activities Fair. Here students can sign up and join the club/organizations of their choice.

EMERGING LEADERS SERIES
The Emerging Leaders Series is focused on first year students. This program meets once a week for six weeks during the fall semester. Applications for the Leadership Series will be available at the Office of Residence Life in the Sheehy-Farmer Campus Center.
SCANDLON PHYSICAL EDUCATION CENTER

Gym, Wellness and Recreation Center Hours:
Monday through Friday 8am-10pm
Saturday 8am-5pm
Sunday 1pm-10pm

Pool Hours
Monday through Friday
11am-3:15pm; 6pm-9pm
Saturday 1pm-5pm

COMPUTER LABS
User Services, located on the 3rd floor of McGowan School of Business, provides technological resources for students, faculty, administrators and staff.

Lab Locations
McGowan Hall - Rooms 407, 409, 413, 423, 326, 223 & 120
Administration Building - Room 425
Thomas J. O’Hara Hall - Room 127
Corgan Library
Sheehy-Farmer Campus Center:
   Internet Café – Lower level
   24-hour lab First floor

User services - Computing Center - HelpDesk McGowan Room 302
(570) 208-5900 x 4357 or HELP@kings.edu

‘KC’ Wireless Network
The ‘KC’ is the local wireless campus network. You login with your King’s College username and password (You do not have to make a separate request access to use this network).
CHAPEL - MASS SCHEDULE
Corner of Jackson & Franklin Streets
Campus Ministry serves not only students of all religious traditions, but the faculty and staff as well. We encourage students to participate in the worship services offered here, or as appropriate, in the churches and synagogues of their religious traditions.

During the school year, Mass is offered daily at 12:05PM with the celebrant being a member of the Holy Cross community at King’s College. Mass is Sunday at 11:00am and 8:00pm when school is in session.

SHOVAL CENTER FOR COMMUNITY ENGAGEMENT
171 N. Franklin Street
The Shoval Center is an extension of Campus Ministry that provides opportunities for King’s students to serve others through volunteer service. The office is responsible for providing opportunities for students to live their faith through volunteer service. The Shoval Center works to find placements that best suit the interests and talents of each student.

COUNSELING CENTER - Room A620,
6th floor of the Administration Building
All students have access to qualified Licensed Mental Health Professionals who offer individual or group short-term therapy for support. Counseling Center services are confidential and provided in a comfortable, private office environment at no charge to registered King’s College students. 570-208-5873 Counseling Center Hours: Monday - Friday: 8:30 a.m. – 4:30 p.m.

LIBRARY HOURS - ACADEMIC YEAR
Monday through Thursday  8:00 a.m. - 11:00 p.m.
Friday       8:00 a.m. - 9:00 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday  10:00 a.m. - 11:00 p.m.
Exceptions will be posted at the library’s entrance.
BARNES & NOBLE BOOKSTORE
7 South Main St., 570-208-4700
• Shop the large selection of new and used textbooks.
• Save money by renting your books.
• Many books now in digital format (check it out at nookstudy.com).
• King’s Cash is accepted at the Bookstore
• Get cash for your books when you are finished with them.
• One stop shopping for all your school supplies, school spirit clothing and gifts.
• Relax in the huge general reading section and grab a latte in the Starbucks Cafe.

Why wait in line? Order your books on-line at: kings.bncollege.com
Pick up your order in store or have it shipped directly to your home.

Open Monday through Friday: 8:30 am – 9:00 pm
            Saturday: 10:00 am – 9:00 pm
            Sunday: 12:00 pm – 5:00 pm
Special Back-to-School Hours August 25th & 26th: 9am - 9pm

POST OFFICE
The Campus Post Office is located on the ground floor of the Mulligan Physical Sciences Center. Hours of operation: Monday through Friday 7:00am to 3:30pm. If you can’t remember your mailbox number or combination, bring your ID to the Post Office for that information. Box numbers and combinations can not be given out over the phone or via email for security reasons. Stamps can be purchased during business hours.

ATM
On campus there is an automatic teller machine (ATM) near the entrance to Esseff Hall, which is a part of the MAC plus network.
**Alma Mater**

Hail, our royal Regent,
Thy sovereign name we praise,
King of Earth and Heaven,
Watcher of our ways.
We’re forever loyal
Ever proud to sing,
The glories of the school we cherish
Hail to Christ the King!
1. The William G. McGowan School of Business
2. Theater
3. Administration Building
4. Mulligan Physical Science Center
5. Charles E. & Mary Parente Life Sciences Center
6. Marie Luksic Hall
7. John J. Lane House
8. Kilburn House
9. Benaglia Hall
10. Environmental Studies
11. Intern Housing
12. Moreau House/Student Housing
13. Sherrer House
14. J. Carroll McCormick Campus Ministry Center (Chapel)
15. Hafey-Marian Hall
16. Holy Cross Hall
17. Hessel Hall
18. Athletic Recruitment Center
19. Study Abroad and Honors Program
20. Alumni Relations
21. College Property
22. Esseff Hall
23. D. Leonard Corgan Library
24. Scandlon Physical Education Center
25. Leo Flood Hall
26. Human Resources
27. Alumni Hall
28. Monarch Court
29. Moreau Court
30. Sheehy-Farmer Campus Center
31. Thomas J. O’Hara Hall
32. André Hall (Student Health Center)
33. Office of Campus Safety and Security