

# International Student's Guide to King's College



**KING'S  
COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.

# Welcome International Students!

King's College welcomes you to our college community! We are glad you have joined us. The Student Affairs staff is a wonderful source of information and support while you are at King's College.

This guide was prepared for new International Students to address some of the most frequently asked questions from students preparing to or studying in the United States.

We're very pleased that you've chosen to study in the United States, here at King's College in Wilkes-Barre, Pennsylvania, and we wish you many good experiences while you're here with us! When you arrive on campus, we will provide you with a comprehensive orientation program and other resources that will prepare you for a successful stay at King's College.

Feel free to contact [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu) or by phone (570) 208-5875 with your questions. We look forward to meeting you soon!

Sincerely,

International Student Advisor

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## ABOUT THE U.S. CULTURE

### American Values

Being aware of differences between your culture and the US Culture can often clarify and smooth your adjustment experience. Students often discover differences in the American culture in issues related to these values:

**Friendship** - Americans tend to be very friendly on a casual basis. This may result in many casual friendships around specific activities but not always close, lasting friendships. International students in the United States are often surprised at how friendly Americans are but how difficult it is to develop a friendship with an American. Friendliness is a type of social ritual in American culture and does not necessarily lead to friendship. Some internationals are surprised when Americans walk down the street and say, Hi, how are you? They often do not wait for an answer. This is a typical casual greeting in the U.S. A brief casual response is expected such as - Fine, thanks, how are you?

**Time** – Americans say “Time is Money!” Don’t waste it. Be on time. Stick to the schedule. You are expected to schedule an appointment with most teachers, advisors and other professionals. It is considered polite to call ahead if you are going to be late or if you must cancel an appointment. Americans get easily annoyed by someone who is consistently late for an appointment or a social meal. Most events begin on time and if you arrive late, you will miss a portion of it. However, arriving late is acceptable for some events such parties or social events.

**Communication** – Being assertive and direct is a common American value. Most Americans show their likes, dislikes, hatred, love, happiness, and sadness in a very direct way. Saying NO in a direct manner is generally valued and respect-

ed. In the U.S., people are expected to have direct eye contact even with people in authority. People who don’t have direct eye contact may be considered dishonest or even weak in the American culture. If Americans make mistakes, they often admit it and try to learn from the mistakes. They consider constructive criticism from teachers and others to be a positive thing and they are not easily embarrassed. They do not usually try to avoid embarrassment. In fact, most Americans believe that it is important to be honest and *face the facts* rather than *save face*. People from other countries may find the way in which Americans are assertive and direct in their manner to be rude.

**Individualism** – Many people feel that the biggest difference between the American cultures and other non-western cultures is the view of the individual. In the United States, Americans place a high value on the individual rather than the group or the family. They want to be self-reliant and independent. They generally expect that they will take care of their problems by themselves and may not depend on a group or family to help them.

**Competition** - Because Americans are individualists, you will find that they are competitive and are proud of their accomplishments. You may be surprised to hear Americans talk openly about themselves and their accomplishments. You may even find this rude especially if, in your home country, you are used to people being modest about themselves and their accomplishments. Competition is considered by many Americans to bring out the best in people since it is believed to produce progress and success.

**Informality** - Many visitors to the United States notice how informal Americans are. Although Americans value and re-

spect their teachers, they may call them by their given names and speak to them in a casual informal manner.

**Equality** - Americans generally do not value a society that has a proper order or hierarchy with overly harmonious relationships. Rather Americans are brought up to question authority, even their own parents. In fact, American parents generally encourage their children to speak up and ask questions of people in authority, such as teachers and other leaders.

### NOTICE OF NON-DISCRIMINATORY POLICY

King’s College is committed to equal opportunity in: the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, marital status, sexual orientation, age or disability, in accordance with applicable laws.

## Climate and Clothing

Pennsylvania is a mid-Atlantic state, so you should come prepared for variable weather: very cold winters, hot summers, and pleasant days in between. The temperature may frequently drop to between 5 and 10 degrees Fahrenheit (-12 to -15 degrees Celsius) in the winter, with high temperatures 90 to 95 degrees Fahrenheit (32 to 35 degrees Celsius) and high humidity in the summer.

## What to Bring - What to Buy:

Carefully plan what clothing items to bring with you and what you can wait to purchase after you arrive. Factors to take into consideration include: cost of shipping, additional baggage charges, immediate need, cost differential. You will need warm clothing for the colder months (late October through April), including sweaters, a heavy lined-coat or warm jacket, hat, gloves, scarf and boots; a hooded raincoat is also recommended. For the warmer months (late April-September) you should have clothing such as: shorts, skirts, t-shirts, tank tops. For special occasions and events, it is recommended that students have formal or semi-formal attire, which may include a suit, shirt and tie, formal dress, and evening wear. The U.S. style of clothing is generally informal so students generally dress casually for class and most campus activities. Therefore, informal clothing such as slacks, zippered jackets, blouses, blue jeans, sweaters, and shirts are acceptable for women as well as men. Comfortable walking shoes are recommended.

## Campus Post Office and Student Mailboxes

The College post office is open Monday Wednesday and Friday, 8:00 a.m. to 6:00 p.m. Tuesday and Thursday 8:00 a.m. to 3:00 p.m. All full-time students are assigned a campus mailbox.

Resident students have a mailbox in their residence hall, Alumni Hall, Flood Hall, King's On The Square and O'Hara Hall resident mailboxes are located in the lobby of each building. Off-campus and commuter students have a mailbox in the main level of the Sheehy-Farmer Campus Center.

The Registrar's Office, located in the Administration Building, assigns mailbox numbers and their corresponding combinations.

**All mail for students must be addressed using the following format:**

**Student Name**

**Box #**

**King's College**

**133 North River Street**

**Wilkes-Barre, PA 18711-0801**

**Please note: the above format does not include "P.O." before the Box Number. PO is a United States Postal Service convention and its inclusion in your address will delay delivery of your mail.**

## Things to bring from home

- ❑ Passport, student visa, I-20 form and/required proof of identity.
- Mementos and items of personal significance. While you absolutely do *not* want to bring irreplaceable family heirlooms or other valuables that would be best left behind, you'll be glad you brought pictures, posters, and other things that remind you of home.
- ❑ Travel adaptor. Find ones that work with your devices (or one adaptor for multiple devices, if possible) and with the outlets in the U.S. US power is 110/220 volts and 60 Hz.
- Bath towel and toiletries. You'll probably use these the very first day of your arrival, so have them ready!

## Medication and Medical Supplies

- ❑ Health Insurance Card
- ❑ Completed Medical and Physical History Form
- ❑ Completed Immunization/Vaccinations Form
- ❑ Pain Reliever/Fever Reducer
- ❑ Nausea/Upset Stomach Medicine
- ❑ Cough Drops
- ❑ Cold/Flu Medicine
- ❑ Assorted Bandages
- ❑ Any prescribed medications that you take on a regular basis

## Things to buy after arrival

- ❑ Slippers and shower shoes. If you have a shower in your own room, you can forget about the shower shoes, but the slippers will come in handy. The same goes for a bathrobe—and if you don't use it as a bathrobe, it'll still keep you warm
- Sewing kit. At least scissors, string, and a needle! You may not need to do much mending, but when that one particular occasion arises, you'll be the hero
- ❑ A laptop computer that is compatible in the US and adaptable to the US power supply and outlets.
- ❑ USB drive. Keep one with you, just in case you need to do work in a library or college computer center
- Tableware. A cup, a bowl, a plate, a fork, a spoon, and a knife. You might want to try buying the disposable versions as well; easy cleanup and they're helpful when friends make a surprise visit.
- ❑ Bed sheets, pillows, and blankets
- ❑ Books and academic resources

## Behavior Expectations and Taboos

Although American culture is generally relaxed and open, international students are sometimes surprised to learn that there are some behaviors that are acceptable and others that are considered inappropriate or taboo.

**College Drinking Culture in the US:** The legal drinking age in the United States is 21. Some international students are surprised at the prevalence of excessive alcohol drinking on US campuses by both legal and underage students. Students should be comfortable choosing to participate in the many events on campus that do not involve alcohol. But if a student chooses to drink alcohol, they should understand the laws of the US and the college policies surrounding alcohol use.

**Greetings:** The most common greeting is a firm handshake for men and women. Close friends and relatives may embrace or kiss lightly on one cheek. Smiling, especially upon greeting someone, is customary. It is common for Americans to say hello with a quick, Hi, How are you? This is intended as more of a quick greeting rather than a true question. An appropriate response might be - Fine thanks, How are you?

**Friendliness and politeness are valued:** Americans are known to smile broadly and frequently and generally like for others to smile back in return. Saying please and thank-you are taught to children from an early age.

**Direct eye** contact with people at all levels of authority is valued but avoid staring at someone for long periods of time. Not looking at someone when they talk to you is considered strange.

**Invitations:** An invitation to a party or an event will often be delivered verbally in a very casual manner. Don't expect a written invitation except for weddings and other very special events. If you are interested in going to a party, and don't have all of the details, such as the time and location, it is customary to phone, text, or email the host of the party to get more information.

**Timeliness:** Lateness to classes is not appropriate. College instructors do not like to be disrupted by students arriving into class late. Students who are excessively late or absent from class may be penalized. If you are going to be unavoidably late, call ahead or email the instructor immediately. Arrival time is more relaxed for social events like parties and receptions for which you may arrive a bit later.

**Gifts:** In general, gift-giving is not common in the U.S. culture except for special events like birthdays, weddings, new baby showers, and some holidays. If you are invited to someone's house for dinner or a party, it is fine to bring a bottle of wine, cake, or other small gift. Americans are not comfortable with large expensive gifts but may appreciate a small token or sweets that come from your home country.

**Table Manners:** In general, Americans value neat eating habits without making noise. Do not chew with your mouth open. Belching loudly in public is considered rude.

**Cover your mouth if you cough.** Use a tissue to blow your nose.

**Littering is not appropriate and is often subject to a fine.** Place trash and other disposed items in the appropriate trash or recycling receptacles.

**Gestures:** Americans often use hand gestures to add emphasis to conversations; they point to direct people to a place or location, and they wave their hand(s) to say hello or goodbye. In some cultures it is considered rude to use your left hand, however, many American's use both their hands when they are talking or gesturing to others.

In the U.S. sticking your middle finger up is considered an insulting gesture. Remember that gestures that are considered rude in your country may not be offensive in the U.S.

**Smoking** is very unpopular in the United States. Many restaurants and hotels do not allow smoking. Public and private buildings may ban smoking except in designated areas. Never smoke anywhere without asking permission from everyone present.

## Adjusting to the U.S. Culture

### Quick Adjustment Tips

Observe American Behavior. Gain an understanding of generally accepted behavior as well as behaviors that are considered impolite.

The workload at King's College is often intense and it is possible to fall into the rut of all work and no play which can have a negative effect on your happiness and productivity. Look for opportunities to reduce your stress by exercising, eating healthfully, practicing yoga or meditation, and having fun. Ask for help when you need it.

Most U.S. classrooms are learner centered in which there are discussions, student presentations, critical thinking, interactions with the teacher/instructor, different types of exams and assignments, and a chance to apply knowledge.

- ☐ Classroom participation is generally valued by most U.S. instructors.
- ☐ Immerse yourself in the language and speak English as often as possible. Communicate clearly and directly.
- Plagiarism is considered a serious offense at King's and may result in failing the class or disciplinary action. Ask your teacher/instructors if you have any questions about what is considered plagiarism or cheating.
- ☐ Be Patient with yourself and with others. Try to adapt to your new setting. Keep an open mind. Try not to make negative judgments. Have a sense of humor.

### What to Expect

Expect that you will experience some sort of adjustment process that may last a full semester or more.

- ☐ Expect that in your adjustment process, you may have negative feelings about Americans and American customs. This is common and it usually passes with time.
- ☐ Expect that you may have difficulties with the English Language even if it is trying to understand the American use of slang.
- ☐ Expect that the classroom experience will be different than what you are used to.
- ☐ Expect that there are people and college offices that can help you.
- ☐ Expect that with time, it will get easier.
- ☐ Expect that your adjustment will be smoother if you know what to expect.



## Culture Shock

Whether they want to admit it or not, anyone who moves to a place where people's language, behavior, ideas, and ways of thinking are different will experience some degree of "culture shock." Culture shock can be understood as a set of feelings a person has when faced with a very new living situation. The feelings include:

- ☐ Confusion
- ☐ Excitement and stimulation
- ☐ Tiredness (sometimes made worse by difficulty sleeping)
- ☐ Homesickness
- ☐ Depression (low energy, lack of motivation to do anything)
- ☐ Anger and hostility toward the local people
- ☐ Anxiety
- ☐ Questioning whether they have made

a mistake in going to the US

Some students are more affected by these feelings than others. The feelings last longer for some people than for others. Some people feel reasonably comfortable in their new setting within a few weeks; for most people the period is longer—several months, or a year or more.

The culture shock experience is not necessarily a bad thing. It can make you more focused and curious, and give you motivation to learn more about your new surroundings. It can encourage you to be more flexible as you look for new ways of thinking and acting, so you have a better chance of success in the new culture. Culture shock is not an illness that requires medical treatment. Normally, it passes

with time. However, it is important to note that if you develop feelings of profound sadness or depression, you should seek from the King's College Counseling Center. There is no charge for this service.

### **Brian Cook, M.S., NCC, LPC**

Director and Counselor

On the 6th floor of the Administration Building, in Room A620,

Walk-ins are welcome - Monday - Friday, 8:30 am - 4:30 pm; other times by appointment.

Appointments are preferred and may be made by calling (570) 208-5873

Email: [counselingcenterstaff@kings.edu](mailto:counselingcenterstaff@kings.edu)

## Get Involved & Meet People

Actively developing a social group and getting involved will greatly help you adjust and feel more comfortable in your new life. Don't wait for a social life to come to you. Make time each week to go out and attend events, take part in sports activities, invite a friend for a meal or a movie. Join a group or organization, attend or join a church, temple, or synagogue if you wish. Be active in building your social network. Don't be afraid to begin conversations.

King's recognizes that involvement in student clubs and organizations is an important part of your educational experience. There are a large number of organizations to support your academic, social, and special interests, providing opportunities for leadership, recreation, and the development of special abilities and skills. The creative interaction among students, faculty, and staff, as well as the outside community, offers a wealth of experiences and leadership opportunities.

- |   |  |   |
|---|--|---|
| Accounting Association                        | Mathematics & Computer Sciences Club   | King's Players                            |
| Economics and International Business Club     | The Saudi Club                         | Monarch Dancers                           |
| Finance & Investment Association              | Neuroscience Club                      | SCOP (fine arts magazine)                 |
| Marketing and Management Association          | Pre-Law Society                        | Coding Club                               |
| Pre-Health Professions Society                | Psychology Club                        | Commuter Life Association                 |
| Academy of Biological Sciences (Biology Club) | Multicultural/International Club (MIC) | Environmental Awareness and Outdoors Club |
| Chemical Society (Chemistry Club)             | Media Club                             | Student Allies For Equality (SAFE)        |
| Criminal Justice Association                  | The Crown (student newspaper)          | Ski and Snowboard Club                    |
| Education Club                                | Regis (yearbook)                       | Student Alumni Association                |
| History Society                               | WRKC (radio station)                   | Ultimate Frisbee                          |
|   | Campion Society                        |   |
|   | In House Design                        |   |

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## Meal Plans

King's Dining Services offers a variety of meal plan options. Students who plan to live in Holy Cross, Esseff or Luksic Halls should be aware that they are required to have one of the more expensive meal plans, as the rooms in that building do not have private kitchens. Students living in apartments on or off campus are not required to have a meal plan, but may choose to do so, if they desire. Meals can be used at any dining location, except Chick-fil-A. Flex dollars may be used at any dining location, including Chick-fil-A. The pricing for meal plans are available from the Office of Residence Life.

## Tipping in the U.S.

You may not be accustomed to tipping in your home country. However, in the United States, tipping people in certain professions is expected and it is considered rude if you do not tip when expected. It is important to realize that for many professions, the income they earn from tips is a large part of their total income because they are paid very low salaries. Therefore it is expected that you tip appropriately to certain professions in the U.S. If in doubt, tip a little more than usual, especially if service was good and helpful. Don't wait for people to ask you for a tip because asking for a tip is not appropriate in the U.S. You are expected to know when and how much to tip and either hand it to the person or leave it for them on the table or counter depending on the situation. You are not expected to tip workers that do not appear on the list below.

**\*Never attempt to tip an immigration or customs officer, a police officer, any other U.S. Government official or college employees.**

**Servers in restaurants or bars**– Always tip them at least 15% to 20% of the total bill before taxes. In American restaurants, the tip is almost never included in the final bill, except sometimes for larger groups. If you notice that an amount has been added on to your restaurant bill, it is usually the amount of sales tax you owe on the bill, not the tip. If a tip is added to the bill, it is sometimes called the service charge or gratuity.

**Hotel Maids** - you may tip the maid who cleans your room in a hotel a dollar or two a day and you may leave the tip either each morning or you may leave the entire amount on the final morning that you check out of the hotel. Leave the tip in your room on a surface that is clear and easy to find such as the bathroom counter or desk.

**Taxi drivers** should be tipped an amount that is equal to at least 15% of the total taxi fare. You can give them the tip at the same time you pay them the taxi fare.

**Hairdressers and barbers** are tipped at least 15% of the total bill. If a separate person washes your hair, tip them a couple of dollars.

**Airport skycaps and hotel bellhops** who carry your luggage either at the airport or at a hotel get about \$1 or \$2 per bag. It is fine to tell them you prefer to carry your own luggage if you wish.

**Food Delivery** - These are people that deliver a food order that you have made (such as pizza, Chinese food, etc.) to your room or apartment. They should be tipped a couple of dollars or more depending on the size of the order.

## Banking

For safety and convenience, it is advisable that you keep your money in a local bank while studying at King's College. There are several banks within walking distance of King's College where you can cash travelers' checks as well as open a checking or a savings account during regular banking hours. There is a distinction between checking and savings accounts in a U.S. bank. **Checking accounts** allow you to write checks to pay for services or invoices, **Savings Accounts** only allow you to deposit and withdraw money from an ATM (Automated Teller Machines). The differences between various banks are minor, but their services, policies, and **fees** may be different.

**\*\* When opening a bank account, take your passport, visa, and I-20 form with you.**

There is a First National Bank ATM Machine located on campus in the Sheehy-Farmer Student Center.

## Banks near campus:

### M&T Bank

44 West Market Street  
Wilkes-Barre, PA 18702  
Phone: 570-821-7331

### First National Community Bank (FNCB)

1 North Main Street  
Wilkes-Barre, PA 18701  
Phone: 570-831- 1000

### Luzerne Bank

67 Public Square  
Wilkes-Barre, PA  
18702  
Phone: 570-822-4211

### First Keystone Community Bank

299 Wyoming Ave  
Kingston, PA 18704  
Phone: 570-718-1110

## SMOKING/ TOBACCO POLICY

Smoking is defined as the burning of a cigarette, cigar, pipe, e-cigarette, vape or other smoking material.

Under the College's policy, a person should not ordinarily be exposed to the harmful effects of passive smoking, except by personal choice. Smoking is prohibited in all College buildings, within 20 feet of entrances to College buildings, in the immediate vicinity of windows and air intakes, and in all College-owned or -leased vehicles. Smoking is permitted outside of College buildings beyond the 20-foot entrance perimeter. However, it is expected that those who choose to smoke beyond the perimeter will respect others by doing so in appropriate general areas of campus. Receptacles will be placed in outdoor areas on campus where smoking might occur. To maintain the beauty of campus grounds, smokers should use the available receptacles and never use the sidewalks or lawns as substitutes. Periodic reviews will be conducted to ensure that passive smoke does not become problematic in any outdoor area.

Smoking is not permitted on Lane's Lane.

Enforcement is the shared responsibility of the entire College community. All requests to comply with this policy should be courteous and respectful, as befits a community of friends, teachers, students, and coworkers. While members of the community are expected to police themselves, violations should be reported to the Director of Human Resources or the Director of Residence Life, who have a special responsibility to see that these rules are enforced. Failure to comply with this policy may result in disciplinary action.

King's College seeks to promote the health and wellness of all its students, employees, and campus visitors. Information on smoking cessation is available through the Human Resources Department and the Student Health Center.

**Tobacco use of all kinds (e.g., cigarettes, cigars, pipes, chew, snuff, sniff, including vapes, e-cigarettes, and hookahs, etc.) is prohibited in all College facilities including academic, non-academic, athletic and student housing including residence halls and all College-operated apartments. This includes properties owned, leased, or otherwise operated by the College.**

## SEXUAL MISCONDUCT (TITLE IX)

King's College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. King's College considers sexual misconduct, in all its forms, to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

### TITLE IX/SEXUAL MISCONDUCT POLICY COORDINATOR

For complaints against employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: (570) 208-5962, email address: [kristinfino@kings.edu](mailto:kristinfino@kings.edu). The coordinator has ultimate oversight of the Sexual Misconduct Policy.

For complaints against students: Title IX Assistant Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: [rbcgoni@kings.edu](mailto:rbcgoni@kings.edu)

Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website [www2.ed.gov/ocr](http://www2.ed.gov/ocr). The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov) The College reserves the right to alter and/or modify the contents of the student handbook, including, but not limited to, the College's rules, regulations services, policies, and calendar without prior notice.

## King's College Bookstore

The King's College Bookstore is not located on campus. The Bookstore is called **Barnes and Noble** and it is located at 7 South Main Street, Wilkes-Barre. It is within walking distance to the campus. Telephone: (570) 208-4700.

Regular business hours throughout the semester will be Monday through Friday, 8:30 a.m. to 9:00 p.m., Saturday 10:00 a.m. to 9:00 p.m., and Sunday noon to 5:00 p.m.

The bookstore offers a variety of college clothing and merchandise. Textbook and merchandise orders may be placed by going online to [kings.bnCollege.com](http://kings.bnCollege.com), or by calling (570) 208-4700. Visa, Master Card, Discover, and American Express cards are accepted in addition to the King's Cash on your Student ID card.

Students have the option to sell their books back to the bookstore at the end of each semester.

### COLLEGE HOUSING FIRE SAFETY

King's College strives to ensure student safety, and fire safety is not to be overlooked. King's has installed sprinkler systems in Alumni Hall, Holy Cross Hall, Esseff Hall, Flood Hall, Luksic Hall, King's on the Square, and O'Hara Hall. The sprinkler system is activated when extreme heat alerts the reader to expel water.

The following is an outline of College and student liability and consequences for activation:

- ☒ Students shall not tamper with, set, or in any way cause the sprinkler system to be activated to release water.
- Misuse of any fire safety equipment will result in disciplinary action by the College including suspension from the College, restitution for damages incurred for both College property and personal property, and termination of the student's housing contract.
- ☒ The College will not be held liable for damage to personal property which results from the discharging of a sprinkler head, whether due to activation for fire, vandalism, or malfunction.
- ☒ Residence Life has provided each residence room with a fire evacuation procedure and fire prevention notice. The notice explains in detail how to prevent a fire and how to plan an escape route. Emergency phone numbers are also listed on the notice.
- ☒ The unintentional activation of a fire alarm will result in a minimum sanction of: censure, a \$75.00 disciplinary fine, and restitution of all penalties or fees incurred when local authorities must respond to an alarm. The intentional activation of a fire alarm will result in a sanction of disciplinary probation or suspension for not less than one year, a \$200.00 fine, restitution of all penalties or fees incurred when local authorities must respond to an alarm, and other sanctions.

#### Take fire alarm seriously!

***Failure to evacuate when a fire alarm sounds is a violation of College regulations. Minimum sanction is disciplinary probation AND a \$50.00 fine.***

- ☒ Do not ignore fire alarms
- ☒ Do not waste time bringing personal belongings

#### Evacuation

***You are required to evacuate the building anytime a fire alarm sounds.***

- ☒ Close windows.
- ☒ If the door handle is hot, do not open it.
- ☒ Go to the window, call for help, hang a towel or sheet out of the window.
- ☒ If the door handle is not hot, open cautiously.
- ☒ Check for smoke or fire before leaving your room.
- ☒ Close door behind you.
- ☒ Proceed to the nearest stairwell exit. Do not use the elevator.
- ☒ Go to your designated gathering place outside the building. Do not leave that area until residence life staff gives you permission.

#### Designated Gathering Places

- Holy Cross and Luksic – O'Connor Park
- Esseff – Sheehy-Farmer Campus Center
- Flood Hall – In front of Moreau Court
- Alumni Hall – area in front of Esseff Hall or in the parking lot behind the building
- O'Hara Hall – area in front of Scandlon Gymnasium
- King's on the Square – rear of parking lot or in front of the Times Leader building
- ☒ Do not re-enter any building until residence lifestaff gives you permission.
- ☒ Causing a false fire alarm or fire will result in suspension from the College.

## Class Attendance and Excessive Absences

King's College regards student participation in class as essential to the learning process. Therefore, regular class attendance is required of all students. Excessive student absences are deemed an indication that the student may need some assistance to complete his or her course work successfully.

In general, the attendance policy for each course is determined by the instructor and stated on the course syllabus. Each instructor is expected to explain carefully the attendance policy for his or her course, including the conditions under which missed course work may be made up and the number of absences permitted before penalties may be incurred.

In the event of excessive absences, students should be aware their names might be referred by the instructor to the Associate Vice President for Student Success and Retention. For first year students, notification may be made after two consecutive absences or two unexcused absences over a two-week period. In the case of upper-class students, notification may be made after three or more consecutive unexcused absences or absences beyond the instructor's stated policy. Excessive absence is defined as absence from four classes in the course of a semester. For evening classes excessive absence is defined as absence from two classes.

Absences due to serious personal illness, family emergency, participation in College-sanctioned activities, or another such compelling cause, normally will be deemed excused by the instructor if supported by appropriate written documentation.

**Students must notify their instructors as early as possible, in advance, and arrange to complete missed work in any instance where the student knows in advance they will miss a class.**

**Notification of extended absences (three or more consecutive absences)** to the Associate Vice President for Student Affairs and Dean of Students Office. Students requesting such notification must contact the Associate Vice President for Student Affairs and Dean of Students Office at the time of absence. Written excuses for extended absences after the student returns to class will not be provided. In cases of extended absence, the Associate Vice President for Student Affairs and Dean of Students Office will notify the instructor of the student's absence. When the student returns to class, they must provide any appropriate written documentation (e.g. a doctor's note) to the Associate Vice President for Student Affairs and Dean of Students Office and meet with the faculty member to discuss any missed work. The Student Affairs Office will notify instructors of the student absence but cannot excuse the absence. Only the faculty member may excuse a student for absences from their class.

**Notification of one or two day absences** should be provided by the student to the instructor, and should be accompanied, if possible, with appropriate written verification of the reasons why the absence is excusable. Instructors are expected to provide reasonable opportunity for students to make up examinations or other course work missed because of excused absences. Instructors are not required to give make-up exams or accept course work missed as the result of unexcused absences. The Student Health Center will not provide notes for missing class. While the College does not set a limit on the number of excused absences due to participation in College-sponsored activities, it does expect students to act responsibly in choosing course schedules that minimize conflicts between academic and non-academic obligations.

### Drop/Add

With the approval of each student's academic advisor, students may add a course to their schedule up to and including the fifth class day of the semester. Only open classes may be added. A list of courses that are closed is posted outside the Registrar's Office. Students may drop a course during the first ten class days of each semester. ADD/DROP forms are processed through the Registrar's Office. Add/Drop dates are printed in the College Catalog. The academic advisor's signature is required for all Add or Drop changes.

### Withdrawal from a Course

It is presumed that a student will complete all registered courses. If necessary, a student may withdraw from a course by completing a Withdrawal form within the first half of the semester as specified in the College calendar. The withdrawal procedure must be completed within the permitted period. Course withdrawal for full-time students is initiated with the Director of Academic Advisement. Course withdrawal for part-time students is initiated with the Center for Lifelong Learning. A "W" grade is given for an approved withdrawal. If a student unofficially withdraws from a course (stops attending class without complying with school procedure) a grade of "F" will be recorded on his or her transcript.

Late withdrawals from a course will be considered only for extraordinary circumstances accompanied by appropriate documentation. Late withdrawals are subject to the approval of the Associate Vice President for Student Success and Retention. If a course withdrawal for a full-time student results in the student's course load dropping below 12 credit hours, the student will be considered full-time for the entire semester. No refund will be credited to the student's account for the withdrawn course.

## Healthcare & Medical Insurance

### Requirements for all International Students

- ☒ Health Insurance: Include a copy of the front and back of your medical insurance card.
- ☒ Immunization Documents: Our immunization requirements follow the guidelines set by the American College Health Association and the Center for Disease Control. You are required to have two doses each of the Measles, Mumps, and Rubella Vaccines.
- Student Health History and Physical Exam Form; the physical examination must be done within one year of starting at King's College and signed by a health care provider.
- ☒ Tuberculosis Screening Test (Performed at mandatory registration and orientation)

In Addition—Students who reside in King's College housing must receive the Meningococcal vaccine prior to coming to King's College or sign the waiver noting the lack of vaccine available at registration.

**PLEASE NOTE: To receive treatment in the health center ALL health forms must be submitted. Students who do not return all of the forms are not eligible and will be responsible for all off campus health related fees not covered by their health insurance. It is important for the student to have their insurance card with them, and to know any allergies, medications, chronic health diseases, and local health care providers who accept their insurance.**

## Hospitals, Emergencies and Pharmacies

**For any police, fire, or medical emergency on campus, call the Switchboard at 570-208-5900.  
For Off campus emergencies, dial 911 on your phone.**

### Commonwealth; Wilkes-Barre General Hospital

575 N. River St.  
Wilkes-Barre, PA 18764  
(570) 829-8111

[www.commonwealthhealth.net](http://www.commonwealthhealth.net)

### Geisinger Wyoming Valley

1000 East Mountain Blvd.  
Wilkes-Barre, PA 18711  
(570) 808-7300

[www.geisinger.org](http://www.geisinger.org)

### Geisinger Urgent Care

1155 East Mountain Blvd.  
Wilkes-Barre, PA 18702  
Phone: 570-808-5135  
Fax: 570-808-5136

#### Office Hours

**Monday to Friday:** 9 am to 8 pm

**Saturday & Sunday:** 8 am to 6 pm

**Closed:** Holidays

### MedExpress Urgent Care—Wilkes-Barre

677 Kidder Street  
Wilkes-Barre, PA 18702  
**Phone:** 570-825-2046

### MedExpress Urgent Care—Edwardsville

257 West Side Mall  
Edwardsville, PA 18704  
**Phone:** 570-283-0791  
**HOURS:** 8AM-8PM Daily (8AM-4PM Christmas Eve,  
Closed Thanksgiving & Christmas Day)  
<http://medexpress.com/default.aspx>

## Pharmacies

### Rite-Aid Pharmacy

Public Square  
Wilkes-Barre, PA  
(570) 829-3568

### CVS Pharmacy

351 S. Main St  
Wilkes-Barre, PA  
(570) 825-3215

## INTERNATIONAL STUDENT RESPONSIBILITIES

### A. MAINTAINING LEGAL IMMIGRATION STATUS

Understand your immigration status and know what you may do, what you may not do, and what you are REQUIRED to do while in the U.S. Know which documents you need to have, how to keep them current, and when and why they may need to be updated. These include your Passport, Certificate of Eligibility, the I-20 or DS-2019, the I-94 Arrival/Departure Record.

### B. ENROLLMENT

F-1 visa students are **required** to be enrolled full-time each semester in order to maintain status. Full-time enrollment is taking 12 credits and attending all scheduled classes.

### C. CHANGE OF ADDRESS

You must update your living address information with the International Recruitment Office within 10 days of moving to a new address. This may be done by emailing [emilyliu@kings.edu](mailto:emilyliu@kings.edu) or calling 570-208-8402.

### D. EMPLOYMENT ISSUES

There are limits to the type and the amount of employment F-1 visa students may have while in the U.S. All international students are eligible to work on campus **ONLY** for up to **20 hours/week** when school is in session and 40 hours/week when school is not in session. You will need a Social Security Number (SSN), but must secure a job on campus before you can apply for a SSN. You may work while your SSN card is still processing/pending.

### E. TRAVEL ISSUES

Know before you go! If you are traveling internationally and will return to the U.S. to continue your academic studies, you will need to have your I-20 form signed by one of the Designated School Officials prior to your departure. It is your responsibility to have all documents necessary to re-enter the U.S. If you are traveling to a country that is not your home country, you must contact that country's embassy or consulate to find out what documentation is required to go there.

**IF YOU HAVE ANY QUESTIONS CONTACT THE INTERNATIONAL STUDENT ADVISOR OFFICE at 570-208-5875 or by Email is [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)**

The International Student Advisor office is open Monday through Friday 8:30 am to 4:30 pm.

## IMPORTANT CONTACTS:

### International Student Advisor

107 N. Franklin Street, Student Affairs  
John Lane House, Wilkes-Barre, PA 18711

**Email:** [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)

**Office Phone:** 570-208-5875

The Goal of the International Student Advisor is to provide non-academic support to all International Students attending King's College.

### SEVIS Designated School Official

Ms. Emily Liu

Director of International Student Recruitment

**Telephone:** 570-208-8403

**Email:** [emilyliu@kings.edu](mailto:emilyliu@kings.edu)

All F-1 students must provide copies of their passport, visa, I-94 and stamped I-20 form to this office. Also, students departing the U.S. for a short time must get a re-entry signature.

### Academic Skills Center

Mrs. Sheri Yech, Director of Academic Skills Center and Learning Specialist

Mulligan Physical Sciences Center, Lobby Room 94 near campus post office

**Telephone:** 570-208-5841

**Email:** [sheriyech@kings.edu](mailto:sheriyech@kings.edu)

The **Academic Skills Center** is a coordinated program of learning assistance services including content-centered peer tutoring, disability services, and guided development in learning and study skills. The goal of these services is to assist students in mastering effective learning strategies that contribute to their academic success at King's College.

### Services for People with Disabilities

Services are available to members of the King's College community-any student who has a disability. Individuals eligible for service include, but are not limited to, those with learning disabilities, autism spectrum or attention disorders, and mobility, orthopedic, hearing, vision or speech impairments. **Students with food allergies**, Celiac Disease, Gluten-related disorders, or other dietary restrictions may discuss these matters with the Disability Services Coordinator and Dining Services staff. Additionally, individuals with temporary disabilities, such as those resulting from concussion, injury or surgery, may also be eligible for services.

**The Writing Center** offers peer-tutorial assistance to students who wish to improve their writing skills. Students who wish assistance with research papers, analytical essays, or other core and major course writing assignments may utilize this walk-in service, located near the post office of the Mulligan Physical Science Center. Hours of service are posted on the door.

### Business Office

Administration Building, First Floor

Telephone: (570) 208-5830

The Business Office is responsible for the billing and collection of student fees. It is located on the first floor of the Administration Building. Payment arrangements may be made only with the Director of Student Accounts or the Bursar. A fine of \$30 is imposed for any check to the college for insufficient funds.

### Campus Safety and Security Office

Mr. James Gilgallon

Executive Director, Campus Safety and Security

107/108 Alumni Hall, Main Street,

**Telephone:** 570-208-5926

In case of an emergency, you can contact a security officer on duty by calling "0" from any on-campus extension, activate an emergency call box, go to the college Switchboard located in 107 Alumni Hall on Main Street or dial "911" for Wilkes-Barre City Police or Fire response.

### Academic Advisement Office – All students will be assigned an academic advisor

Mr. John Kratz, Director

Mulligan Physical Sciences Center

**Telephone:** 570-208-5872

**Email:** [johnkratz@kings.edu](mailto:johnkratz@kings.edu)

Ms. Bridget McFadden, International Student Academic Advisor

Mulligan Hall, Room 91A

**Telephone:** 570-208-5897

**Email:** [bridgetmcfadden@kings.edu](mailto:bridgetmcfadden@kings.edu)

Academic advisement is an integral part of the educational mission of King's College. As such, the members of the Academic Advisement Office strive to assist first-year students and transfer students in making sound choices. Advisors also support students in exploring their career paths and educational goals by selecting appropriate courses to satisfy requirements of the Core curriculum and their major program.

The Academic Advisement Office continues to work with all students in processing the following: Change of Major/Advisor, Course Add/Drop, and Course Withdrawal forms.

### Associate V.P for Student Affairs & Dean of Students

Dean Robert McGonigle

Rev. John J. Lane, C.S.C., House

Telephone: 570-208-5875

Email: [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)

Departments promote diversity in the co-curriculum through its programs with a special role by the Office of Multicultural and International Student Programs to provide leadership for education of the college community and support for unrepresented populations on campus. Student Judicial System helping students to develop as responsible members of the College community and society.

## Cell Phones

While some students may come to the U.S. with a cell phone from their home country, many students prefer to switch to a U.S. cell phone carrier since it will be more affordable and convenient. There are a number of providers in the area (Verizon, AT&T, and Sprint) that provide cellular phone service. As an international student it can be challenging to decide which company to choose. In some cases, students may be able to purchase a U.S. cell phone online, from their home country, prior to coming to the U.S. You may purchase a cell phone at one of the providers below after you arrive:

<b>AT&amp;T Locations:</b> 277 Mundy St Wilkes-Barre, PA Phone: 570-820-3200  2246 Wilkes-Barre Township Wilkes Barre, PA Phone: 570-826-7000  2286 Wilkes-Barre Township Market Place Wilkes-Barre, PA Phone: 570-822-1683  Wyoming Valley Mall 40 Wyoming Valley Mall Wilkes-Barre, PA Phone: 570-826-0289	<b>Verizon Wireless Locations:</b> 946 Schechter Drive Wilkes-Barre, PA Phone: 570-822-8100  Wyoming Valley Mall 29 Wyoming Valley Mall Wilkes-Barre, PA Phone: 570- 829-1482	<b>Sprint Locations:</b> Sprint Store at RadioShack 2286 Wilkes-Barre Township Market Wilkes-Barre, PA Phone: 570-846-2420  251 Mundy Street Ashley Furniture Plaza Wilkes-Barre, PA Phone: 570-200-4295  73 Wyoming Valley Mall Wilkes-Barre, PA Phone: 570-820-7016
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## Pre-Paid Cell Phones to buy in Local Stores

Since many international students do not have a credit history in the United States, they will be required to pay a refundable security deposit when purchasing a cell phone with any of the cell phone plans listed above (deposits range from \$150-\$400). To avoid paying this deposit, some international students prefer to choose a pre-pay or pay-as-you-go cell phone plan available for purchase at one of these local stores:

### Best Buy

449 Arena Hub Plaza  
Wilkes-Barre, PA 18702  
Phone: 570-819-0719

### Wilkes-Barre Walmart Supercenter

2150 Wilkes-Barre Township Marketplace  
Wilkes Barre, PA 18702  
Phone: 570-821-6180

### Pittston Walmart Supercenter

390 Route 315  
Pittston, PA 18640  
Phone: 570-883-9400

### Target

3400 Wilkes-Barre Township Commons  
Wilkes-Barre Township, PA 18702  
Phone: 570-829-0511

## Hotels in Wilkes-Barre, Pennsylvania – close to King’s College campus

### **Best Western Genetti Hotel and Conference Center**

**\*Located Two Blocks from Campus**

Market Street and Pennsylvania Avenue  
Wilkes-Barre, PA 18701  
Toll Free Reservations: 800-833-6152

### **The Marriott Courtyard Hotel**

89 Schechter Drive  
Wilkes-Barre, PA 18702  
(570) 235-6700

### **Hilton Garden Inn**

242 Highland Park Blvd.  
Wilkes-Barre, PA 18702  
570-820-8595

### **Hampton Inn & Suites**

876 Schechter Drive  
Wilkes-Barre, PA 18702  
570-824-1005

### **Microtel Inn & Suites by Wyndham**

1185 Highway 315  
Wilkes-Barre, PA 18702  
570-970-3760

### **Host Inn All Suites**

**TGI Friday’s Complex**  
860 Kidder St.  
Wilkes-Barre, PA 18702  
1-866-733-4678 or 570-270-4678

### **The Woodlands Inn**

1073 Highway 315  
Wilkes-Barre, PA 18702  
1-800-762-2222 or 570-824-9831

### **Holiday Inn**

East Mountain Inn & Suites  
600 Wildflower Dr.  
Wilkes-Barre, PA 18702  
570-822-1011

### **Fairfield Inn & Suites**

884 Kidder Street  
Wilkes-Barre, PA 18702  
570-208-4455

### **Holiday Inn Express Wilkes-Barre**

1063 Highway 315,  
Wilkes-Barre, PA 18702  
570-825-3838

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## Restaurants near King’s College

### **Vesuvios Pizzeria & Ristorante (across from King’s College)**

111 North Main Street  
Wilkes-Barre, PA 18711  
570-824-8747

### **Rodano’s (three blocks from campus)**

53 Public Square  
Wilkes-Barre, Pa. 18701  
570-829-6444

### **Katana Japanese Restaurant/Hibachi**

41 South Main Street  
Wilkes-Barre, PA 18701  
570-825-9080

### **Cracker Barrel**

2320 Highland Park Boulevard  
Wilkes-Barre, Pa. 18702  
570-822-7913

### **Red Robin**

2020 Wilkes-Barre Township Boulevard  
Wilkes-Barre, Pa. 18702  
570-208-1776

### **Logan’s Roadhouse**

2310 Wilkes-Barre Township Marketplace  
Wilkes-Barre, Pa. 18702  
570-829-2121

### **Mizu Sushi Japanese Hibachi and Steak-house**

244 Highland Park Blvd  
Wilkes-Barre, PA 18702  
570-822-3866

### **Bob Evans Restaurant**

920 Schechter Drive  
Wilkes-Barre, PA 18702-6781  
570-822-3116

### **Olive Garden – Italian Restaurant**

561 Arena Hub Plaza  
Wilkes-Barre, PA 18702  
570- 825-9125

### **Mirakuya Japanese Restaurant and Hibachi**

695 Kidder Street  
Wilkes-Barre, PA 18702-6938  
570- 820-0901

### **Panera Bread**

3570 Commerce Blvd  
Wilkes-Barre, Pennsylvania 18702  
570-825-8077

### **Chili’s – Southwest/Mexican Restaurant**

375 Wyoming Valley Mall  
Wilkes-Barre, Pa. 18702  
570-829-5833

### **Red Lobster - Seafood**

10 East End Center  
Wilkes-Barre, Pa. 18702  
570-825-6122

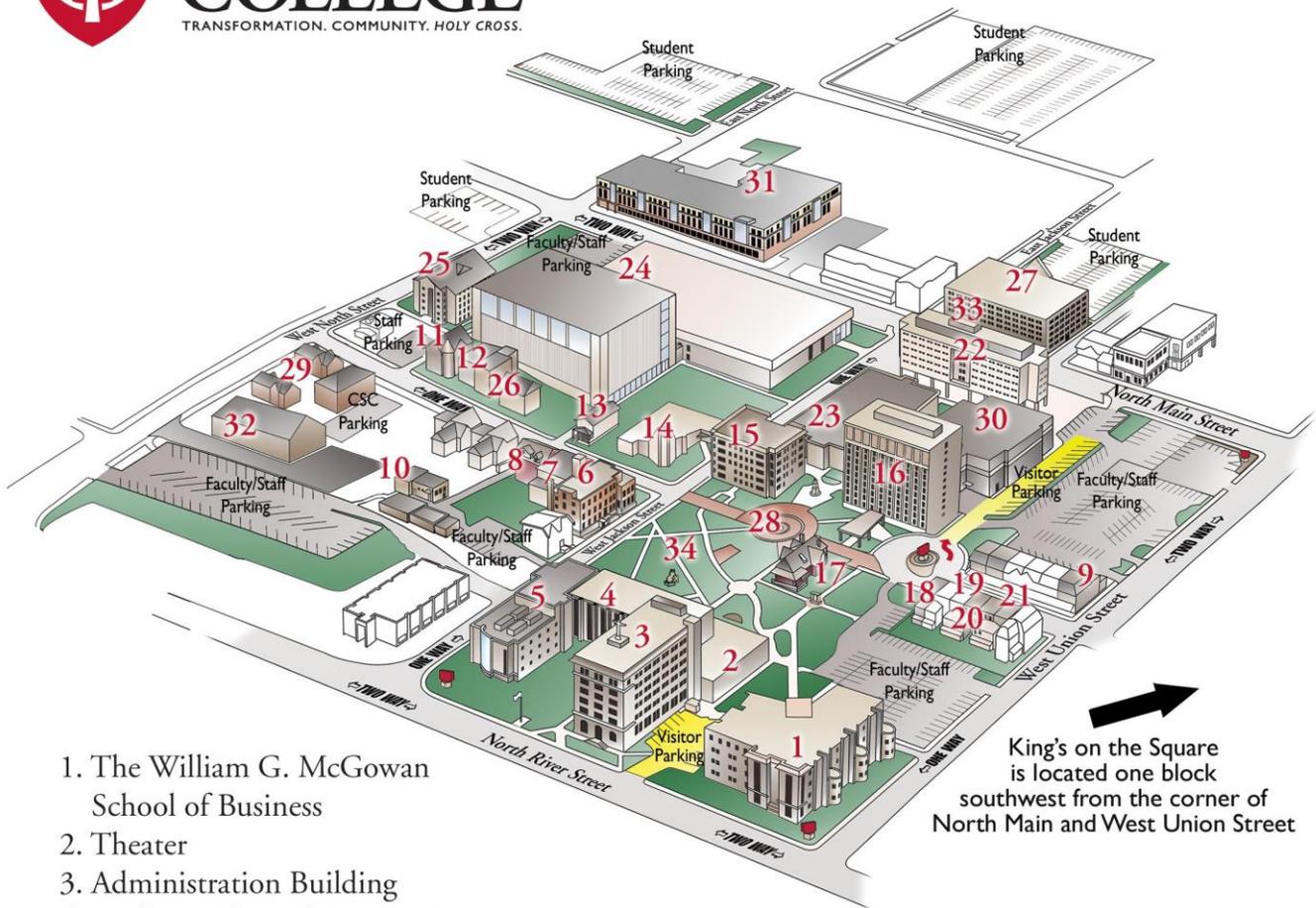
### **La Tolteca Mexican Restaurant**

200 Mundy Street  
Wilkes-Barre, PA 18702  
570-825-5001



# KING'S COLLEGE

TRANSFORMATION. COMMUNITY. HOLY CROSS.



King's on the Square  
is located one block  
southwest from the corner of  
North Main and West Union Street

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. Graduate Division/  
Center For Lifelong Learning &  
Office of International Recruitment
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. ROTC
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
34. O'Connor Park