

IMPORTANT TELEPHONE NUMBERS

OFF-CAMPUS

- Wilkes-Barre Police Department..... 911
- Police-Crime Prevention..... (570) 819-4916
- Wilkes-Barre Fire Department..... 911
- Fire Department ..... (570) 208-4261
- Ambulance ..... 911
- Helpline ..... (570) 829-1341
- Wilkes-Barre General Hospital ... (570) 829-8111
- Geisinger Wyoming Valley
- Medical Center ..... (570) 808-7300
- Poison Control Center..... 1-800-222-1222
- Victims Resource Center..... (570) 823-0765
- Service Electric..... (570) 825-8508
- Magistrate’s Office ..... (570) 825-8488
- (District 11-1-02)
- Mayor’s Office..... (570) 208-4158
- Health Dept. (Wilkes-Barre)..... (570) 208-4268
- Nuisance Properties..... (570) 819-4916
- Domestic Violence ..... (570) 823-7312
- Service Center or
- 1-800-424-5600

ON-CAMPUS

- College Switchboard ..... (570) 208-5900
- Student Affairs Office ..... (570) 208-5875
- Email: studentaffairs@kings.edu
- Campus Activities Office ..... (570) 208-5802
- Student Health Center ..... (570) 208-5852
- Residence Life Office ..... (570) 208-5856
- Counseling Center..... (570) 208-5873
- Safety and Security Office..... (570) 208-5926
- Snow Line ..... (570) 208-5979

To view the Student Affairs website, scan the QR code or visit [www.kings.edu/studentaffairs](http://www.kings.edu/studentaffairs)



What Every Parent Should Know About  
**OFF-CAMPUS HOUSING**



WHAT EVERY PARENT SHOULD KNOW ABOUT OFF-CAMPUS HOUSING

At King’s College, students may select from several living options during their experience as an undergraduate student. Students living in the local area may commute from the home of their parents or guardian or live in a college residence hall. Students who come to King’s from outside of the immediate area live in college residence halls as first-year and sophomore students. Juniors and seniors may live on campus in the residence halls, live in college-operated apartment-style residences, or reside off campus in privately owned and operated apartments and houses, if they meet eligibility requirements.

May all students live off-campus?

No. First-year and sophomore students are required to live on campus in a residence hall, or if their family lives in the immediate area, the student may commute from home. A commuter student is defined as a student who commutes to classes each day and who resides in the permanent home of their parents or legal guardian or in the home of a close relative (who is not a student and is at least 30 years of age). A commuter may not reside more than 45 driving miles from home to the campus.

Juniors and seniors may reside on or off campus. A junior or senior wishing to change from a resident or commuter student living in their parent’s home to off campus, must complete an off-campus form online through their Residence Life Self-Service Portal. The office will check the student’s class status, cumulative grade point average and provide a letter informing the student their residence status has been changed to off-campus. Students must not sign a lease until they receive the letter changing their residency status. Students who fail to follow this policy will be billed for room and board. This policy applies to unmarried students under the age of 21 and includes transfer students.

For a junior to receive permission to live off campus they must complete 57 credit hours and have a cumulative grade point average of at least a 2.5 or more. A senior must have earned 87 credit hours.

Issues to be considered in finding off-campus housing

**Location:** Most students who select off-campus housing choose to live within a three-block radius of King’s. Many off-campus students walk to the campus and thus avoid parking problems when attending classes and college activities. Students should also consider the safety of the neighborhood.

**Property Owner:** Of primary concern is the property owner’s reputation. The best way to check on the property owner’s performance is to talk with current or former residents. “Does the landlord keep the building and apartment well maintained?” “Are they responsive to maintenance requests from the tenants?” Some facilities in the area are not well maintained, and students have had considerable problems obtaining repairs. A poor property owner can make the experience of living off campus a negative one.

**Safety:** In addition to living in a safe neighborhood, you need to check for deadbolt locks on the doors and locks on the windows. All apartments should also have at least two smoke detectors and a carbon monoxide detector. A building with an external access system provides a real safety advantage. Other factors that make a building safe are two exits from every apartment, fire escapes, and screens on windows.

**Apartment mates:** Poor apartment mates can make the experience of living off campus miserable. Help your student choose their apartment mates well. A friend does not always make the best apartment mate. Apartment mates need to discuss issues such as cleaning, food sharing, cooking, study and sleeping hours, guests, parties, and alcohol use in the apartment.

**Lease:** A lease is a binding legal agreement among the occupants, the property owner, and co-signers (some property owners require a parent or guardian to co-sign the lease). Make sure that your student understands the conditions of the lease, their responsibilities, and the property owner's obligations.

**Neighborhood environment:** Many areas near the College are quiet, traditional family neighborhoods with long-time residents and well-kept properties. These are typically the 100-400 blocks of North Main Street and include North Washington and Madison Streets. Students are discouraged from living here, but those who do must conform to the traditional residential environment.

## Statement regarding off-campus behavior and responsibility

Students at King's College are members of both the College community and the community of Wilkes-Barre. All members of the College community have an obligation to adhere to the policies and regulations of the College and the laws of the Commonwealth and local jurisdictions.

King's College holds students accountable to a higher standard of behavior than what is minimally expected by public law.

The College's policy is to hold students responsible for behavior off campus. The behavior of students, both positive and negative, reflects upon King's College through public officials, residents, and the media. The College will take disciplinary action on complaints received concerning off-campus student behavior from the police, neighbors, property owners, other students, faculty, staff, and the public. Students whose behavior off campus is contrary to public law and/or college regulations and policies will be subject to disciplinary sanctions.

All students need to be aware of the following:

- The College will discipline students for incidents that occur off campus.

- The decisions of the College and magistrate/courts are independent and mutually exclusive.
- The College will refer students to the College's student conduct process in all cases where a citation or arrest takes place.
- The College will not delay issuing a decision in a case because of a pending case before the magistrate or courts.
- **Nuisance housing:** Any off-campus dwelling deemed a nuisance, which is defined as two or more complaints by the police or neighbors, will result in the student being required to move from the dwelling. If they do not move, the student cannot remain enrolled at the College. All costs incurred by the student are their responsibility.
- **Street and traffic signs:** Students on and off campus are not permitted to possess any street, traffic, or construction signs. Students who violate this policy will be referred to the local authorities for disciplinary action.
- **Students held at police station:** The College will not pick students up from the police station. Students who do not find a person to sign them out will be detained until a time determined by the police.
- **Contact information:** Off-campus students are required to provide their name, those of their roommates, off-campus address and telephone number, and their property owner's name and telephone number to the College by August 15 and December 15. Students who fail to provide this information will have a hold placed on their registration and records, including their semester class schedule.
- **Parking:** In many neighborhoods of the city, there is permit parking for property owners. Often renters are not eligible to obtain permits for on-street parking. Students who violate the permit parking or meter laws should expect to be ticketed and towed.

- **Trash:** Apartments and houses which have city trash service (applies to all apartments except larger apartment units where the landlord may provide dumpsters), are required to use the City's garbage stickers that must be purchased at local stores. Garbage bags without stickers will not be accepted, and violators will be fined by the city. Garbage cannot be dumped in College-owned dumpsters.

## Off-campus residents' responsibility

Students living off campus are responsible for the behavior that occurs in their apartment or house by themselves, guests, or visitors. If a complaint is received by the College and the individual cannot be identified, all residents of the dwelling will be held accountable and will be issued disciplinary sanctions. Such behaviors for which the resident will be held responsible are, for example, dropping items or liquids from windows, shouting obscenities or abusive language from a dwelling, underage consumption or possession of alcohol, excessive noise, discharging of fireworks, or causing a fire hazard.

## College services for off-campus students

**Meal Plans:** College life is hectic and schedules often change at the last minute! For your peace of mind, King's College offers several meal plans for students living in apartments on and off-campus. All meal plans are available to students. However, featured meal plans for off campus students include the 75 meal swipe plan with 125 declining balance flex dollars, and the 30 meal swipe plan with \$100 flex dollars. For information on these meal plans contact the **Office of Residence Life, Sheehy-Farmer Campus Center, 570-208-5856 or visit [www.dineoncampus.com/kings](http://www.dineoncampus.com/kings)**.

**King's Cash:** Every student has a King's Cash account established upon enrollment, prior to the beginning of their first semester. Deposits can be made through the Business Office, at the PHIL

station located in the first floor lobby of the Sheehy-Farmer Campus Center or on-line at <https://kingscash-sp.transactcampus.com/eaccounts>. King's Cash may be used on campus for dining, purchasing books, or at select locations off campus.

**The Student Health Center (André Hall):** Off-campus students may use the College's health center on a fee-for-service basis. The fee is charged to the student's account. To obtain services at the Student Health Center students must have a student health form on file, which includes a health history and physical examination within one year of matriculation. Contact the Student Health Center at (570) 208-5852. Students who live on campus, intercollegiate athletes, and international students are required to have health insurance. All students, including off campus students, are strongly encouraged to have health insurance.

**Security:** Department of Campus Safety and Security does conduct random safety and security patrols in the general area surrounding the King's College Campus. It is noted that Campus Safety and Security Department has no jurisdiction for off college campus property. Law enforcement jurisdiction in areas surrounding the King's College main campus property is the Wilkes-Barre Police Department, the contact number 911.

**Title IX-Sexual Misconduct Notice:** 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 Coordinators:*

Director of Human Resources, Mrs. Regina Corchado, Office: 107 North Franklin Street, telephone: (570) 208-5962, email: [reginacorchado@kings.edu](mailto:reginacorchado@kings.edu).

Associate Vice-President for Student Affairs and Dean of Students: Mrs. Megan Casey, Office: 113 North Franklin Street, telephone: (570) 208-5875, email: [megancasey1475@kings.edu](mailto:megancasey1475@kings.edu)