

2023-2024 Commuter Student Resource Guide



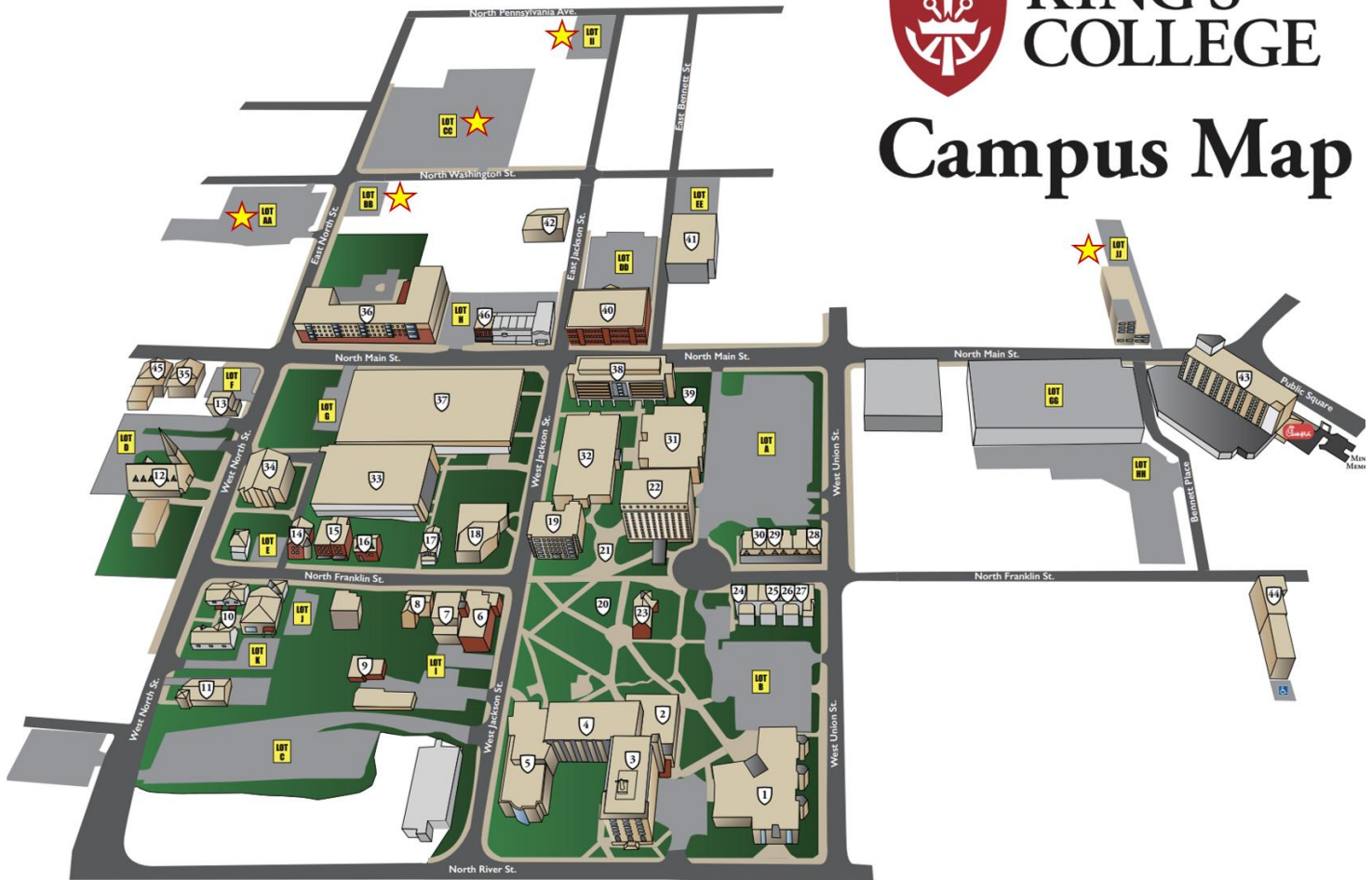
**KING'S
COLLEGE**

TRANSFORMATION. COMMUNITY. HOLY CROSS.



KING'S
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N. Main St. - O'Hara Hall Lot.	LOT-H
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Welcome to King's College!

Since commuter students make up a vital component of King's College, 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 is here to make it easier for commuter students to ask questions, get connected to campus and community resources, and advocate on your behalf.

Additionally, our office provides programs and leadership opportunities specifically for commuter students. We adopt an open-door policy and invite students to use the services we provide as much as needed. As a part of the King's family, we encourage you to get involved, make new friends, and take advantage of what King's has to offer!

Utilizing these resources is the key to staying connected. Those outlined in this guide will help you make the most of your time as a commuter student. Please refer to the Student Handbook for more information and full descriptions. If you have any questions, please stop by our office, give us a call, or send us an email!

Emily Flaim

Coordinator of Campus Activities and Commuter Life

Office of Campus Activities and Commuter Life

Sheehy-Farmer Campus Center, First Floor Room 103D

commuterlife@kings.edu

570-208-5900 x5550

Open Monday through Friday, 8:30 a.m. to 4:30 p.m.

Getting Involved

Commuter Life Association (CLA)

CLA is here to foster community and involvement among commuter students. This group meets throughout the semester to discuss and plan events that are of particular interest to commuting students. The club is designed to encourage commuters to get to know other commuters through social opportunities. All commuters are welcome to join the Commuter Life Association at any point throughout the academic year.

Commuter Pit Stops

Black and white checkered flags on Lane's Lane light posts signal the day of a Pit Stop! Each month, Commuter Pit Stops will provide you with opportunities to take a break, catch up with friends, and enjoy special events on campus. These Pit Stops happen in the Campus Activities suite. Students can grab a quick bite to eat, talk with the staff, and be on the go again! Watch your email for the dates!

Commuters Connect

Once a month, the Office of Commuter Life pairs with another student support service to bring you a take-away event or a hands-on activity! Offices that can be seen at these events include but are not limited to Academic Skills, the Counseling Center, Campus Ministry and Multicultural & International Student Programs! Check out the events calendar to find upcoming event dates!

Parking Lot Pop-Ups

Once a month, the Office of Commuter Life will host a table with tea and coffee in one of the Commuter parking lots. Be sure to keep an eye on your email for the pop-up dates!

Leadership Opportunities

King's College recognizes that involvement in student clubs and organizations is an important part of your educational experience. There are many 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 leadership experience. Activities Fairs provide an opportunity to become involved in these groups, which can be found on next page.

The **Leadership Program** provides a variety of experiences that enhance leadership qualities in students through non-credit learning experiences. The program is unique in that it emphasizes ethical decision making and the diversity of our society. Students will have opportunities to develop:

- Oral presentation and technology skills
- Ethical decision-making
- Confidence and skills to facilitate positive change
- Appreciation for people who are different
- Increased self-awareness and self-confidence
- Ability to apply formal learning to life experiences

The **Emerging Leaders Program** is for first year and sophomore students who have an interest in pursuing leadership roles on or off campus and includes topics such as leadership skills, leadership styles, group process, motivation, ethics, and diversity.



Clubs and Organizations

At King's College there are **over 40 active clubs and organizations** for students to join. This includes:

Business

- Accounting Association
- Economics and International Business
- Finance and Business Student Organization
- Management, Marketing & Entrepreneurship
- Society of Human Resources Management

Heath Sciences

- Biology Club
- Neuroscience Club
- Nursing Club
- Pre-Health Club
- Pre-Physician Assistant Society (PPAS)
- Sports Medicine Society

Humanities and Sciences

- American Society of Civil Engineers (ASCE)
- Champion Literary Society
- CCR/Music Ministry
- Education Club
- Engineering Club
- History Society
- King's Players
- Math Club
- Monarch Dancers
- Pre-Law Society
- Psychology Club

Media and Publishing

- The Crown (Student Newspaper)
- Regis (Yearbook)
- SCOP (Fine Arts Magazine)
- WRKC (Radio Station)

Service

- Blood Council
- Emergency Response Team (ERT)
- Foundation for International Medical Relief of Children (FIMRC)
- King's for a Cause
- Knights of Columbus
- Sigma Kappa Tau (EKT - Women)

Special Interest

- Black Student Union
- Campus Ministry
- CIS Open Network
- Comic Book and Media Club (CBMC)
- Commuter Life Association
- Environmental Club
- Film Club
- Gay-Straight Alliance (GSA)
- KC-Wise
- La Raza Association (LRA)
- Model United Nations
- Multicultural and International Club (MIC)
- Sisters in Faith
- South Asian Student Association (SASA)
- Students Today Alumni Tomorrow (STAT)
- Women's Club

Inclement Weather Announcements

Generally, the College will communicate decisions regarding closures, delays, cancellations, or compressed scheduling by 6:15 a.m. that day. Announcements regarding evening classes (5 p.m. or later start time) may be made in the early morning but no later than 3 p.m. Decisions regarding inclement weather are based on weather forecasts, campus conditions, and the conditions surrounding the College. When classes are in session, inclement weather decisions are made by the Associate Vice President for Academic Success. When classes are not in session, the decision is made by the Associate Vice President for Facilities and Procurement.

The College recognizes that commuters come from a wide geographic area and road conditions may vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should guide students on whether to attempt traveling 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 contact their instructors as soon as possible.

Commuter & Visitor Overnight Program In the event a student cannot safely return home, commuter students can stay on campus for a small fee. Learn more about the Overnight Program [here](#).

Notifications can be accessed through:

- CampusShield app notification or text alert
- King's College email
- Snowline (kings.edu/snowline or 570-208-5979)
- Local TV station on WNEP or WYOU

Closure: If the College is closed, distance classes meet as scheduled. All in-person and hybrid classes are canceled. Administrative offices and direct student service offices are closed. Most student activities are canceled. Exceptions may be made; however, with the approval of a member of the senior staff. Announcements regarding such exceptions (e.g., the Scadlon Gymnasium) will be made via email.

Noon Opening: The College will open at noon. All morning classes are cancelled. Classes beginning at noon or after will be held at their scheduled time and follow the regular schedule. All distance classes will meet as scheduled. Offices will open at a specific time (either 10 AM or 12 PM).

Early Closing: The College will announce early closings and dismissals as needed. To prepare for impending snow or clear parking lots of snow, students and employees may be required to remove their vehicles to alternate locations. Such announcements will be communicated via email.

Compressed Schedule: All in-person, hybrid, and distance classes will follow the compressed schedule below, when issued.

Monday, Wednesday, Friday 35-minute classes; 15-minute breaks	
Regular	Compressed
8:00 AM	10:00 AM – 10:35 AM
9:05 AM	10:50 AM – 11:25 AM
10:10 AM	11:40 AM – 12:15 PM
11:15 AM	12:30 PM – 1:05 PM
12:20 PM	1:20 PM – 1:55 PM
1:25 PM	2:10 PM – 2:45 PM
2:30 PM	3:00 PM – 3:35 PM
3:50 PM or later	Normal schedule
Tuesday, Thursday 50-minute classes; 10-minute breaks	
Regular	Compressed
8:00 AM	10:00 – 10:50 AM
9:30 AM	11:00 – 11:50 AM
11:00 AM	12:00 PM – 12:50 PM
12:30 PM	1:00 PM – 1:50 PM
2:00 PM	2:00 PM – 3:15 PM
3:30 PM or later	Normal schedule

Health and Safety

Campus Safety and Security

King's College recognizes the importance of campus safety and security and maintains its own Campus Safety and Security department. Security officers are on duty 24 hours throughout the year, and selected, well trained members are armed. Students may contact security at any time regarding emergencies, problems, or information by dialing "0" from campus telephones or **570-208-5900** from off-campus locations. Students may also go directly to the College Switchboard Office located on the main floor of the Corgan Library.

Campus Safety also provides uniformed officer escorts to all members of the college community upon request. Any member of the faculty, staff, or student body may request a ride to any point on campus by calling the Switchboard. For more information, call the Executive Director of Safety and Security at 570-208-8103.

CampusShield: Emergency Notifications

King's College uses CampusShield as our emergency notification provider, which sends notifications via text, email, or call on emergencies ranging from weather delays to suspicious activity, and you can easily report emergencies with just a few taps. App features include:

- Emergency Button: Directly connects you to campus safety forces
- Anonymous Tip: Anonymously submit tips and safety concerns with photos or videos.
- FriendWatch: If your pre-set timer hits 0:00, your emergency contacts are notified.
- Campus Resources: Stay updated by accessing a multitude of campus resources.
- Maps: Connect to the campus map

Download the free app from the App Store or Google Play Store and sign up with your King's email address. If you do not have a smartphone but would like text notifications, you can register with our system at portal.publicsafetycloud.net/community-alerts/kingscollege. If you have any questions regarding our emergency notification system, email help@kings.edu.

Parking

Commuters planning to park on campus must register their vehicle with Campus Safety and Security to obtain a parking pass for a designated lot. This hang tag does not guarantee or reserve a parking space as all spots are first-come, first-served.

All students must adhere to all College policies regarding parking on campus and abide by local laws for parking on city streets. Students ignoring parking instructions are in violation of College policy for failure to follow a directive issued by the Office of Student Affairs.

The following are some specific examples relevant to parking on campus and in the surrounding neighborhood.

- Students may only park in legal parking spaces. Do not park in front of fire hydrants, driveways, alleyways, or streets. Violators will receive a parking ticket and towed at the owner's expense.
- King's College reserves the right to restrict parking in any on campus parking lot due to weather conditions and special events on campus. When a restriction occurs, Campus Safety and Security will make an announcement via email, in a timely manner, announcing the restriction, location, time, and reason for restriction.
- Students are not allowed to park in any lot designated for employee or other non-student use; spots clearly marked as reserved for guests or the Office of Admission are restricted for only those purposes. Students with a campus parking pass are allowed to park in the Holy Cross Hall lot and McGowan Hall lot during the weekends from Friday night to Monday 5:00 a.m. Those parked in violation will be ticketed \$25 and repeat offenders will be towed and ticketed.
- Some local homeowners have designated permit only spaces. Only the homeowner and their guests may park in these areas. Students illegally parking in permit-only areas will receive a parking ticket and have their vehicle towed at their own expense.

- There is no student parking allowed in front of the townhouses on North Franklin Street (in the same block as Holy Cross Hall). These spaces are for townhouse resident use only. Spaces on the other side of Franklin Street (going up the hill towards the Chapel) are metered and must be paid during the day.
- Students are not permitted to park on Harrison Street (behind the Scandlon Physical Education Center), which is a fire lane, or on the south side of Flood Hall. Students illegally parking here will receive a parking ticket and have their vehicle towed at their own expense.
- Meter parking is available on adjacent streets to campus. All meter parking is enforced by the Wilkes Barre Police Department.

Learn more about parking at kings.edu/safety.

Student Health Center

The Student Health Center is staffed by a full-time registered nurse, a full-time physician assistant director, and a part-time administrative/medical assistant, nurse practitioner, physician assistant and physician medical director.

All full time students must submit a complete health history and physical examination (performed within one year of the date of matriculation). Commuter and off-campus students who have submitted a completed

health form may use the SHC on a fee-for-service basis or opt in for an unlimited use semester plan. The fees are charged to the student's business account only after a service is rendered.

Services include evaluation and treatment of illness or injury; point of care testing for COVID-19, mono, strep, flu A and B, glucose, tuberculosis, urinalysis; select prescription and over the counter medications; on-site nebulizer treatments; medical equipment loan program for crutches, nebulizer, humidifier, and heating pads; allergy injections per policy; weight monitoring; and blood pressure checks.

The SHC emphasizes patient education, and sincere effort is put forth to deliver as much care as possible to avoid unnecessary emergency room or urgent care visits.

The SHC is open during the academic year Monday through Friday, 8:30 a.m. to 4:30 p.m, and every Tuesday until 6:00p.m. Call ahead appointments are necessary.

Immunizations: All resident, commuter, and off campus students are required to provide two (2) dates of immunization against measles, mumps, rubella (MMR); students born before January 1957 are considered immune and do not need proof. All other childhood immunizations are strongly recommended and the dates should be filled in on the immunization form. Meningitis immunization is mandatory for resident students living in college owned housing.



Resources and Facilities

Campus Center

The Sheehy-Farmer Campus Center is a great place for commuters to relax and meet up with fellow commuters during their free time. The first floor includes lounge space, ATM, the media center, Widmann Art Gallery, and the Office of Campus Activities and Commuter Life. The lower level includes Connerton's Cafe, Monarch Mart, game room and pool tables, computers, and large screen TV lounge.

Commuter lockers on the lower level are available for rent for \$5 each semester on a first-come, first-served basis. At the end of the spring semester, all locks must be removed and the locker cleared. To rent a locker, simply stop by Campus Activities!

Campus Activities

In collaboration with student leaders, the Office of Campus Activities develops social programs for students. The office is staffed with the Director of Campus Activities and Orientation and Coordinator for Campus Activities and Commuter Life. Both work with student groups, class officers, and Student Government Association to plan events, fundraisers, and other group functions. Campus Activities sponsors events both on and off campus throughout the year, which are open to all full-time students.

Computer Labs and Library

In addition to online catalog and database access, the [Corgan Library](#) provides students with computers, printers, and spaces for individual and collaborative study. Most study rooms include mounted whiteboards and are available on a first come, first serve basis. The library is open 24 hours for study and offers staffed library services during the following hours during the semester:

- Monday – Thursday: 8:00 a.m. - 9:00 p.m.
- Friday: 8:00 a.m. – 4:30 p.m.,
- Saturday: No Service Hours
- Sunday: 12:00 p.m. - 9:00 p.m.

Librarians are available for research help appointments both in-person and virtually during the following hours during the semester:

- Monday – Tuesday: 8:30 a.m. – 9:00 p.m.
- Wednesday – Friday: 8:30 a.m. – 9:00 p.m.

Hours are subject to change and will be posted at the library's entrance, on the Circulation Desk, and on the Library's social media. Library hours are extended for the week before and during final exams.

The College also has several computer and printer labs across campus in McGowan, Esseff and Holy Cross Halls lobbies, and the Campus Center Media Center. See the Student Handbook for a complete list of locations.

Commuters can also find a free charging station on the first floor of the library that includes eight, secured storage lockers to charge your phone, tablet, or laptop. There is also a kiosk with a limited number of free laptops available for check out with a King's ID and a 24-hour coffee vending machine during the semester (credit card only).

Student ID Cards

All full-time students are issued an ID card that must always be carried. ID cards are used for building and room access, some parking lot access, King's Cash (see below), library loans, and meal plans.

Students should have their ID accessible to be presented at the request of any College or police official unless held at the Esseff Hall or Holy Cross Hall security desk. Failure to carry your ID card can result in a disciplinary referral.

Lost ID cards must be reported immediately to the Office of Residence Life. Unless reported, the student will be held responsible for any fraudulent use. The cost of replacement is \$15 cash (\$17.50 using credit/debit), which is payable upon application and may not be billed to a student's account. Replacement ID's and temporary meal cards are only available during office hours Monday through Friday, 8:30 a.m. to 4:30 p.m.

King's Cash

Your ID Card also includes a King's Cash account, which can be used like a debit or credit card. The King's Cash Program permits students to make purchases with their ID card in the College food service locations, campus vending or laundry machines, Monarch Outfitters & Books, and other participating off-campus businesses.

All King's Cash deposits by students, parents, guardians, and employees can be made at the PHIL station in the first-floor lobby of the Campus Center or online at kingscash-sp.blackboard.com/eaccounts.

Once funded, the account balance will decline with each use. Funds are not available for cash withdrawals. Any balance remaining at the end of an academic year will be transferred to the next academic year. Only graduating seniors may request a refund of their unused balance by contacting the Business Office.

Meal Plans

Even though you may not live on campus, students living in local apartments or commuting from home can experience the same dining options as residents. Commuters can choose from several plan options or select a block of meals. Some plans also come with Flex Dollars that can be used in any on-campus dining venue to purchase meals, snacks, and beverages. Meals plans and blocks are active and renewed each semester. For more information visit www.dineoncampus.com.

Campus Email and Post Office

Each student has an email account by which they receive official notices and information on college activities. Students are responsible for all information sent to their email, and it is their responsibility to check their inbox frequently to stay informed of deadlines and changes in policies and regulations, as well as correspondence from offices.

The Post Office is located on the ground floor of the Mulligan Physical Sciences Center. The Post Office offers USPS, FedEx, and UPS services; stamps can also be purchased. The Post Office is open Monday through Friday, 7 a.m. to 3:30 p.m. Learn more at kings.edu/post-office.

Information and Instruction Technology

Students can use the IITS Help Desk for assistance with their computer, software, and College-provided accounts and systems. The Help Desk can be accessed online from my.kings.edu where you can submit support requests and find helpful information and resources. Students can also visit the Help Desk in-person in McGowan Room 302. Walk-in visits are always welcome, although it's usually recommended to email help@kings.edu or call 570-208-5900 x4357 first.

Tutoring Program

The Tutoring Program creates an environment for success and provides student-to-student assistance through individual, group, and scheduled evening drop-in sessions. Students build independence and effective learning habits through active-learning, increased confidence, and improved study habits. Tutoring provides course-content assistance to students, **free of charge**, in most disciplines.

Campus Ministry

Campus Ministry welcomes students of all faiths and those searching for a religious tradition who desire to develop and nurture their spiritual lives and participate in its many opportunities for reflection, service, and worship. Mass is offered at the Chapel of Christ the King Monday through Friday at 12:05 p.m. with Sunday Eucharist services offered at 10:30 a.m. and 8:00 p.m. More information can be found at kings.edu/life_at_kings/campus_ministry.

The Shoval Center

King's College is comprised of caring students, faculty, and staff who actively collaborate with the wider community. The Shoval Center encourages this engagement by promoting ongoing volunteer work, service learning, social justice programs, and collegewide civic engagement efforts. The Center also hosts fall, winter, and spring SERVE trips and AmeriCorps VISTA. King's community members who wish to offer their services to the community may consult the Center for help with ideas, coordination, and planning. The Shoval Center is in the Sherrer House at 171 North Franklin Street.

Scandlon Physical Education Center

The William S. Scandlon Physical Education Center houses a swimming pool, racquetball courts, a wrestling facility, wellness center, a state-of-the-art sports medicine clinic, recreation center, and the McGrane Gymnasium. In addition, athletics administration offices and the Sports Information Director are in the Center. Coaches' offices in several facilities on campus. Please contact the Athletics Department office to locate a specific coach by calling 570-208-5900 x5937.

Important Telephone Numbers

OFF CAMPUS	
Emergency (Police, Fire, Ambulance)	911
Wilkes-Barre Police Crime Prevention	570-208-4191
Wilkes-Barre Fire Department	570-208-4261
Wilkes-Barre Health Department	570-208-4268
Crisis Support Helpline	570-829-1341
Domestic Violence Service Center	570-823-7312
Hospital: Wilkes-Barre General	570-829-8111
Hospital: Wyoming Valley Medical Center	570-808-7300
Hospital: Geisinger South Wilkes-Barre	570-808-3100
Urgent Care: Geisinger Careworks Kingston	570-714-5810
Poison Control Center	800-222-1222
Victims Resource Center	570-823-0765
Magistrate's Office (District 11-1-02)	570-825-8488
Mayor's Office	570-208-4158
Nuisance Properties	570-208-4140
Service Electric	570-825-8508

ON CAMPUS	
College Switchboard (available 24 hours)	570-208-5900
Associate Vice President for Student Affairs/Dean of Students Office	570-208-5875
Campus Activities	570-208-5966
Commuter Life	570-208-5550
Residence Life	570-208-5856
Student Health Center	570-208-5852
Counseling Center	570-208-5873
Campus Safety and Security	570-208-5926
Snowline	570-208-5979



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 harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. King's College considers sexual harassment, in all its forms, to be a serious offense. This policy refers to all forms of sexual harassment, 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 harassment/misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

TITLE IX/SEXUAL HARASSMENT POLICY COORDINATOR

Mrs. Megan Casey

Associate Vice President for Student Affairs and Dean of Students

John Lane, C.S.C. House

166 N. Franklin Street

570-208-5875 (office)

megancasey1475@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. 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 191073323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: OCR.Philadelphia@ed.gov



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