

Frequently Asked Questions

King's College Office of Student Affairs

January 2021

1. **What if I need to visit the Office of Student Affairs?** The office will be open during regular college business hours, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Any student or visitor will need to arrange an appointment. Most appointments will take place by Zoom. To arrange an appointment in person or by Zoom with Dean McGonigle, please [use this booking link](#) or contact the office at 570-208-5875. When students or visitors come to the office, they must wear masks and maintain social distancing. Drop-in appointments are discouraged, except in the case of emergencies.
2. **Will the process for reporting class absences change?** The process for reporting class absences will remain the same. A student who is absent due to a single day illness is to contact their instructors if the absence is not related to COVID-19. Students may also report single day absences to the Office of Student Affairs, and the absence will be logged. Instructors are not notified for single-day absences that are unrelated to COVID-19. Students who are absent multiple consecutive days due to illness or family emergency report the information to the Office of Student Affairs, which will then notify instructors. Students are to provide documentation for those absences with a doctor's note, obituary, or other documentation. The Office of Student Affairs notifies instructors of absences but cannot excuse the absences. How an absence is handled for a class meeting is determined by the course instructor. Students who miss class due to doctor appointments, vacations, interviews for employment, or other similar reason, must decide with their instructors.

Students who are absent due to COVID 19 include having a positive test result, waiting for a COVID 19 test result, being a primary contact of a person who is COVID 19 positive is to contact the Student Health Center studenthealth@kings.edu or 570 208 5852. The Student Health Center will provide you with instructions and determine the day you may return to class. The Student Health Center will then notify the Student Affairs Office. The Student Affairs Office will notify the student's instructors of the student's anticipated return date to class. Students must contact their instructors by email to arrange to keep up with assignments, tests, and other work for their classes.

3. **How can a student provide documentation to the Office of Student Affairs?** Preferably, students should scan and email documentation to michelemaczuga@kings.edu or robertmcgonigle@kings.edu. Documentation can also be faxed (570-208-6023) or, if necessary, dropped off at the Office.
4. **Is there always a Student Affairs person on call?** There is a member of the Student Affairs staff on call to respond to emergencies. Issues regarding policies and normal office operations must be addressed during regular business hours by the appropriate office.

For off-campus medical visits (hospital, urgent care, testing, etc.), a Student Affairs team member (professional on call, resident counselor) will provide the student with a contact number to provide updates. In such instances, the Student Affairs team member cannot stay with the student during the medical visit due to most medical facilities' COVID-19 visitor policies and associated risk factors. The student will contact the staff member to provide updates (admission to hospital, treatment outcome, etc.). For the student's benefit, exceptions will be made for critical health situations. Students evaluated at the Crisis Center (mental health) will provide contact information to the College's on-call counselor, who will monitor the situation in collaboration with the Crisis Center, though the counselor will not be at the Crisis Center with the student.

5. **How does a student get a signature for institutional forms (reference forms, study abroad forms, student teaching forms, etc.)?** Internship and study abroad forms are completed electronically, and students should not need to come to the Student Affairs Office. For other forms, preferably, students should scan and email forms requiring signatures to the office (michelemaczuga@kings.edu or robertmcgonigle@kings.edu) if a form must be dropped off at the office, expect that it will take two to three days for the form to be reviewed and signed before forwarding it to the student or the appropriate office requesting the form. Forms will not be completed on the same day. If the form requires a waiver for the Office of Student Affairs to review a student file (including the Student Conduct file), the student must complete and sign the waiver (FERPA form) before submitting it to the office.
6. Additionally, forms cannot be signed and completed by the Office of Student Affairs if the student section usually including the student signature on that form is not completed. The same process applies to background checks and references for jobs and graduate/professional schools.
7. **If a student has a fine, does that fine need to be paid at the Office of Student Affairs?** Fines or restitution issued as part of disciplinary action must be paid through the Office of Student Affairs. [Students can pay by debit/credit card online here](#). There is a service fee for online payments. Payments made in cash or check can be made at the office, but the student must bring the exact amount, as change cannot be provided. If paying by check, the check should be made payable to King's College. We do not accept King's Cash or Flex. Payments cannot be made at the Business Office.
8. **FERPA Form Changes:** [Students can make changes to their FERPA Form online here](#). Student's on their form indicates who may have access to their College records. For further information on FERPA, please see the [Question-and-Answer Publication on our FERPA webpage](#).
9. **How can I contact the Office of Student Affairs?**

Office of Student Affairs
Rev. John Lane CSC House
166 North Franklin Street

Robert McGonigle, Associate Vice President for Student Affairs and Dean of Students, Title IX Coordinator

- Office telephone: 570 208 5875
- Email: robertmcgonigle@kings.edu
- Office fax number: 570 208 6023

Michele Maczuga, Administrative Assistant

- Office telephone: 570 208 5875
- Email: michelemaczuga@kings.edu
- Office fax number: 570 208 6023