

2017-18 Undergraduate Student Update

Dear Returning Colonels-

As we eagerly count down the days until the start of the fall semester on August 28, we take this opportunity to welcome you back to campus and share important information. Whether you are a new student whose arrival we eagerly anticipate or a returning upperclassman we are excited to have you back on campus, this fall promises to provide a great experience for all. Joining our newest students will be 21 new faculty members and Dr. Scott Stolte, who has been appointed as the new Dean for the Nesbitt School of Pharmacy.

We are excited that this summer more than 45 Wilkes students traveled to conferences with faculty or advisors to California, Hawaii, Florida, Oregon, Tennessee, Washington, DC, Ireland, Argentina and Thailand. This travel is an important outcome of our mentoring culture and the undergraduate research collaboration that we have at Wilkes between our faculty and students -- demonstrating Wilkes' core values of mentorship and scholarship.

This has been another busy summer for on campus improvements. We very much appreciate your patience as our campus enhancement projects continue through the academic year – all leading to a more exciting and inviting campus experience that will improve the quality of student life and learning for all. This fall we are excited to open the Karambelas Media Center and the Sordoni Art Gallery at 141 South Main Street. The extensive work to the sidewalks and streetscape on West South and South Franklin Streets promises a safer and more attractive pedestrian experience. You will see much work has already been completed on the exterior and interior of the Stark Learning Center in preparation for its re-opening for the 2018 Fall Semester.

It is important to note that there has been a change in the way the University is managing the student employment process. Students making arrangements for on campus employment will work directly with Ms. Jean Eckert in the Office of Financial Aid at Capin Hall, second floor. Student employment will no longer be processed through the Human Resources Office. The Student Employment Office within the Financial Aid Department is intended to be the central resource for students working on campus.

All of these changes make for an exciting start to the fall semester. Please take a few minutes to read through the following material that will help you prepare for the upcoming academic year. Should you have any questions and you are unclear about whom to contact, please be in touch with the Office of Student Affairs at Passan Hall (267 South Franklin Street, 570.408.4100).

Please feel free to share this update with your families and let them know that our annual Family Day is scheduled for Saturday, November 4, and that our Homecoming celebration will take place October 6-8.

We look forward to seeing you soon and extend our very best wishes for a great fall semester. Should you have any questions with which I can help, please call me by dialing 570.408.4114.

Sincerely,

Paul S. Adams
Vice President, Student Affairs

Residence Halls

There will be close to 1,100 students living in residence halls for the upcoming year. The newest renovations occurred over the summer in Sturdevant Hall, which will continue to house first year students, and Ross Hall, which will be housing the IFARHU Cohort of Panamanian students.

• Move-In for Resident Students

Move-in for returning resident students is contingent upon where you are placed. For detailed move in information please visit, www.wilkes.edu/moveinday.

Move in for first year resident students will be on Friday, August 25th between 6:00 AM and 12:00 PM at the designated move in times provided in the link above. Students should pick up their keys from the Information Desk located on the first floor of the Henry Student Center.

Please note that the first available meal for returning students this fall will be lunch on August 25th.

Hall Opening and Closing schedule:

FALL RECESS

MOVE OUT 10/12/2017 @ 12 NOON

MOVE IN 10/15/2017 @ 12 NOON

THANKSGIVING RECESS

MOVE OUT 11/22/2017 @ 12 NOON

MOVE IN 11/26/2017 @ 12 NOON

WINTER RECESS

MOVE OUT 24 HOURS AFTER LAST FINAL

MOVE IN 01/14/2018 @ 12 NOON

SPRING RECESS

MOVE OUT 03/03/2018 @ 12 NOON

MOVE IN 03/11/2018 @ 12 NOON

SPRING HOLIDAY RECESS

MOVE OUT 03/29/2018 @ 12 NOON

MOVE IN 04/01/2018 @ 12 NOON

SUMMER RECESS

MOVE OUT 24 HOURS AFTER LAST FINAL

Please note if you are unable to move out/ move in at the assigned times please contact our office at 570-408-4350 at least a week prior to your departure or arrival. Please visit wilkes.edu/housingcalendar for more information.

Wilkes Emergency Contact System

In an ongoing effort to rapidly deploy accurate information to the campus community in emergency or urgent situations, Wilkes uses a text message alert service called *WilkesShield*, a mass notification network that empowers Wilkes University to reach thousands of people anywhere, at any time.

The University asks all faculty, staff and students to **register** their cell phone numbers for text message alerts by downloading the app, or registering at <https://portal.publicsafetycloud.net/community-alerts/Wilkes-University>

Please know that you may also add a second phone number if you wish for a family member to be aware of text alert notifications.

University College—“The Center for Student Success!”

Here are some important things happening this fall at University College, *The Center for Student Success*:

Tutoring

If you want to get ahead in a class, take advantage of our peer tutoring. You can sign up directly for a tutor at <http://tutortrac.wilkes.edu/TutorTrac/Default.html> for many classes. For more information on tutoring, contact Dr. Alberto Prado (alberto.prado@wilkes.edu).

Study Skills Workshops

University College will be presenting a series of study skills workshops, which will run each Tuesday (11 AM- 12 PM) starting September 5th through October 10th. The workshops will be held in Conyngham 113. These interactive workshops are designed to teach students how to better manage academic demands and become stronger students. The topics to be covered include an introduction to academic success, strategic time/task management, goal setting and motivation, note-taking, preparing for and taking exams, and relaxation and test anxiety. In addition to the group workshops, students can make an individual appointment with Ms. Jessica L. Trzeskowski (jessica.trzeskowski@wilkes.edu) Learning Specialist - University College Learning Center, to identify and develop appropriate strategies to improve their learning.

Disability Support Services

If you have a documented disability and are in need of academic accommodations, please contact Ms. Katy Betnar (katy.betnar@wilkes.edu), The Disability Support Services is located in Conyngham Hall, Room 215. The documentation guidelines and related information can be found at <http://www.wilkes.edu/pages/2222.asp>.

Early Alert

Your professors have the opportunity to share any concerns they have about how you are performing in their class starting the third week of the semester. This comes in the form of an “Early Alert” message. You will receive an email with the professor’s concerns, and a copy will also be sent to your advisor and University College. Expect to hear from us so we can help you improve!

Your Advisor

It is important to visit your advisor's office in the first few weeks of school to re-connect after the summer break. You will want to keep your advisor informed of anything that may affect your educational plan. You will also want to be sure your advisor knows about your progress or any difficulties you are facing. You should re-establish your relationship which is important as your Advisor will guide you through your college curriculum.

GPA Adjustment Policy Reminder

Four years ago a new policy went into effect that may help students who change their major. The GPA Adjustment Policy is a policy and procedure for a student to request removal of substandard grades in majors/programs for which they are clearly not suited. Removing grades of less than 2.0 may help the student gain confidence in his/her academic ability, choose another academic career path, increase their GPA to be removed from Academic Probation or Ineligibility, and, possibly, reinstate financial aid. This action will only be permitted if the student agrees to the specific conditions. The complete policy and procedure and the form are available from the Registrar in the Student Services Center. *The student MUST change majors/programs.* This can include changing between declared majors/programs, changing from declared majors/programs to "undeclared", or changing from "undeclared" to declared majors/programs. *The student MUST receive permission from the Department Chair of the new major to invoke this policy or the Executive Director of University College if switching to undeclared.* The Chairperson of the Department into which the student desires to transfer has the decision-making authority to accept the new change of major. If the Chairperson of the Department refuses to accept the student, or if the student decides upon "undeclared," the student may contact University College personnel and request a change to "undeclared" status. *The student may initiate the GPA Adjustment Policy anytime during his/her current academic career.* A returning student may apply the Policy to previously completed courses with no time limit. *The student may only apply a maximum of 18 credit hours of courses to the GPA Adjustment Policy during his/her academic career at Wilkes.* The student must follow the Director of Financial Aid's Federal Guidelines regarding the maximum number of acceptable credits earned each academic year and minimum GPA. This implies that the Policy may be applied more than once during his/her academic career at Wilkes as long as the student follows the Federal Guidelines and change majors/programs a second time.

Center for Global Education and Diversity

The GEDI staff invites all students to visit the Center and to participate in the cultural and international activities sponsored by the Center. There are activities already scheduled for the fall and look for others advertised in today@wilkes:

- **The Office of Diversity Initiatives** will host a **Welcome to our Neighborhood Social**. Everyone is welcome. Join us on Tuesday, September 19th from 4:30 pm to 6:00 pm in the Ballroom (second floor SUB) for snacks, refreshments and games.

- The **Global Coffee Hour** is held every Wednesday from 2:00 pm – 4:00 pm in the Savitz Multicultural Lounge (second floor SUB). American and international students gather to learn about world cultures in an informal setting of conversation and playing board games. Occasionally there are themed presentations and there is always coffee and other refreshments. For more information, contact Georgia Costalas, email: Georgia.costalas@wilkes.edu or at x7854
- **Conversation Partners:** Add some global experience to your life right here at Wilkes! Meet one on one with an international student to chat over coffee, a meal or during an activity. We will help you get started and provide instructions. Note that employers look for college graduates with global perspectives, or experience working with English as a Second Language (ESL) students. For more information or to sign up to receive event e-mails contact Kimberly Niezgoda, email: kimberly.niezgoda@wilkes.edu or at x4170

Study Abroad

Study abroad is life changing but requires planning to take place. We invite students who are interested in studying abroad to come in and discuss their interests and explore different opportunities and financing options. We now have study abroad destinations in various parts of the world including Europe, Asia, Africa, Central and South America and Australia. For more information about specific programs, come to our **study abroad information sessions**, which will be advertised in today@wilkes or by contacting: Dr. Stratford, (Jeffrey.stratford@wilkes.edu), x4761

Also check out the study abroad website at:

<http://www.wilkes.edu/about-wilkes/centers-and-institutes/center-for-global-education-and-diversity/study-abroad/>

- . The study abroad application process takes 3 to 6 months.

Off Campus Students

If you haven't already done so, students residing off campus (in apartments, not at home) are asked to provide their off campus address and telephone number. You can use this link to do so: <http://www.wilkes.edu/campus-life/student-affairs/off-campus-students/off-campus-form.aspx>. If you have any questions about off campus life, please contact Gretchen Yeninas at the Office of Student Affairs (gretchen.yeninas@wilkes.edu or 570-408-4107). Sharing your local address does not substitute for the Wilkes Emergency Contact System or vice versa.

Scholarship Opportunity

The Office of Student Affairs is hiring for Off-Campus Wilkes Liaisons (OWLs). The mission of the program will be to foster a more cohesive off-campus student population, promote responsible and safe behavior among off-campus students, improve relationships with local residents in the Wilkes-Barre community, and create a conduit between off campus students and the University.

Position Description

OWLs will maintain the following responsibilities:

- Serve as a resource for Wilkes students and community residents living on their block/street.
- Plan and host annual neighborhood meetings.
- Disseminate resources and marketing materials to off campus students pertaining to campus activities, neighborhood events, and drug/alcohol information.
- Plan and implement non-alcoholic programs and events to build community among off campus students.
- Represent off-campus students on designated university committees.
- Meet with WBPD annually to discuss local ordinances, party issues, and neighborhood crime.
- Attend periodic meetings with Student Affairs staff.
- Complete a six-hour sexual violence bystander intervention training program offered in collaboration with the Victims Resource Center.
- Attend Student Government meetings as a non-voting member.
- Other duties as assigned.

Position Benefits

- Colonel Ambassadors will receive a \$500 scholarship per semester.

Position Requirements

To be considered for the position, students must meet each of the following criteria.

- Junior/senior status; full-time undergraduate status
- Living in off-campus residence
- No record of University disciplinary infractions

Application Process

Interested students must submit the following materials.

- A letter of interest explaining why the student is interested in the position and what impact he or she hopes to have on campus.
- Interview with Student Affairs

University Dining Service News

- **Starbucks at Gambini's gears up for fall flavors**
 - Pumpkin spice and all your favorite fall flavors are slated to make their comeback soon!
 - Join us at the Starbucks location inside UCOM **Monday through Friday from 7am to 7pm, and weekend 8am to 5:30pm.**
- **Options at the P.O.D. Market at Stark!**
 - The P.O.D. Market is the one stop shop for all of your convenience needs on campus, and this fall you can get your Sushi fix too! Pick up your favorite roll **Monday through Friday 7am to 7pm!**

- Eating healthy in a hurry? The P.O.D. Market at Stark will have a full line of Grab & Go salads and sandwiches, as well as new Naked Juice options.
 - Greens To Go will be serving up your favorite salads, as well as new weekly features like Asian Chicken Salad and Pear Walnut Chicken Salad. Greens To Go is open **Monday through Friday 10:30am to 2:30pm.**
- **Henry's**– Events and Additions!
 - Vegetarian Zone – find your vegetarian options at our Vegetarian Station or make a delicious salad from our vegetarian salad bar.
 - Vegan items made-to-order for lunch each day!
 - An action packed promotion calendar is waiting at Henry's! Enjoy our Dining Taste Cart every Tuesday evening featuring student favorite dessert and appetizer options. Food holidays and campus events kick off with our fall sports tailgate party in September, Halloween celebration in October and Thanksgiving buffet in November!
 - **Food allergy? No problem!** Campus Dining is here to make eating easy for you at Wilkes! Our visiting dietitian, Michelle would love to talk with you! Our gluten free area is expanding this Fall! We now have more options at Henry's including gluten free grill favorites, breakfast options and more! Email Jerry.Bogdan@Wilkes.edu with any allergy concerns.
- **Questions about Meal Plan Equivalency?**-
 - Cash Equivalency is a cash amount that is credited towards the purchase of food items in Rifkin Food Court (Grilleworks & Which Wich?) and Greens To Go in the Stark Learning Center.
 - A “meal” is deducted from your meal plan balance and a cash equivalent value is applied toward the total cost of items purchased.
 - Any outstanding balance can be paid for with Dining or Flex Dollars, cash or credit.
 - Students may use one swipe during each of the following periods
Breakfast Swipe: \$4.93 Lunch & Dinner Swipe:\$6.23
- **Welcome Back Event** – We missed you! Come celebrate the kickoff of a new semester in the Quad on Thursday, August 31 from 11am to 2pm! The event will have free t-shirts, prizes and of course, free food samples!
- **Food Advisory Board**
 - Join our Food Advisory Board! Make positive changes to our dining program at our monthly meetings, you can give feedback and help plan events and promotions. If interested, please contact Jerry Bogdan at Bogdan-Gerald@aramark.com

Athletics

Opening Season Contests

- Cross Country @ Misericordia 9/1 - Away
- Men's Soccer vs. Penn State Berks 9/1 - Home 4 PM
- Women's Soccer vs Penn State Berks 9/1 - Home 6:30 PM
- Football @ Muhlenberg 9/2 - Away
- Field Hockey Tournament 9/2 - Away
- Women's Volleyball Tournament 9/2 - Away

- ***Fall Intramural Opportunities***

- Flag Football (1 Game/Week) Sept.
- Soccer (2 Games/Week) Sept.
- Indoor Soccer (2 Games/Week) Sept - Nov
- Billiards Nov.

(Intramural dates subject to change based on participation and venue availability)

(Students who are interested in discussing other ideas for intramurals can contact Nick Doyle at nicholas.doyle@wilkes.edu)

*For complete schedules and additional sports information visit:
<http://www.gowilkesu.com/>

Required Health Insurance for Resident Students, International Students and Student Athletes

University policy requires that all students living in university owned housing or participating in an intercollegiate athletic program must show proof of health insurance in addition to the completed health form before receiving keys for housing. Wilkes University does NOT offer any type of student health plan, it is up to the individual to obtain health care coverage privately. In an effort to help the student find an affordable health insurance policy the following link may be used as a resource <http://www.individualhealthquotes.com/listings.jsp>.

If you have any questions, please feel free to call the office at 570-408-4730.

Parking Permit Information for Fall

Those who have been issued an on-campus parking pass for the fall semester may pick it up at Public Safety, beginning Monday, August 21st, from 7:30 a.m. to 3:00 p.m., Monday through Friday and Sunday August 27th from 7:30 a.m. to 3:30 p.m. If a pass is not claimed by Friday, September 1st, at 3:00 pm, it will be forfeited. The application will open Friday August 21st on the Wilkes [website](#) for students to apply for round 2.

Ralston Field passes will be available at Public Safety starting Friday, August 25th. Applications can be filled out at the Public Safety Office. Please bring the following information; license plate, state, year, make and model.

Offices Open August 26 - 27th

The Office of Residence Life will be open from 9:00 AM to 1:00 PM on Saturday August 26th and 9:00 AM until 3:00 PM on Sunday August 27. The Barnes and Noble Bookstore will be open from 10:00 AM to 9:00 PM on Saturday and from 10:00 am to 7:00 PM on Sunday.

Student Leaders for 2017-18

- Cody Morcom, President Student Government
- Katelyn Jimison , Vice President Student Government
- Harrison Eckert, Recording Secretary Student Government
- Nicole Hughes, Corresponding Secretary Student Government
- Dylan Fox, Treasurer Student Government
- Nathan Barnhart , Parliamentarian Student Government
- Lyndsey Shay, President Inter-Residence Hall Council
- Sarah Stoss, President Commuter Council
- Kala Walker, President Multi-Cultural Student Coalition
- Kya Lewis, President Programming Board

Required Notifications

Notice of Nondiscrimination

Wilkes University is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications.

Wilkes University prohibits discrimination in its educational programs, employment, admissions or any activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. Discriminatory conduct including sexual harassment and other sexual misconduct or violence such as rape, sexual assault, sexual exploitation and coercion will not be tolerated.

Consistent with this principle, Wilkes University will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

Any member of the Wilkes University community has the right to raise concerns

or make a complaint regarding discrimination under this policy without fear of retaliation. Inquiries about this policy statement may be addressed to the University's Title IX coordinator.

Samantha Hart
Title IX Coordinator
samantha.hart@wilkes.edu
Wilkes University
Wilkes-Barre, PA 18766
T (570)408-3842

or Deputy Coordinator:

Philip J. Ruthkosky, Ph.D.
Associate Dean for Student Affairs
Wilkes University
Wilkes-Barre, PA 18766
T (570)408-4108

Graduation and Persistence Rates

Information regarding graduation and persistence rates as required by the Students' Right to Know Act is available at the Office of Student Affairs, the Registrar's Office, the Office of Admissions and the Athletic Director's Office. Consistent with law, this information is disseminated according to regulations.

Federal and State Act Compliance

The Office of Public Safety at Wilkes University prepares and distributes the "For Your Safety" annual safety and security report. This document is prepared in compliance with Act 73 of 1988 of the Commonwealth of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(f). This report is available in hard copy format upon request during normal business hours at the Office of Public Safety, 148 S. Main St.; the Office of Admissions, Chase Hall, Reception Area; and the Office of Student Affairs, Passan Hall, Reception Area. An electronic copy of this report is available on the University website. Additionally, daily logs and crime logs are available for review during normal business hours at the Office of Public Safety. Any questions regarding this report and the specific requirements of the Acts that govern its production can be addressed to the Office of Public Safety, ext. 4982

Drug and Alcohol Program Information

The link below provide important information regarding the drug and alcohol information. They include: effects associated with drug and alcohol use and abuse, federal, state, and local laws and campus policies; and resources for those seeking professional help. Please take a few moments to review these important documents:

- <http://www.wilkes.edu/campus-life/student-affairs/drug-and-alcohol-prevention.aspx>

Voter Information

The University encourages all students to take seriously their responsibility, as citizens, to vote. Voter registration information is available online at www.voterreg.org.

It takes only minutes to register!

Student Handbook Availability

The *2017-2018 Undergraduate Student Handbook* is available online at:

<http://wilkes.edu/undergraduatehandbook>

In the *Handbook*, you can find important resource information as well as the most current policies and procedures at the University.