2013 Undergraduate Student Update

Dear Returning Student:

I am pleased to welcome you back to campus for the 2013-14 academic year, and be able to share with you two exciting pieces of news about the University.

First, just prior to the start of classes you will be able to visit the new Lawrence and Sally Cohen Science Center. This $31 million state-of-the-art center will house Biology and Health Sciences, Chemistry and Biochemistry, Environmental Engineering and Earth Sciences. The 72,500 square foot building will be the most advanced educational facility in our region.

Second, we are proud to report that Wilkes has been named as one of the top 20 Pennsylvania colleges with the greatest lifetime return on investment by the website AffordableCollegesOnline.org. Wilkes is ranked 16th on the list of 81 colleges and universities in the Commonwealth that offer good return on student's investment in higher education. We have always known that a Wilkes education is of high value and this recognition is confirmation of that. This news affirms the good choice you made, and the choice of more than 615 new first year students, to attend Wilkes this coming academic year.

Below you will find information and updates related to the start of the fall semester. Please take a few minutes to read through this material. Should you have any questions and 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 Weekend is scheduled for September 21/22.

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 1,050 students living in residence halls for the upcoming year. Slocum Hall has been reopened in order to accommodate the 475 first year students who will be living on campus.

Nicole Clemson has been named resident director for Evans Hall. A graduate of The University of Scranton, Nicole is pursuing her Master's Degree in Bioengineering.

Fortinsky Hall is being renovated and will be the home to our first Sophomore Year Experience. Forty-seven of our sophomore students will occupy this building which is equipped with single and double rooms and three lounges. Fortinsky is a perfect environment to get MORE out of your Sophomore Year!

• Move-In for Resident Students
Move-in for returning resident students is contingent upon where they are placed. For detailed move in information please visit, www.wilkes.edu/campushousing.

Move-in for first year resident students will be on Friday, August 23rd from 8:00 AM until 6:00 PM. 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 dinner on August 23rd.

Wilkes Emergency Contact System

In an ongoing effort to rapidly deploy accurate information to campus in emergency or urgent situations, Wilkes uses a text message alert service called e2Campus, a leading self-service, web-based, mass notification network that empowers schools to reach thousands of people anywhere, at anytime. The University asks all new faculty, staff and students to register their cell phone numbers for text message alerts for the e2Campus service. Please register your cell phone number at http://wilkes.edu/pages/2611.asp. When registering, you must have your cell phone with you to receive the text message validation code necessary to complete registration. 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](http://tutortrac.wilkes.edu/TutorTrac/Default.html) for many classes. For more information on tutoring, contact Mr. Alberto Prado (alberto.prado@wilkes.edu).

**Study Skills Workshops**
University College will be presenting a series of study skills workshops throughout the first six weeks of the semester (dates/location TBA). 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. Katy Betnar (katy.betnar@wilkes.edu), learning specialist, to identify and develop appropriate strategies to improve their learning.

**Major/Minor Fair**
Not sure about your major? Reconsidering the one you chose? Come check out the Major/Minor Fair on October 8th from 11-1 in the Ballroom. Every department on campus will be available so you can find out more about a particular major or minor.

**Disability Support Services**
If you have a documented disability and are in need of academic accommodations, please contact Ms. Sandra Rendina (sandra.rendina@wilkes.edu), coordinator of Disability Support Services (DSS). The DSS office is located in Conyngham Hall, Room 311. The documentation guidelines and related information can be found at [http://www.wilkes.edu/pages/2222.asp](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.
Important New Academic Policy - GPA Adjustment Policy

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:

- **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 contact Erica Acosta at erica.acosta@wilkes.edu or at X7856. Also check out the study abroad website at http://www.wilkes.edu/pages/5340.asp. The study abroad application process takes 3 to 6 months.
The Office of Diversity Initiatives will host a Welcome to our Neighborhood Social. Everyone is welcome. Join us on Thursday, September 5th from 5:00 pm to 7:00 pm in the Savitz Room (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

Off Campus Students

If they 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 to Dean Barbara King at the Office of Students Affairs (barbara.king@wilkes.edu or 408-4107). This does not substitute for the Wilkes Emergency Contact System or vice versa. A meeting for all Off-Campus students will be held on Thursday, August 29th, at 11:00 am, in the Ballroom. Your rights and responsibilities as an apartment dweller will be covered.

University Dining Service Changes

Several exciting changes to Campus Dining will greet you when you return this fall.

Rifkin Café Grab and Go Available for Resident Students - In an effort to make it more convenient for resident students during those “high volume” lunch hours there will be a selection of grab and go items available in Rifkin Café from 11:00 a.m. to 1:00 p.m, Monday through Friday. Resident students can use a regular card swipe to grab lunch on the run.

Stark Cart Expanding Options – There will be more offered at the Stark Cart as an expanded selection of “made to order” items will become available in the fall. Each day there will be different options such as made to order sandwiches, burritos, etc.

Off Campus Dining Options – The FLEX dollars off campus program has expanded for the fall! All you need is a valid Wilkes ID card and a
supply of FLEX dollars, available for purchase on the Student Services page of the WilkesU Portal. Sweet Frog and Froyo Mania are the most current additions.

Athletics

- **Opening Season Contests**
  - Cross Country vs. Misericordia 8/30 - Away
  - Men’s Soccer vs. Keystone 8/30 - Away
  - Volleyball @ Moravian Tournament 8/30 - Away
  - Field Hockey Tournament 8/30 - Home
  - Women’s Soccer Tournament 8/31 - Home
  - Football vs. Morrisville 9/7 - Home

- **Fall Intramural Opportunities**
  - Flag Football (1 Game/Week) September
  - Coed Soccer (2 Games/Week) September
  - Women’s Softball September
  - 3 on 3 Basketball Tournament Oct. / Nov.
  - Billiards November
  - Bowling November

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

*For complete schedules and additional sports information visit: [http://www.gowilkesu.com/](http://www.gowilkesu.com/)

Information Technology Updates

New and enhanced Information Technology Services and support are available to all students this year.

- **Increased Campus Internet Bandwidth**
  Campus Internet Bandwidth has increased from last year’s connection speed of 110mg to 260mb. The rapid proliferation of mobile devices, greater use of video, our transition to a cloud based email system, and other hosted services strained our internet capacity. The upgraded speed will support the campus’ use of all of these technologies which will certainly continue to increase.

- **Enhanced Wilkes Mobile App for iOS and Android**
  Look for new features in the Wilkes Mobile App: access to student information in Banner, library resources, weekly dining menus, emergency alerts and more.

- **Wi-Fi on Campus**
  Wireless access to the Internet and campus resources is available throughout most residence halls and academic buildings on campus. Planning is underway to further extend and enhance the campus wireless capabilities.
Instructions for using the Wi-Fi campus network are available on the IT Help tab in the MyWilkes Portal and at the on-campus Help Desk in the lower level of the Farley Library.

- **Technology in the Residence Halls**
  Newly renovated residence halls are being equipped with robust Wi-Fi only and most other residence hall rooms are equipped with wired Internet connections with one wired connection per student in each room as well as Wi-Fi in the buildings. Should additional wired connections be needed in rooms, a hub to link more than one device is available through Residence Life. Please note that students may only use the hubs provided by the University.

- **On-Campus Help Desk and Telephone Support**
  The Help Desk is located in the lower level of the Farley Library. Walk into the Help Desk for help connecting your laptop, other devices, or for general assistance. The On-Campus Help Desk will be open Monday through Friday from 8:30am to 4:30pm.

  Telephone support will be from 7am-10pm Monday through Thursday, 7am-7pm on Friday, and 12 noon to 10pm on Sunday. For telephone support, dial xHELP (4357) from any campus extension, 570-408-HELP (4357) from off campus, or toll-free 866-264-1462.

- **Student Run Computer Clinic**
  The Student Run Computer Clinic is integrated into the On-Campus Help Desk in the Farley Library. Clinic hours are 8:30am-4:30pm, Monday through Friday. The clinic will assist students with technical issues they have with their personal computers and mobile devices including virus and spyware removal. Students interested in working at the Computer Clinic as part of the Wilkes work-study program should inquire at the Help Desk.

- **Illegal Downloading**
  The Motion Picture Association and the Recording Industry have partnered with major ISPs to monitor, alert, and thwart digital piracy activity. Students who are participating in illegal downloads of music and films, and about whom the University becomes aware, will be subject to disciplinary action.

- **Microsoft Office CDs**
  The University is no longer participating in the Microsoft Campus License Program for non-University computers. The Microsoft Office CDs are not available for purchase at Barnes and Noble Campus Bookstore. Academic discounted software can be individually purchased at http://www.journeyed.com/students
Required Health Insurance for Resident Students, International Students and Student Athletes

In March 2012, the department of Health and Human Services (HHS) finalized rulings for individual benefits of PPACA (Healthcare Reform). We are in the second phase of healthcare reform. Below are some of the key changes as they relate to student health insurance plans for the 2013-14 year:

- Policy year benefit maximum of at least $500,000 for essential benefits
- Provide preventative care without cost sharing

In the past Wilkes University required all full time undergraduates to have health and accident coverage. A charge was posted to your account and was payable with your tuition bill, unless you waived the annual cost by demonstrating comparable coverage. This year Wilkes University will not require students to waive coverage instead a voluntary plan will be made available. **However all residential students will still be required to have insurance, either through a family employee plan, private insurer, or through a voluntary plan.**

The benefits this year are compliant with the new regulations. To ensure that students get the care they need to stay in class and avoid the potential hardship of medical expenses, we strongly encourage all full-time undergraduate and graduate students to have adequate health and accident coverage. All residential students are required to have health insurance either through a family plan or individual plan. A voluntary plan that is compliant with the Affordable Care Act is available for students who wish to purchase coverage.

The cost of the voluntary plan is only $1,507 annually (undergraduate rate) and $2,221 (graduate rate) Coverage dates are August 26, 2013 to August 25, 2014. An enrollment form is attached. In addition you may enroll on-line at www.chpstudent.com. Both Master card and Visa are accepted. Specific plan benefits will be provided online when it becomes available.

Thank you for your attention. Questions can be directed to CHP at 800-633-7867 or Student Healthcare Solutions at 800-444-5530.

Parking Permit Information for Fall

All Fall 2013 parking permits expire on December 31, 2013

Students who have been approved for on-campus parking may pick up permits beginning August 19th in Public Safety. The student rate for a permit is $120 per semester for on-campus parking and $40 per semester for parking at Ralston Field.

The cost of parking is added to the student’s bill. Staff at the Student Services desk in **UCOM cannot accept parking permit payments.**

Parking enforcement (outside of handicapped and flagrant violations, e.g. parking on sidewalks) will be suspended from Monday, August 26 through Sunday, September 1. Approved Resident and Commuter students have until Sunday, September 1, at 6:00 p.m. to pick-up their parking permits or they will be forfeited.  Permits are renewed each semester.
Any individual with past due parking tickets will have to make restitution prior to receiving any new parking permit. Per the current University Parking Policy, tickets may only be challenged through appeal to the Traffic Council.

**Ralston Field (First Come, First Served):**

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<th>Beginning Monday, August 26 - until there are no more available</th>
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Second Round: Monday, September 2 to Sunday, September 8, Public Safety Office / 148 South Main Street  
Third Round: Monday, September 9 to Sunday, September 15, Public Safety Office / 148 South Main Street

**Offices Open on Sunday, August 25th**

On Sunday, August 25th, the Residence Life and Student Affairs Offices will be open from 12:00 PM until 3:00 PM. The Barnes and Noble Bookstore will be open from 10:00 AM to 11:00 PM on Saturday and from 11:00 AM to 6:00 PM on Sunday.

**New Staff for 2013**

Jessica Short, Student Development Graduate Assistant  
Nicole Clemson, Residence Life Graduate Assistant

**Student Leaders for 2013**

- Ian Foley, President Student Government  
- Taylor Moyer, Vice President Student Government  
- Kassi Bugg, Recording Secretary Student Government  
- Kaitlyn Wolfe, Corresponding Secretary Student Government  
- Anthony Fanucci, Treasurer Student Government  
- Anthony Bartoli, Parliamentarian Student Government  
- Cameron Low, Sergeant-at-Arms Student Government  
- Himil Desai, President Inter-Residence Hall Council  
- Chris Cousin, President Commuter Council  
- Catelyn Sofio, President Off Campus Council  
- Jaleel Sterling, President Multi-Cultural Student Coalition  
- Thalia Garzon, President Programming Board

**Programs and Events**

**Upcoming Campus Events**

- Club Day, Campus Greenway  
- Colonel’s March  
- Volunteer Fair  
- Family Day  

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<td>Club Day, Campus Greenway</td>
<td>Sept 5&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Colonel’s March</td>
<td>Sept 7&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Volunteer Fair</td>
<td>Sept 17&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Family Day</td>
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Fall Fest 2013 Sept 26th – 28th
Homecoming Oct 3rd – 5th
Intern Fair, Ballroom Oct 17th
Casino Week Nov 12th – 15th

Student Development Trips*
- Wilkes Adventure Education Trips/Events
- A Night at the Bloomsburg Fair
- New York Yankees vs. Boston Red Sox, Yankees Stadium
- Field of Screams
- Paintball at Skirmish
- New York City Christmas Show
- Sunday Night Football Games, Ballroom

*Please visit www.wilkes.edu/studentactivities for dates and times!

Fall Leadership Programs

- **The Step Up Rock Wall and Ropes Course** offers experiential learning experiences to Wilkes University students, faculty, staff and local high school students. There are a wide variety of programs that focus on teamwork, communication, goal setting, problem solving, conflict resolution, trust building, group bonding, leadership, mentoring as well as individual and cultural similarities/differences. The course is a great tool that fosters personal and professional development and is available by appointment.

- **Intercollegiate Leadership Wilkes-Barre** is a competitive seven-month program designed to assemble a diverse group of college student leaders to develop new leadership skills, to discuss campus issues and to explore economic, social, cultural and political trends in Northeastern Pennsylvania. Students are chosen from participating colleges and universities including Keystone College, King's College, Luzerne County Community College, Misericordia University, Penn State Wilkes-Barre, and Wilkes University. Applications are available at the Information Desk and will be accepted until Friday, September 2nd.

- **The National Society of Leadership and Success** (Sigma Alpha Pi) is a national honor society that provides students with leadership training and certification through various workshops, speakers, and collaborative projects. Membership in the society includes access to online job banks, custom letters of recommendation, scholarships and awards. The program is recommended for everyone, as you have until the fall semester of your senior year to complete the requirements, which include:
  - Attendance at three speaker sessions (seven offered yearly)
  - Completion of three Success Networking Team meetings
  - Completion of one Leadership Training Day
*Please note that there is a one time, lifetime membership fee of $75, which must be paid before you can become a member.
- **Alternative Spring Break (ASB)** is an opportunity for students to travel domestically as well as abroad to perform community service during spring break. Participating in ASB helps others and gives students an opportunity to learn more about themselves and their peers. Six months prior to departure, ASB participants must attend weekly meetings and dinners to plan major fundraisers and build a strong, supportive team. Applications are available at [www.wilkes.edu/communityservice](http://www.wilkes.edu/communityservice) and are due by 4 p.m. on September 20th.

- **Leadership Assessments** are available to help students determine their leadership strengths and weaknesses. The test takes approximately twenty to thirty minutes to complete and is available online.

For more details on any of the aforementioned programs, please contact studentdev@wilkes.edu or visit us on Facebook (search Wilkes Student Dev)

**Facilities Improvements**

Three major projects are underway or have taken place this summer:

- **Cohen Science Center**- The construction of a 72,000 square foot addition to our science building Stark Hall has been completed. It is the new home of the University’s Chemistry, Biology, Earth Sciences and Environmental Engineering Departments. The facility has twenty-eight state of the art teaching and eight research labs. The facility will be online for Fall semester 2013.

- **Fortinsky Hall** - has undergone a major renovation this summer to improve its functional layout and a complete upgrading of student rooms, restrooms and kitchen/lounge areas.

- **Munson Fieldhouse Addition** - The football locker room was expanded with a 40ft by 50ft addition. New wooden lockers were installed and the capacity has been increased from 100 to 130. Other locker rooms in the facility received cosmetic improvements that included painting, lighting upgrades, new floor covering and lockers. The facility will be available for the fall sports season.

**Required Notifications**

**Notice of Nondiscrimination**

Wilkes University offers equal opportunities in all admission and employment policies, practices and programs. Wilkes 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. Consistent with this principle, and in compliance with Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and all other applicable laws, Wilkes University does not discriminate on the basis of race, color, religion, gender, gender identification and expression, sexual orientation, national or ethnic origin, age, disability, marital status, domestic partnership status or status as a veteran in any policies, practices or programs including, but not limited to: employment policies and practices; education and admission policies; scholarship/loan programs, athletics, and extracurricular activities.

Any questions or concerns should be addressed to the University’s Title IX Coordinator:

Joseph Housenick  
Human Resources Director  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
T (570)408-4631

or Deputy Coordinator:

Philip Ruthkosky, Ph.D.  
Associate Dean for Student Affairs  
Wilkes University  
84 West South Street  
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. 4984.
**Drug and Alcohol Program Information**

The links 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:

- Drug and Alcohol Prevention
- Wilkes University Biennial Review of Drug and Alcohol Prevention

**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. Registered voters in the state of Pennsylvania are required to show a photo identification at their designated polling location in order to vote (i.e. – a driver’s license).

In order to use a student identification card there needs to be a validation date on it. A typical Wilkes ID does not have a validation date; however, if a student does not have an alternative form of photo identification for voting purposes he/she may request that a new Wilkes ID be created with a validation date. This request should be made at the Office of Public Safety.

**Student Handbook Availability**

The 2013-2014 Undergraduate Student Handbook is available online at:

http://sbtportal.wilkes.edu/Include/StudentHandbook.pdf

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