Wilkes University
Intensive English Program
(IEP)
Student Handbook
WELCOME

The coordinator, instructors, and staff of University College welcome you to the WILKES UNIVERSITY IEP FOR INTENSIVE ENGLISH INSTRUCTION, (THE IEP). Our goal is to make your experience at Wilkes as academically rewarding and personally satisfying as possible. In addition to the guidelines outlined in this handbook, The IEP’s students are governed by all policies outlined in the Wilkes University Graduate and Undergraduate Bulletins and Wilkes University Student Handbook which can be found on the website http://www.wilkes.edu/pages/118.asp Should you need any help in understanding these documents, please ask a member of the IEP’s faculty or the Program Coordinator for assistance. All information in the IEP’s Student Handbook will be explained during your orientation. Should you miss this mandatory orientation session, you are still responsible for understanding all information contained in this handbook.

The IEP’s program is very intense and requires a lot of work on your part. You are a part of a very strong and serious intensive English program and we expect you;

- To complete all of your homework on time and to the best of your ability.
- To speak ONLY English while in Hollenback Hall, The IEP’s instructional IEP.
- To attend all academic classes on time every day.
- To participate fully in all class activities.
- To make every effort to participate in Wilkes University activities which will increase your awareness of the United States, help you make new friends and improve your English.

While our expectations of you are high, we are here to help you. We want you to work hard and succeed and will do whatever we can to help you reach your goals. We hope to make your experience at Wilkes one you will always remember. In addition to all policies presented in this handbook, all rules and regulations in the Wilkes Student Handbook and the Wilkes University Bulletin apply to all students in The IEP. Please read theses books and ask an instructor if you have any questions.

English as a Second Language Mission Statement
For Our Students

As part of our commitment to providing high quality intensive English language instruction, the IEP’s faculty and staff strive each day to assist students with social and cultural interaction, academics, and multicultural issues which arise in adjusting to a new culture. Our program is based on a clear understanding of our goals and the means to achieve them in accordance with the Wilkes University Mission and Vision.
MISSION:
To educate our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, and academic excellence.

VISION:
To be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

The IEP’s mission statement for our students is to:

- Provide quality academic English language instruction for students whose native language is not English;
- Promote multi-cultural understanding by engaging students in meaningful communication.
- Prepare students for further academic study in the U.S.
- Provide English language instruction for personal growth and to ensure a productive and fulfilling experience.
- Provide students with the advising they need to successfully reach their academic or professional goals;
- Provide leadership in the areas of intercultural understanding and cooperation;
- Provide learner-centered instruction;
- Provide services relating to admission, counseling, academic life, and the general success of international students attending Wilkes University.
- Please remember that we are here to help you. We will challenge you and give you a lot of work, but we will also help you with issues that may arise outside of the classroom.

Administrators, Faculty and Staff:

Kimberly Niezgoda, Assistant Director for English as a Second Language
Max Roth Hall, First Floor 408-4170
kimberly.niezgoda@wilkes.edu

Karen Lau, ESL Program Specialist
Hollenback Hall, 1st Floor, ext. 408-3855
karen.lau@wilkes.edu

Domicella Balice, ESL Adjunct
Hollenback Hall, 1st Floor, 408-3854
domicella.balice@wilkes.edu

Natasha Young, ESL Adjunct
Hollenback Hall, 2nd Floor, ext 408-3856
natasha.bzdi@wilkes.edu
The IEP’s classes are divided into five levels: beginning, low intermediate, intermediate, high intermediate and advanced. Enjoy small classes and individual attention from certified ESL instructors.

**Curriculum Overview**

**Reading** - The intensive reading curriculum is divided into five levels: beginner, high beginner, intermediate, high intermediate, and advanced. At the beginning levels, students develop their ability to read and write words, phrases, and sentences. They also learn basic skills and strategies designed to improve decoding, vocabulary acquisition, and reading comprehension. The intermediate levels build upon these skills and focus more on developing literal comprehension, fluency, vocabulary development, and critical thinking skills. At the advanced level, students become proficient in the skills required for academic studies with a continued emphasis on vocabulary development and analytical comprehension. Literature and critical analysis of readings also serve as sources for refining and expanding students’ critical and academic reading skills.

**Writing** - Students undergo intensive courses in writing. Throughout the five levels, the focus remains on the academic language skills needed for entrance into English 101 and for university studies. The courses focus on academic writing, beginning at the sentence level in level one and expanding to the writing of expository and argumentative essays, summaries of academic readings and current events, critical analysis of readings in literature, research and documentation by level five.

**Listening and Speaking** - . This course provides instruction in listening and speaking for beginning to intermediate level students in Levels 1-3. Thematic topics relevant to current events formulate the basis for intellectually stimulating listening, speaking and critical thinking tasks. The course aims to prepare students for successful oral communication in social, business and academic environments. Students begin by learning simple conversational strategies and progress to extrapolating key points to prepare presentations, debates, conversations and other activities that demonstrate understanding of material covered and preparedness for university studies.

**Extensive Reading 1, 2, 3** - These courses use the Extensive Reading Approach and focus on meeting the academic reading needs of university-bound students. Students improve their vocabulary and fluency by reading for information, general learning and entertainment. In order to build fluency and develop reading confidence, students are expected to read a minimum number of pages per term, from the appropriate graded reader, focusing on general comprehension rather than
on learning the specific target language. Students choose and read a different graded reader each week. In order to build language knowledge, such as meeting new vocabulary, practicing grammar, and learning about the topic of the text, the students spend one class period each week reading short high-interest articles and doing related activities from a text.

**TOEFL** - The overall objective of these courses is for students to significantly improve their TOEFL iBT scores, as demonstrated by their performance on the official TOEFL iBT test to be taken upon completion of the course. It is expected that undergraduate students successfully completing the course will be able to achieve a minimum score of 60, while graduate students must achieve a score of 80. In addition, students must achieve a score of 70% in the TOEFL course and all other Level 5 courses, to meet the exit criteria for the program. Available at only high-intermediate and advanced levels.

**Study Skills** - This course is taught at the high-intermediate and advanced levels and provides academic support skills and strategies for the other courses that students are/will be taking. It aims to build the basic skills in reading, writing, speaking and listening, required for success in the college classroom. The focus is on vocabulary building, developing effective skills in academic listening and discussion, guided and free note-taking from academic lectures, paraphrasing and summarizing information, and oral / multimedia presentations.

**Grammar** - These courses provide students with a thorough and systematic review of grammatical structures and their use in authentic language situations. The emphasis of the grammar course, in Levels 1 and 2, is on the correct formation of sentences and paragraphs, orally and in writing. Levels 1 and 2 also include a component focusing on vocabulary / study skills. In Levels 3 and 4, the grammar course takes a highly communicative approach and provides extensive grammar practice using a multimedia program and a variety of interactive tools. The primary focus is on application of the rules of grammar to oral and written language production, building on the skills gained in Levels 1 and 2. A wide variety of exercise types are provided, including extensive pair work and group work. Level 5 receives 90 minutes of writing-based grammar instruction weekly. The objectives for this class are needs-based and are driven by the grammar errors evident in student’s writing as identified by the writing teacher.

**Calendar and Schedule**
The IEP’s program is an intensive one. **Fall and spring semester classes meet Monday to Thursday from 8:00 a.m. to 4:00 p.m. and Fridays 8:00 to 11:10. Summer classes meet Monday to Thursday from 8:00 a.m. to 4:00 p.m. and Fridays 8:00 to 11:10. Students are expected to attend all classes.** Friday afternoons have been set aside to provide time for dealing with all administrative and personal issues not relevant to classes (banking, paying of bills, meeting with advisors, etc.).

**Holidays**
The following holidays are celebrated yearly in the United States. On these days, public offices and banks are closed. Wilkes University is closed on the days marked (*). The IEP for Intensive English Instruction at Wilkes observes the same schedule as Wilkes University and will
be closed on the days that the university is closed. **IT IS HIGHLY RECOMMENDED THAT YOU BOOK YOUR TICKETS IN ADVANCE. STUDENTS LEAVING EARLY OR RETURNING LATE DUE TO PROBLEMS WITH AIRLINE RESERVATIONS MAY AUTOMATICALLY FAIL THE LEVEL DUE TO UNEXCUSED ABSENCES.** (See attendance policy, page 9)

Memorial Day* last Monday in May
Independence Day* July 4
Labor Day* first Monday in September
Thanksgiving Day* fourth Thursday in November
Christmas Day * December 25
New Year’s Day* January 1

**WILKES UNIVERSITY INTENSIVE ENGLISH PROGRAM CALENDAR**

### Summer Semester 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, June 14, 2010</td>
</tr>
<tr>
<td>Holiday</td>
<td>Monday, July 5, 2010</td>
</tr>
<tr>
<td>Level test</td>
<td>Tuesday, August 17, 2010</td>
</tr>
<tr>
<td>Study day</td>
<td>Wednesday, August 18, 2010</td>
</tr>
<tr>
<td>Finals 8:00am</td>
<td>Thursday, August 19, 2010</td>
</tr>
<tr>
<td>Graduation 2:00pm</td>
<td>Friday, August 20, 2010</td>
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### Fall Semester 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, August 30, 2010</td>
</tr>
<tr>
<td>Holiday, Labor Day</td>
<td>Monday, September 6, 2010</td>
</tr>
<tr>
<td>Holiday, Fall Recess 4:00pm</td>
<td>Wednesday, October 13, 2010</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, October 18, 2010</td>
</tr>
<tr>
<td>Holiday, Thanksgiving Recess: 4:00pm</td>
<td>Tuesday, November 23, 2010</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, November 29, 2010</td>
</tr>
<tr>
<td>Level test</td>
<td>Thursday, December 9, 2010</td>
</tr>
<tr>
<td>Study day</td>
<td>Friday, December 10, 2010</td>
</tr>
<tr>
<td>Final Examinations begin 8:00am</td>
<td>Monday, December 13, 2010</td>
</tr>
<tr>
<td>Graduation 2:00pm</td>
<td>Tuesday, December 14, 2010</td>
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### Spring 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, January 17, 2011</td>
</tr>
<tr>
<td>Holiday, Spring Break 11:30am</td>
<td>Friday, March 7, 2011</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday, March 14, 2010</td>
</tr>
<tr>
<td>Holiday, Easter, 4:00pm</td>
<td>Wednesday, April 20, 2011</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Tuesday, April 26, 2011</td>
</tr>
<tr>
<td>Level test, 8:00am</td>
<td>Thursday, May 5, 2011</td>
</tr>
<tr>
<td>Study Day</td>
<td>Friday, May 6, 2011</td>
</tr>
<tr>
<td>Final Examinations 8:00am</td>
<td>Monday, May 8, 2011</td>
</tr>
<tr>
<td>Graduation 2:00pm</td>
<td>Tuesday, May 9, 2011</td>
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Summer Trips
The IEP summer program takes students on weekly trips to various places in Pennsylvania and New York. The list of trips is posted on the bulletin board in Hollenback Hall. The trips are free, with students paying only for their own food. If you wish to go on the trip on Friday, you must come to Miss Kimberly’s office, sign your name and pay a $5.00 deposit, by 12:30pm, the Wednesday before the trip. This money will be returned to you when you board the vans on Friday Mornings. If you do not pay the deposit, you cannot go on the trip. **IF YOU DO NOT GO ON THE TRIP, YOU MUST GO TO FRIDAY CLASSES!!!!** Attendance will be taken.

Campus
To assist you in finding your way around campus a map is included at the end of this handbook.

The Language Lab (3rd floor of Hollenback Hall)
The Language Lab provides computer learning resources for IEP students. The Language laboratory includes a number of advanced systems for The IEP’s students. The language lab has a variety of audio and video materials, as well as recently developed software which is both interactive and instructional. Faculty members may conduct classes in this space and students may ask the coordinator for permission to use the resources outside of class time.

Placement Testing
The IEP’s placement testing places students in levels that are appropriate for their learning and English development. The Reading, Listening and Grammar sections of the internet based Compass Placement Test will be administered to all incoming students. Students will also take writing and speaking placement test. These tests have been aligned with our curriculum and will effectively determine the appropriate placement level for each student. Placement testing will be conducted after orientation. More specific information regarding time of testing will be given during orientation.

As to the use of the Placement Test with students who are not new to the IEP, they must retake it if they are returning after an absence of one semester or their instructor(s) recommends a retake. To ensure the validity of the results, the policy is that retakes are not to exceed two times per year.

<table>
<thead>
<tr>
<th>Compass Placement Test Scoring Ranges</th>
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<tr>
<td></td>
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<tr>
<td>Level 1</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Listening</td>
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<tr>
<td>Grammar</td>
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<tr>
<td>Average</td>
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</table>
Bad Weather Policy
In the event of bad weather, classes may be canceled. Please call 408-7669 to find out if the University is open or closed. If the University has a 12:00 delay, there will be no classes that day. If there is a 10:00 delay, (fall and spring semesters) you will have the last ½ hour of your 9:00 class and then resume normal class schedules. In the event there is a 10:00 delay during the summer session, the day will begin with your second class.

IEP Participation Policies
All students are expected to follow American academic guidelines and procedures. While teachers are extremely sensitive to cultural differences and values, students are also expected to conform to American academics. Most classes involve a lot of pair and group work and male and female students will be required to talk to each other and work together, to complete the in class assignments. Lack of participation may result in grade reductions.

English Only Policy
As a participant in the IEP for Intensive English Instruction all students MUST speak only English while in Hollenback Hall. Students are also strongly encouraged to speak as much English outside of class as possible and to take advantage of the many social and cultural events on campus and in Wilkes-Barre.

Student Assessment
At the end of each term, the office of the IEP for Intensive English Instruction issues a non-credit transcript, listing the grades earned for each class. The transcript is kept for the duration of a student’s study in The IEPs’ program at Wilkes University. Test scores are recorded throughout each semester. Instructors give a final score in each skill area based on the test scores and other criteria as indicated in the course syllabus. (See Mid-Term Evaluation form, Appendix A, page 1)

Written Mid-term evaluations are completed during the middle of each semester. When a Mid-term evaluation indicates that a student may be in danger of failing a course, a conference will be scheduled with the instructor to discuss plans for improvement. Instructors will make suggestions and give feedback to help student clearly understand what is required to maintain progress. The IEP for Intensive English Instruction uses the following grading scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
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<tbody>
<tr>
<td>99-100</td>
<td>4.0</td>
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<tr>
<td>90-98</td>
<td>3.5</td>
</tr>
<tr>
<td>85-89</td>
<td>3.0</td>
</tr>
<tr>
<td>80-84</td>
<td>2.5</td>
</tr>
<tr>
<td>75-79</td>
<td>2.0</td>
</tr>
<tr>
<td>70-74</td>
<td>1.5</td>
</tr>
<tr>
<td>65-69</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 65</td>
<td>0</td>
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</tbody>
</table>

Student Attendance
(4 or 5 day per week classes)
Students are allowed to miss 3 classes without penalty. A 4th absence will result in a consultation with the Assistant Director. A 6th absence and/or combination of lates requires a second consultation with the Assistant Director. 10 or more absences require a meeting with the Managing Director of Global Education and Diversity and may result in SEVIS termination and expulsion from the program. **If you do not attend at least 70% of the classes you will fail at the end of the semester, and repeat the level!**
NOTE: Being expelled from the IEP means that the student will no longer be part of Wilkes University and will need to either transfer to another school or leave the United States immediately.

(Twice a week classes)
Students are allowed to miss 2 classes without penalty. A 3rd absence will result in a consultation with the Assistant Director. A 5th absence and/or combination of lates requires a second consultation with the Assistant Director. 8 or more absences require a meeting with the Managing Director of Global Education and Diversity and may result in SEVIS termination and expulsion from the program. **If you do not attend at least 70% of the classes you will fail at the end of the semester, and repeat the level!**
NOTE: Being expelled from the IEP means that the student will no longer be part of Wilkes University and will need to either transfer to another school or leave the United States immediately.

(Once a week classes)
Students are allowed to miss 1 class without penalty. A 2nd absence will result in a consultation with the Assistant Director. A 3rd absence and/or combination of lates requires a second consultation with the Assistant Director. 4 or more absences require a meeting with the Managing Director of Global Education and Diversity and may result in SEVIS termination and expulsion from the program. **If you do not attend at least 70% of the classes you will fail at the end of the semester, and repeat the level!**
NOTE: Being expelled from the IEP means that the student will no longer be part of Wilkes University and will need to either transfer to another school or leave the United States immediately.

Cell Phones
Please turn off your cell phone during class time. You may give your family the Program Coordinator’s office number to use while you are in class, in case of an emergency.
The coordinator will notify you if you get an emergency call.
**Kimberly Niezgoda, Program Coordinator**
(570) 408-4170

Academic Probation and Ineligibility
Students participating in the IEP’s program must also maintain a 70% cumulative grade point average in order to complete a level and advance to the next one. In addition, they must successfully meet level requirements by passing the level test at the end of each term with a grade of 80%. A student who falls below the minimum average required will automatically be placed on academic probation, as a warning to the student that he or she is not making satisfactory progress toward
completion of the program, or may be declared academically ineligible to progress to the next level. Due to the intensive nature of the program and the rapid pace, students may also be placed on academic probation due to a high number of absences.

Students placed on academic probation may be asked to repeat a level, based on the recommendation of The IEP’s faculty, or they may be expelled from the program. The faculty may impose additional restrictions and requirements in individual cases, if it is determined that such restrictions and requirements are in the best interest of the student. Such restrictions may affect the student’s participation in co-curricular activities or trips.

Students who remain on academic probation for two consecutive semesters are subject to designation as academically ineligible to continue in the IEP for Intensive English Instruction. Students who have been declared academically ineligible are not allowed to enroll in any graduate or undergraduate courses at Wilkes. To be considered for readmission to the IEP’s program, such students must apply to The IEP’s faculty and be approved for readmission with a probationary status. They will be expected to repeat the level at which they were expelled. Students applying for readmission must present evidence of enhanced prospects for academic success.

A decision of The IEP’s faculty may be appealed by the student at the designated meeting for appeals at the conclusion of the fall, spring and summer semesters. If there are extenuating circumstances, which may result in the immediate expulsion of a student, a meeting of The IEP’s faculty may be convened upon the student’s request at any point during the semester. Appeals must be presented to the faculty either in person or by letter at the appropriate appeals meeting and should include good and sufficient reasons for appealing.

**Student Concerns**

Students with questions and/or concerns about the IEP for Intensive English Instruction or its policies should make an appointment Miss Kimberly, the Assistant Director for the Intensive English Program. Please use the **Student Complaint** form in the back of this handbook (see Appendix B, page 2), to explain the issue you have.

**Contact Information:**

**Kimberly Niezgoda, Program Coordinator**
Max Roth 106
(570) 408-4170
kimberly.niezgoda@wilkes.edu

**Changing Class Levels during the Semester**

Class changes are permitted up until the end of the second full week of class. Students should attend 2-3 classes before deciding to change. If a student wishes to change levels, he or she should use the **Level/Class Change Request** form found at the back of this book. One form is required for each class change. Instructors will decide on class change requests at the first
instructor meeting (after 1 week of classes has been held). Some class change requests may be denied due to student level or class size.

**Completion of Levels**
For each level, there is a set of objectives that a student must meet to complete that level and a level test which assesses that the student has mastered the necessary skills. All **students must achieve an 80% on the level test to advance to the next level**. In addition, final exams, performance in the classroom, tests, instructor evaluations and grades (students must earn a C or higher to pass) also determine if a student has met the objectives and will be promoted to the next level. If a student has not met the objectives for a particular level, or fails the level test, he or she may need to repeat the level. The program is completed when a student completes level five of each course and meets the exit criteria for the program. The usual length of study for an intermediate student to reach academic proficiency is 3 semesters (1 year), while for a complete beginner, 5 semesters, 1½ years, may be required. All students who plan to return to the program the following semester must notify the International student coordinator.

**Graduation**
A cap and gown graduation ceremony is held each semester for all Level 5 students who meet the exit criteria of the IEP for Intensive English Instruction at Wilkes University. Graduation is held in the afternoon on the last day of final exams. Certificates of completion will be awarded with the Assistant Director receives the Official TOEFL iBT scores.

**Exit Criteria**

1. All students in the IEP for Intensive English Instruction must take the official TOEFL iBT or IELTS test at the end of level five in order to obtain a Certificate of Completion. Students must achieve a 60 on the TOEFL iBT or a 5.5 on the IELTS in order to exit the intensive English language program. (NOTE: **Graduate students can exit the IEP with these scores, but will not be admitted to the graduate school until they achieve a 79 on the iBT or a 6.0 on the IELTS**)
2. Students must receive a minimum of 70% in all their classes.
3. Students **must** achieve a minimum score of 80% on the level 5 Level test
4. Students must receive final approval from the Program Coordinator stating that these requirements have been successfully met.

**TOEFL iBT Practice Tests**
All Level 4 and 5 students must register on-line for two official ETS practice tests. These tests will serve as mid-term and final exams for the IEP 404 and IEP 504 classes.

Confirmation of your registration must be printed and submitted to the Level 4 and Level 5 TOEFL instructor.
Official TOEFL iBT Test

All Level 5 students must take the Official TOEFL iBT or the IELTS to obtain the certificate of completion. Students continuing on to the University must obtain an official score of 60 for Undergraduate and 79 for Graduate, prior to beginning University studies. Mrs. Lau will help students in the IEP 504 class register for this exam.

Registration Website:
https://toefl-registration.ets.org/TOEFLWeb/extISERLogonPrompt.do

Admission to Wilkes

All students enrolled in The IEP should have a conditional acceptance letter to the Wilkes University undergraduate or graduate program of their choice. Students MAY NOT begin full time University study without a TOEFL iBT score of 60 (Undergraduate) and 79 (Graduate) or an IELTS of 5.5 or 6.0. Level five students meeting the following requirements may ask The Assistant Director permission to take one University course while in Level 5. Such decisions will be made on a case by case basis.

- Have a TOEFL iBT score of 50 or higher
- Have 85% in all of their Level 4 classes
- Score 85% or higher on the Level 4 level test
- Not past the first stage of attendance warnings

Should a level five student be enrolled in a University course and miss any IEP classes or begin struggling academically (not submitting assignments or homework), they will immediate be dropped from the University course and pay all fees and penalties.

Code of Conduct

The IEP’s Code of Conduct is that of Wilkes University and is designed to help students exhibit acceptable college level behavior. To avoid problems, it is important that you understand these policies. If you have any questions, please ask one of your teachers for assistance. Those students living on campus must also be familiar with and follow all the Wilkes Residence Life policies and procedures listed below. The Resident Assistant, representing the Wilkes Office of Residence Life, will meet with on-campus students at the beginning of each semester to review these policies and answer any questions about them. The Wilkes University Student Handbook has detailed descriptions of all conduct and housing violations, including felonies. This document is available on the Wilkes web page (http://www.wilkes.edu/pages/118.asp).

Guidelines for Student Conduct

The primary concern of the University is the welfare of the student. All actions that may affect the future of the student are part of this concern. The following behavior may precipitate disciplinary action:

1. Actions indicating a lack of concern for the welfare or safety of others or conduct which may discredit the University
2. Actions or conduct that is intended to intimidate another person because of race, color, religious or national origin, gender, disability, or sexual orientation;
3. Involvement in difficulties with law enforcement bodies;
4. Abuse of property — public or private;
5. Irresponsible fiscal conduct;
6. Non-compliance with the University policies and commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling;
7. Plagiarism, academic dishonesty, stealing, or cheating;
8. Behavior that results in blocking the administrative, educative process at Wilkes.
9. Furnishing false information to the University.
10. Fraud, forgery, alteration, or misuse of University documents, records, or identification cards.
11. Assault, obscene, lewd, vulgar conduct or public profanity.
12. Actions that demean or debase a person’s sexual freedom, gender, sexual or affectional preference.
13. The display of sexually demeaning written, electronic or visual materials in living or work areas of the University.
14. The deliberate creation on the part of an individual student or a group of students of a hostile environment.
15. Hateful acts or utterances that are flagrantly abusive and intended to insult and/or stigmatize an individual.
16. Hostile conduct or behavior that might incite violence.

All students are responsible for maintaining standards of conduct that are not only in compliance with University regulations and the law, but for maintaining behavior that is not detrimental to the University. This obligation extends to the campus, the community, and University sponsored activities and events held at off-campus locations. Students have the right to expect they can be free from being exposed to hateful acts or utterances while in the privacy of their residence hall rooms.

Residence Hall Regulations

Quiet Hours
The Residence Life Office requires students to be considerate of others at all times. Conduct and noise interfering with the study and sleep of residents are unacceptable. Accordingly, students can be held accountable for behavior deemed noisy or disruptive at all times. It is expected that after 8 p.m. from Sunday through Thursday general quiet hours will be in effect. On weekends, quiet will prevail in all residence halls after midnight.

During quiet hours, stereos must be maintained at a level that confines the sound to the room in which the equipment is operated.

Individual residence halls may wish to make further limitations on these minimal guidelines. During final-exam week, 24-hour quiet is required. During quiet hours, students should be able to study or sleep in their room without disturbance from their neighbors.

Specific Residence Life Regulations
The following rules must be observed by all students:
1. No furniture may be removed from lounges or student rooms.
2. Students may not possess a key to any other residence facility other than the one to which they are assigned.
3. Under no circumstances may students duplicate or have duplicated any residence hall keys.
4. Under no circumstances may students possess or use a University pass key or master key to any Wilkes University residence facility without the written permission of the Dean of Students or Residence Life Office.
5. Room changes may not take place unless authorized by Residence Life.
6. Students may not deny or deter occupancy to another student assigned to that residence hall space.
7. Students may not coerce, intimidate, or force assigned students out of their room.
8. Under no circumstances should students prop open residence hall entrance/exit doors.
9. Assigned space in residence halls is for the exclusive use of Wilkes students.
10. Signs or banners may not be hung outside residence facilities unless they have been approved in advance by the Residence Life Office.
11. Lighted signs of any type may not be displayed in any residence hall window.
12. Air conditioners may not be installed in any student room.
13. Exercise equipment (barbells, treadmills, etc.) is not permitted in any student room or common areas.
14. Stereo speakers are never to be directed out of windows.
15. Property belonging to a student may be temporarily confiscated if the use of such property is judged to be problematic for the orderly governance and lifestyle of the University community.
16. The University will not tolerate situations involving “fights” with substances: e.g., water fights, shaving cream fights, etc. Such actions cause considerable damage and endanger the safety of students and essential safety equipment. The minimum penalty in such cases will be a $25 charge.
17. Under no circumstances should objects be thrown out of residence hall windows.
18. No student may operate a business out of his/her room.

Failure to comply with these rules will result in fines, confiscation of prohibited items, or other disciplinary action by the Residence Life Office.

The following are prohibited in and around residence halls. Any of these items found in a residence hall may be confiscated by appropriate University personnel.
1. Firearms and other weapons, chemicals, fireworks and explosives, CO2, air-propelled weapons, or high-powered water guns
2. Gasoline, benzene, and other flammable fluids
3. Resistance coil appliances
4. Extension cords over six feet in length or electric wiring that is “homemade”
5. Candles, incense, or other open-flame devices
6. Liquid-filled beds
7. Traffic or public signs
8. Electric blankets
9. Refrigerators over five cubic feet in capacity
10. Amplified musical instruments
11. Halogen floor lamps
12. Empty alcoholic beverage containers, if occupant(s) is under 21 years of age
13. Paint ball guns
14. Slingshots
15. Kegs (of any type)

Sexual Assault
Sexual assault in any form, including acquaintance rape, will not be tolerated at Wilkes. Sexual assault and acquaintance rape are violations of laws of the Commonwealth as well as regulations of the University. Sexual assault and acquaintance rape are violations defined as any action in which one person forces another to engage in sexual activity against his/her will or without his/her consent. Assent does not constitute consent if such assent is given by a person who, because of youth, mental disease, or intoxication, is unable to make a reasonable judgment concerning the nature or harmfulness of the activity. Behavior that does not constitute assault, yet which is deplorable to the University, will also, upon report, result in disciplinary action against the perpetrator. For example, the attempt to obtain sexual favors through psychological coercion is behavior that may result in disciplinary action even though that behavior is not defined as sexual assault. Offenses such as unwanted touching, obscene phone calls and indecent exposure, or actions that a reasonable person would consider intimidating or offensive, are also covered under these policies governing sexual misconduct.

University Regulations Regarding Alcohol
Alcoholic beverages are prohibited outdoors on University property, including, but not limited to, Ralston Field and all campus playing fields and parking lots. They are prohibited also in all academic and administrative buildings, the Marts IEP, Munson Field House and the Student IEP. Exceptions to the above may only be made by the Office of Student Affairs. Students who are under 21 must have permission from the Dean to participate in such events (i.e. senior events). They must be identifiable by bracelet or some other means. Students of legal age are permitted the use of alcohol within the confines of their room or the rooms of other students of legal age. Within the residence halls, alcohol use is not permitted by anyone in common areas (i.e. lounges, hallways, studies, kitchens, etc.). The University prohibits common supplies of alcoholic beverages. This includes any size keg or beer ball (full, partially full, or empty), open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited.

Plagiarism Policy
Students assume the responsibility for providing original work in their courses without plagiarizing. According to the sixth edition of the Little, Brown Handbook, plagiarism "is the presentation of someone else's ideas or words as your own" (545). Similarly, the fifth edition of the MLA Handbook for Writers of Research Papers states, "to use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize . . . A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism" (30). Academic writing
assignments that require the use of outside sources generally are not intended to teach students to assemble a collection of ideas and quotes, but rather to synthesize the ideas they find elsewhere in order to construct new knowledge for themselves. This process requires a higher level of thinking than some students may have been trained to engage in, and inexperienced writers may be sorely tempted to copy wording they feel inadequate to improve or even restate. Plagiarism is a serious issue that violates most people's sense of property rights, honest representation, and fairness.

Penalties for plagiarism may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of plagiarism will be addressed first by the instructor. Any appeals by the student should be directed to the department chairperson.

Students can avoid plagiarizing by taking careful notes during the research process and by following these general principles when incorporating outside sources into their writing:

- The exact language of another person (whether a single distinctive word, phrase, sentence or paragraph) must be identified as a direct quotation and must be provided with a specific acknowledgment of the source of the quoted manner.

- Paraphrases and summaries of the language and ideas of another person must be clearly restated in the author's own words, not those of the original source, and must be provided with a specific acknowledgment of the source of the paraphrased or summarized matter.

- All visual media, including graphs, tables, illustrations, raw data, audio and digital material, are covered by the notion of intellectual property and, like print sources, must be provided with a specific acknowledgment of the source.

- Sources must be acknowledged using the systematic documentation method required by the instructor for specific assignments and courses.

- As a general rule, when in doubt, provide acknowledgment for all borrowed material.

**Identification Card**

In order to maintain the safety and security of the Wilkes University campus, a photo identification card (University ID card) is issued to all students and employees, and must be carried at all times. During the International Student Orientation, you should have received information regarding obtaining a University ID card. **Students who did not attend the orientation, or receive information about obtaining a University ID card, must make an appointment to see the International Student Coordinator as soon as possible. (See contact information below)**

Felixa Wingen  
Office of International Student Services  
Max Roth, Room 207  
267 South Franklin Street  
Wilkes-Barre, PA 18766  
570-408-4106
Bank Accounts
During the International Student Orientation, you should have received information regarding opening a bank account. Students who did not attend the orientation, or receive this information, and who need assistance with opening a bank account, must make an appointment to see the International Student Coordinator as soon as possible. (See contact information below)

Felixa Wingen
Office of International Student Services
Passan Hall, Room 211
267 South Franklin Street
Wilkes-Barre, PA 18766
570-408-4106
felixa.wingen@wilkes.edu

Immigration Issues
International students may receive assistance regarding U.S. immigration laws, forms, policies and procedures, as well as American customs from the International Student Coordinator. All international students must report to the International Student Coordinator at the beginning of the semester. If you have not already done so, you must make an appointment immediately to be sure all immigration forms are up to date. (See contact information below)

Felixa Wingen
Office of International Student Services
Passan Hall, Room 211
267 South Franklin Street
Wilkes-Barre, PA 18766
570-408-4106
felixa.wingen@wilkes.edu

Student Mail
Mailroom hours are 8:30 to 4:30 Monday through Friday. All student mail is placed into individual mailboxes on the second floor of the Student IEP. Therefore, the student’s mailing address should include:

Name, Box #
84 West South Street
Wilkes-Barre, PA 18766

Parking
Wilkes University maintains parking areas on and off-campus, and use of these facilities is by permit only. Permit holders, and visitors use all parking facilities on or off-campus “at their own risk.” Permits are issued based on the availability of parking spaces. Resident and Commuter students must fill out an application each semester for on-Campus parking permits. Upon approval
from the Residence Life Office or Commuter Council, the Office of Public Safety will issue a permit to a student at a nominal fee. Limited spaces are available.

All parking lots (except “Resident Only”) are made accessible Monday — Friday from 4:30 p.m. to 7:30 a.m. (the following day) and on the weekend beginning on Friday at 4:30 p.m. thru Monday 7:30 a.m. with a valid Wilkes ID.

Ticketing and towing will be enforced year round (24 hours a day, 7 days a week). All parking tickets are $25.00, payable at the One Stop IEP at 169 South Main Street by check, credit card or cash during normal business hours. Wilkes University reserves the right to tow any unauthorized vehicle parked in a University owned or leased lot. Those with on-campus parking permits are entitled to look for a space in their designated lot; however, it does not mean that a parking space is guaranteed.

**Restricted Areas:**
Vehicles will be towed immediately if parked in any of the following locations:
- Driveways and Sidewalks
- Loading Zones and No Parking Zones
- Fire Lanes
- Grass and Greenway Areas
- Handicapped Areas without Handicapped Permit or license Plate

**Safe Escort Service**
The Wilkes University Office of Public Safety operates a “Safe Escort Service” on campus for any member of the University Community who requires an escort from dusk until dawn. To request an escort, dial the Public Safety Office at ext. 4999.

The Wilkes “Safe Escorts Service” is a service intended to provide escorts for persons who actually need an escort and do not wish to walk alone at night. It is not intended to be a ‘taxi’ service for groups that do not wish to walk from one location to another.

**Safe Rides**
“Safe Rides” provides Wilkes students, who are under the influence of alcohol or who are faced with riding in a vehicle operated by someone who is, with transportation back to campus. The service is free to the students and each student’s identity will be kept confidential. If you are off campus and are concerned about your ability to get back to Wilkes please do the following:

Call Posten Taxi at 823-2111, give your location, give your destination and notify the dispatcher that you are a Wilkes student using the “Safe Rides” program.

When the cab arrives, show the driver your student ID card and they will return you to campus.

Please understand that cab rides are limited to a distance of 10 miles and 4 students per trip.
Wilkes University Health Services
The Wilkes University Health Services Office provides routine health services for students, staff and faculty. Located on the first floor of Evans Hall, it is staffed by a certified nurse practitioner and a registered nurse. Referrals are made to local physicians as deemed necessary.

Health Services hours are:
Monday–Thursday ................................................................. 8:30 a.m. - 7 p.m.
Friday ..................................................................................... 8:30 a.m. - 4 p.m.

The staff is available for emergencies during hours of operation. Clinic hours (for care of routine illnesses) will be posted at Health Services and published through campus media. There is a $10.00 fee for all antibiotics, otherwise there is no charge for routine service rendered. Students are responsible for costs incurred at any physician’s office or hospital unless those costs are covered by health and accident insurance.

Campus Counseling Service
Campus Counseling provides on-campus, confidential assessment and counseling for Wilkes University students experiencing personal problems. Campus Counseling offers individual and group counseling for a wide range of problems, including those related to stress, academic anxiety, relationship difficulties, depression, and drug and alcohol abuse. Referrals to off-campus caregivers can be arranged.

In addition to this counseling focus, Campus Counseling offers growth-oriented programs such as stress and time management, weight-control, and various in-residence hall presentations. Office hours are 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 4 p.m. Friday. Campus Counseling is located on the first floor of Evans Hall and appointments can be made by phoning extension 4732 or by coming into the office.

Student Life
The IEP’s students have the same opportunities as other students to participate in school sports, arts, and activities and are encouraged to become involved in these offerings. The IEP’s students are governed by the same rules and regulations as all other Wilkes University student. These rules and regulations can be found online in the Student Handbook http://www.wilkes.edu/Include/staffair/Handbook0708.pdf and in online in the Wilkes University Bulletin http://www.wilkes.edu/Include/academics/0708BULLETIN1.pdf. The IEP’s students are highly encouraged to become active in university life because it provides a much-needed context for learning conversational English and American culture. Teachers can help guide each student in the right direction, but ultimately, it is the student who must take the initiative to join clubs and teams and to make new friends.

University Activities
The Student Development Office coordinates a weekend entertainment series, which gives students a variety of entertainment options to choose from each weekend. A few of the weekly attractions include indoor rock climbing, ice-skating, skiing, bowling, and horseback...
The entertainment schedule can be found in the Henry Student IEP along with information on the following clubs and how to join them.

<table>
<thead>
<tr>
<th>Club Name</th>
<th>MANUSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force ROTC (Arnold Air Society)</td>
<td>MBA Student Association</td>
</tr>
<tr>
<td>Alpha Kappa Delta</td>
<td>M.E.N.C.</td>
</tr>
<tr>
<td>Amnicola</td>
<td>Multicultural Student Coalition</td>
</tr>
<tr>
<td>BACCHUS</td>
<td>Nursing Student Organization</td>
</tr>
<tr>
<td>The Beacon</td>
<td>Off-Campus Council</td>
</tr>
<tr>
<td>Biological Society</td>
<td>Phi Alpha Theta</td>
</tr>
<tr>
<td>Business and Accounting Club</td>
<td>Pharmacy Club</td>
</tr>
<tr>
<td>Cheerleaders</td>
<td>Physics Club</td>
</tr>
<tr>
<td>Chemistry Club</td>
<td>Pi Kappa Delta</td>
</tr>
<tr>
<td>Circle K International</td>
<td>Pi Sigma Alpha</td>
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<tr>
<td>College Democrats</td>
<td>Political Science Club</td>
</tr>
<tr>
<td>College Republicans</td>
<td>Pre-Law Society</td>
</tr>
<tr>
<td>Communication Club</td>
<td>Pre-Med Society</td>
</tr>
<tr>
<td>Community Service</td>
<td>Programming Board</td>
</tr>
<tr>
<td>Commuter Council</td>
<td>Psychology Club</td>
</tr>
<tr>
<td>Computer Club/Math Club</td>
<td>Running Club</td>
</tr>
<tr>
<td>Cycling Club</td>
<td>SIFE (Students In Free Enterprise)</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Society of Automotive Engineers</td>
</tr>
<tr>
<td>Debate Union</td>
<td>Society of Women Engineers</td>
</tr>
<tr>
<td>Earth and Environmental Sciences Club</td>
<td>Sociology Club</td>
</tr>
<tr>
<td>Economics Students Association</td>
<td>Spirit Club</td>
</tr>
<tr>
<td>Education Club</td>
<td>Student Community Service Council</td>
</tr>
<tr>
<td>Engineering Club</td>
<td>Student Government</td>
</tr>
<tr>
<td>Eta Kappa Nu</td>
<td>Student Health Advisory Committee</td>
</tr>
<tr>
<td>History Club</td>
<td>Student Political Action Forum</td>
</tr>
<tr>
<td>Intern. Assoc. of Business Communicators</td>
<td>Television Club</td>
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<tr>
<td>Inter-Residence Hall Council</td>
<td>University Scholars</td>
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<tr>
<td>I.E.E.E. (Engineering)</td>
<td>Veterans Club</td>
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<tr>
<td>Interfaith</td>
<td>Volleyball Club</td>
</tr>
<tr>
<td>International Club</td>
<td>WCLH Radio</td>
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<tr>
<td>Lacrosse Club</td>
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<tr>
<td>Lambda Pi Eta</td>
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**Accommodation**

All students have the option of living in a residence Hall with an American roommate. Wilkes University does not currently provide a homestay program. Students not wishing to live on campus are required to find their own accommodation.

Resident students are **required** to contract for meals. Any consideration for exemption from the meal plan must follow the guidelines of the Contract Management Office located in the University IEP on Main St. (UCOM) The Director of Contract Management will notify Financial Services of any student excused from the board plan.
Library
The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and South Streets. It is one of the largest resource libraries in the region with more than 200,000 volumes of books and bound journals; 434 current journal and newspaper subscriptions; 800,000 units in microform; and a growing collection of audio-visual and instructional software. The library has fine collections in English and American literature, history, the sciences and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum. Also housed in the library are a media IEP, University Archives, and four special collections rooms. The Library utilizes a variety of parallel and integrated automated systems. The Music Department Library in Darte Hall is a separate collection containing scores, sound recordings, and other materials.

Library Hours
Semester Schedule
Monday through Thursday ................................................................. 8 a.m. to 11:45 p.m.
Friday. ............................................................................................... 8 a.m. to 5 p.m.
Saturday ............................................................................................ 11 a.m. to 5 p.m.
Sunday ............................................................................................... 11 a.m. to 11:45 p.m.
Exceptions to the Foregoing Schedule
Change of hours and holiday closing will be posted at the Library.
Telephone: (570) 408-4250

Textbooks / Bookstore
The Barnes and Noble Wilkes University / Kings College Bookstore is located on Main Street near Public Square. Students will be given a list of what books to buy at orientation. You’ll find the books for your level in the ESL section in the basement. To return a book, in case of a level change during the first two weeks of classes, please keep the receipt and don’t write anything in the book. If you need help, give your list to a person behind the desk in the basement. Students may not use books that have been used by other students and written in. All books must be purchased by the end of the first week of classes, unless they are not yet available at the bookstore. Students who do not have their textbooks by Monday of the second week of classes will not be admitted to class. This also applies to students who choose to order their books on-line. The only exceptions will be for level changes, new students, or unavailability of books at the bookstore.

STORE HOURS
Monday -Thursday Friday Saturday Sunday
8:00 AM-11:00 PM 8:00 AM-9:00 PM 10:00 AM-11:00 PM 11:00 AM-6:00 PM

WALKING FROM WILKES UNIVERSITY TO THE BOOKSTORE:
Take Northampton Street one block east to South Main St. Make a left on S. Main St. and head two blocks north. The Bookstore will be on your left hand side.

Local Necessities
There are many places you may need to visit in Wilkes-Barre. Here are the addresses and phone numbers of many of those places.
U.S. Post Office
300 South Main Street
Wilkes-Barre, PA 18701
(570) 831-3401

Wegman’s Food Markets
220 Highland Park Boulevard
Wilkes-Barre, PA 18702
570-825-4400

Schiel’s Family Market
30 Hanover Street
Wilkes-Barre, PA 18702
570-970-4460

Price Chopper (Grocery)
110 East End IEP
Wilkes-Barre, PA 18702
570-825-0830

PNC Bank
11 West Market Street
Wilkes-Barre, PA 18702
570-826-4614

Citizen’s Bank
111 East Market Street
Wilkes-Barre, PA 18702
570-826-1893

Wachovia Bank
1 North Main Street
Wilkes-Barre, PA 18702
570-826-4966

Wyoming Valley Mall
29 Wyoming Valley Mall Road
Wilkes-Barre, PA 18702

The Mall at Steamtown
Scranton, PA
Directions: 81- N to Exit 185
Follow The Central Scranton Expressway to the first traffic signal and turn left onto Lackawanna Avenue (the Historic Lackawanna Station Hotel will be on your left). Proceed 5 blocks and you will see The Mall at Steamtown on the left.
Wal-Mart
2150 Wilkes-Barre Township Marketplace
Wilkes-Barre, PA 18702
Phone: (570) 821-6180

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo License IEP</td>
<td>Closed</td>
<td>8:30am - 4:15pm</td>
<td>8:30am - 4:15pm</td>
<td>8:30am - 8:00pm</td>
<td>8:30am - 4:15pm</td>
<td>8:30am - 4:15pm</td>
</tr>
<tr>
<td>Driver License IEP</td>
<td>Closed</td>
<td>8:30am - 4:15pm *</td>
<td>8:30am - 4:15pm *</td>
<td>8:30am - 4:15pm *</td>
<td>Closed</td>
<td>8:30am - 4:15pm *</td>
</tr>
</tbody>
</table>

Boscov’s Department Store
15 South Main Street
Wilkes-Barre, PA 18702
570-823-4141

PennDOT Photo & Exam IEP (Driver’s License IEP)
1085 Hanover Street
Hanover Ind. Estates
Wilkes-Barre, PA 18706

Wilkes-Barre General Hospital
www.wvhcs.org
575 N River St
Wilkes-Barre, PA 18764
(570) 829-8111

Trailways-Martz (Bus Travel)
www.martztrailways.com
46 Public Sq, Wilkes-Barre
(570) 821-3849

Luzerne County Transit Authority
(570) 288-9356
Local Bus Schedules
http://www.lctabus.com/Schedules.htm

Posten Taxi
823-2111

Local Attractions and Entertainment
There is a lot to see and do in Northeastern Pennsylvania. Wilkes-Barre (and the near-by city of Scranton) are full of cultural activities, entertainment areas and local history sites. Here are some places you might like to visit to see what it’s like to live in our area.

Wilkes-Barre Movies 14
East Northampton Street
Cinemark 20
40 Glenmaura National Blvd.
Moosic, PA 18507
570-961-5943
www.cinemark.com

F.M. Kirby IEP
71 Public Square
Wilkes-Barre, PA 18702
(570) 826-1100

Little Theatre of Wilkes-Barre
537 North Main Street
Wilkes-Barre, PA 18702
(570) 823-1875

The Music Box Dinner Theater Playhouse
196 Hughes Street
Swoyersville, PA
(570) 283-2195

Showcase Theater
54 Tunkhannock Avenue
Exeter, PA 18643
(570) 654-2555

Scranton Cultural IEP
420 North Washington Avenue
Scranton, PA 18509
(570) 344-1111

Providence Playhouse
1256 Providence Road
Scranton, PA 18510
(570) 342-9707

Chacko’s Bowling
195 North Wilkes-Barre Boulevard
Wilkes-Barre, PA 18702-5340
570-208-2695

Wachovia Arena (Concerts and Sports Events)
Scranton / Wilkes-Barre Yankees (Baseball)
PNC Field
235 Montage Mountain Road
Moosic, PA 18507
570-969-2255
1-800-872-7200
Directions: Take I-81 North to exit 182AB. Turn right at light and proceed to Stadium.

Everhart Museum
Natural History, Science and Art
1901 Mulberry St
Scranton, PA 18510
(570) 346-7186
http://www.everhart-museum.org/
Directions: Take 81-N to Exit 185, Central Scranton Expressway. Bear right onto Jefferson Avenue. At 2nd light, make right onto Mulberry Street. Continue along Mulberry Street for 12 blocks until you enter Nay Aug Park. The Everhart Museum is on your left.

The Shoppes at Montage (Shopping and Restaurants)
Glenmaura National Blvd.
Moosic, PA 18507
I-81 North to Exit 182 Davis Street. Turn right on Montage Mountain Rd. Turn left on Glenmaura National Blvd. The Shoppes at Montage are located halfway up the mountain on the left.

Toyota Pavilion at Montage Mountain (Live Concerts)
1000 Montage Mountain Road
Scranton, PA 18505
(570) 961-9000
http://www.livenation.com/venue/getVenue/venueId/2255
Wilkes University Intensive English Program
Attendance Policy

Student:_________________________ Class:_________________________

YOU MUST COME TO ALL CLASSES. In order to learn English, students need to attend all class sessions, arrive on time, and be prepared and attentive. THERE ARE NO MAKE-UP TESTS, if you are absent, you get a zero on the test. If you are absent, you must turn in all missed work or get a zero – incomplete homework will affect grades. Please ask other students or email your instructors for any due homework. “I was absent” is not an excuse for not doing homework.

4 absences and you must see the Assistant Director. 6 absences and/or combination of lates you will see the Assistant Director again. 10 or more absences require a meeting with the Managing Director of Global Education and Diversity and may result in expulsion from the IEP program, SEVIS termination, losing your student visa and going back to your country.

NOTE: Being expelled from the IEP means that the student will no longer be part of Wilkes University and will need to either transfer to another school or leave the United States immediately.

I certify that I understand this policy __________________________________________

Attendance warning form.

Warning 1: 4 absences.
I met with Miss Kimberly and understand that I must attend all classes. In order to take advantage of the English program, I must be in class. In addition, my status as a F-1 visa holder requires that I attend all classes.
Student Signature:_________________________ Date:_________________________
Assistant Director Signature:_________________________

Warning 2: 6 absences.
I met with Miss Kimberly and I understand that having six unexcused absences is serious. If I miss any more classes I am wasting opportunities to learn English and am out of status and will be reported to the Managing Director for Global Education and Diversity. Being out of status will result in the termination of my SEVIS file.
Student Signature:_________________________ Date:_________________________
Assistant Director Signature:_________________________

Warning 3: 10 or more unexcused absences
I met with Ms. Georgia Costalas and I understand that missing any more classes will result in termination of my SEVIS file and I will be required by law to leave the U.S. immediately, will have lost my student visa and I will be sent back to my home country.
Student Signature:_________________________ Date:_________________________
Director Signature:_________________________
DATE: __________________________

NAME: __________________________

CURRENT LEVEL __________________________

PROPOSED LEVEL __________________________

REASON FOR CHANGE

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

This is to notify you that your class level may be changed. A final decision will be made on

_______________________________________

Kimberly Niezgoda
ESL Program Coordinator
Intensive English Program

Student Complaint / Request Form

(To be completed by student)

To: (check one)  _____Assistant Director of ESL  _____Managing Director

Name: _______________________________

Date: ______________________________

Complaint, problem or request: ________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

(To be completed by administrator)

Follow-up: ___________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Date: ____________________________

Signature: ________________________
Buildings, Facilities, & Items of Interest -- (somewhat) alphabetically

258 South River Street

321 South River Street  |  43
325 & 327 South River Street  |  44
339 South River Street | Community Service House  |  45
Artillery Park  |  20
Barre Hall  |  80 West River Street  |  21
Bedford Hall  |  96 West South Street  |  13
Breiseth Hall  |  137-159 South Franklin Street  |  39
Burns Alumni Tower & Carillon  |  42
Capin Hall  |  165 South Franklin Street  |  35
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Address</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catlin Hall</td>
<td>92 South River Street</td>
<td>4</td>
</tr>
<tr>
<td>Chase Hall</td>
<td>184 South River Street</td>
<td>11</td>
</tr>
<tr>
<td>Chesapeake/Delaware Hall</td>
<td>68-74 Northampton Street</td>
<td>9</td>
</tr>
<tr>
<td>Conyngham Student Center</td>
<td>130 South River Street</td>
<td>7</td>
</tr>
<tr>
<td>Darte, Dorothy Dickson Center for the Performing Arts</td>
<td>Corner South &amp; River Streets</td>
<td>14</td>
</tr>
<tr>
<td>Doane Hall</td>
<td>56 West River Street</td>
<td>17</td>
</tr>
<tr>
<td>Evans Hall</td>
<td>110 South River Street</td>
<td>6</td>
</tr>
<tr>
<td>Evans, Annette Alumni &amp; Faculty House</td>
<td>146 South River Street</td>
<td>8</td>
</tr>
<tr>
<td>Fenner Hall</td>
<td>171 South Franklin Street</td>
<td>36</td>
</tr>
<tr>
<td>Fortinsky Hall</td>
<td>225-227 South Franklin Street</td>
<td>29</td>
</tr>
<tr>
<td>Henry Student Center</td>
<td>Dining Hall, &amp; Café</td>
<td>84 West South Street</td>
</tr>
<tr>
<td>Hollenback Hall</td>
<td>192 South Franklin Street</td>
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</tr>
<tr>
<td>Kirby Hall</td>
<td>202 South River Street</td>
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</tr>
<tr>
<td>Kirby, Allan P. Center for Free Enterprise &amp; Entrepreneurship</td>
<td>65 South Street</td>
<td>32</td>
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<tr>
<td>Library, Eugene S. Farley</td>
<td>South Franklin &amp; West South Streets</td>
<td>33</td>
</tr>
<tr>
<td>Marts, Arnaud C. Sports &amp; Conference Center (gym)</td>
<td>274 South Franklin Street</td>
<td>28</td>
</tr>
<tr>
<td>McClintock Hall</td>
<td>44 South River Street</td>
<td>1</td>
</tr>
<tr>
<td>Miner-Moat House</td>
<td>256 South Franklin Street</td>
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<tr>
<td>Munson Fieldhouse</td>
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</tr>
<tr>
<td>O'Hop, Paul A. Hall</td>
<td>263 South River Street</td>
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<tr>
<td>Passan Hall</td>
<td>267 South Franklin Street</td>
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<tr>
<td>Pearsall Hall</td>
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</tr>
<tr>
<td>President's House</td>
<td>30 West River Street</td>
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</tr>
<tr>
<td>Ralston Field</td>
<td></td>
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<tr>
<td>Rifkin Hall</td>
<td>80 South River Street</td>
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<td>Ross Hall</td>
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<td>Roth, Max Center</td>
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</tr>
<tr>
<td>Schiowitz Hall</td>
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<tr>
<td>Slocum Hall</td>
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<tr>
<td>Stark Learning Center</td>
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<td>Sterling Hall</td>
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<td>Sturdevant Hall</td>
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<td>Sullivan Hall</td>
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<tr>
<td>Tennis Courts</td>
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<tr>
<td>University Center on Main</td>
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</tr>
<tr>
<td>Waller North &amp; South</td>
<td>36-40 West River Street</td>
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</tr>
<tr>
<td>Weckesser Annex</td>
<td>Rear 170 South Franklin Street</td>
<td>38</td>
</tr>
</tbody>
</table>
Weckesser Hall | 170 South Franklin Street
Weiss Hall | 98 South River Street
YMCA | 110 South Franklin Street