



**TABLE OF CONTENTS**

<b>RESIDENCE LIFE STAFF</b>	<b>3</b>
<b>RESIDENCE HALLS</b>	<b>4</b>
<b>RESIDENTIAL SERVICES</b>	<b>5</b>
<b>HOUSING POLICIES</b>	<b>7</b>
<b>OPENING/CLOSING INFORMATION</b>	<b>10</b>
<b>CAMPUS RESOURCES</b>	<b>11</b>
<b>INTERNET RESOURCES</b>	<b>12</b>
<b>PACKING LIST</b>	<b>12</b>



Hello and greetings from the Office of Residence Life. We understand as parents and guardians that you will undoubtedly have questions about your students' experiences in our residence halls, hence the reason for this guide. For those of you new to residence hall living, this handbook can serve as a valuable resource as you search for answers to the many questions you may have about your students' transition to college. It is the expectation of Residence Life that your students have a basic familiarity with all of the information provided on the following pages and the [Student Handbook](#) (available online).

This year is guaranteed to present an abundance of new challenges for you as guardians and for your child as a student at Wilkes University. Residence hall living is what YOUR student makes it. Our residence halls are places to meet new people, develop lasting friendships, and compliment the overall college experience. The Office of Residence Life is committed to creating the best possible living environment for all of our students. We hope that all students have an enjoyable social and academic year and continue to do so throughout their years at Wilkes University.

Best Wishes,

Elizabeth Swantek, Director of Residence Life  
Danielle Kern, Assistant Director  
Jaimie Osborn, Graduate Hall Director  
Roberta Shaffer, Administrative Assistant

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## RESIDENCE LIFE STAFF

All of the members of our Residence Life staff are genuinely interested in helping students enjoy and benefit from an on-campus living experience. The residence hall staff has had extensive training in preparation for their positions. We encourage you to become acquainted with the Residence Life staff and do not hesitate to ask them for assistance. All on-campus residential properties are the responsibility of the Dean of Students and are directly supervised by the Directors of Residence Life.

### DIRECTORS OF RESIDENCE LIFE

The Director and Assistant Director of Residence Life are full-time live-in professional staff members available for consultation in all areas that involve residential living and general information about the University.

The Director of Residence Life is Ms. Elizabeth Swantek. Elizabeth received her Bachelor's degree in Biology and her Master's degree in Business Administration from Wilkes University. Elizabeth brings years of experience to the department, having been a Resident Assistant and Resident Director during her academic career at Wilkes. Elizabeth is originally from Colts Neck, NJ. Elizabeth lives with her husband, Joshua and their miniature schnauzer, Rookshire in Paul A. O'Hop Hall.

The Assistant Director is Ms. Danielle Kern. Danielle has a Bachelor's degree from Lycoming College and a Masters in Education from Wilkes. She has been at Wilkes since 2006 previously working in the offices of Student Development and Community Service. Danielle is from Lehman, PA and resides with her miniature schnauzer, Lily in Rifkin Hall.

The Residence Director for Evans Hall is Ms. Jaimie Osborn. Jaimie earned her degree in History with a certificate of Secondary Education from DeSales University. She is currently working on her Masters of Business Administration. Jaimie is originally from Nazareth, PA and resides in Evans Hall.

The Office Assistant in Residence Life is Ms. Roberta Shaffer. Roberta earned her degrees in Psychology and Sociology from Wilkes. She has been at Wilkes since 1996. Roberta is from Wilkes-Barre, PA.

Liz, Danielle, Jaimie, and Roberta are available Monday through Friday from 8:30 a.m. to 4:30 p.m. in the Residence Life Office, which is located on the 3<sup>rd</sup> floor of Passan Hall. Our door is always open and we welcome calls from students and concerned parents or guardians. Our office number is (570) 408-4350 and our fax number is (570) 408-5096. You may also contact through e-mail, [reslife@wilkes.edu](mailto:reslife@wilkes.edu)!

### RESIDENT ASSISTANTS

A Resident Assistant (RA) is a full-time undergraduate student whose job is to act as a resource for the residential student population. The RAs are hired on the basis of character, leadership, and their ability to interact with students. All of the RAs have undergone extensive training so they may readily meet the needs of all our residential students.

The main function of the RA staff is to build a community, which is crucial to a successful residence hall living experience. The RAs practice an open door policy and are available day and night should students need them. We encourage our residential students to talk with their RA and be reminded that they are there to help. If they do not have an answer to your question or concern, they will direct you to the most appropriate source.

Throughout the year, RAs will sponsor various social and educational programs for those students who reside on-campus. These activities are a great way to get involved with fellow residents and learn something new in the process. In addition, the RAs are responsible for crisis management, documenting policy violations, reporting maintenance requests, and various other administrative tasks.

## RESIDENCE HALLS

Wilkes University offers a wide variety of residence halls to choose from. We provide a little bit of everything in an attempt to meet the needs of every residential student. The Office of Residence Life is also excited to offer newly developed learning communities. These communities focus on academics; specifically students take a course together and live together in an effort to create a stronger community.

### Residence Halls

All rooms come equipped with a bed with an extra-long twin mattress, desk & chair, dresser, and wardrobe if there is no closet space provided. Bathroom accommodations vary from hall to hall, as are the common spaces (lounges & kitchens). Laundry services are free to our residential students.

**Catlin Hall** is a single-sex living environment (male only) for first year students. The capacity of this building is 20 beds with a support staff of one RA. Singles, doubles, and triples are offered as housing options.

**Evans Hall** is a co-ed first year residence hall. The capacity of this building is 200 beds with a support staff of seven Resident Assistants (RAs) and one Graduate Hall Director. Singles and doubles are offered as housing options. The hall will also house two of our learning communities.

**Ross Hall** is a co-ed first year residence hall. The capacity of this building is 16 beds with a support staff of one Resident Assistants (RA). Singles, doubles, and triples are offered as housing options.

**Roth Hall** is a co-ed first year residence hall. The capacity of this building is 75 beds with a support staff of three RAs. Singles, doubles, and triples are offered as housing options.

**Sterling Hall** is a single-sex living environment (male only). The capacity of this building is 23 beds with a support staff of one RA. Singles, doubles, and triples are offered as housing options for upperclassman.

**Sturdevant Hall** is a co-ed first year living environment. The capacity of this building is 45 beds with a support staff of two RAs. Singles, doubles, and triples are offered as housing options.

**Sullivan Hall** is a co-ed upperclassman residence hall. The capacity of this building is 33 beds with a support staff of two RAs. Singles and doubles are offered as housing options.

**Waller North & South** is a single-sex living environment (female only). The capacity of this building is 40 beds with a support staff of two RAs. Singles, doubles, and triples are offered as housing options.

**Weiss Hall** is a single-sex living environment (female only). The capacity of this building is 22 beds with a support staff of one RA. Singles, doubles, and triples are offered as housing options for upperclassman.

## Apartment-Style

**Rifkin Hall** is a co-ed apartment-style living environment. The capacity of this building is 34 beds with a support staff of one RA. Doubles, triples, and quads are offered as housing options. Authentic fireplaces and stained glass windows make each room unique. Included in each suite is a refrigerator, kitchenette, and bathroom. A few of the larger apartments provide a living area as well.

**University Towers** is a co-ed high-rise apartment complex where upperclassmen reside. The capacity of the building is 338 beds with a support staff of 13 RAs and one Graduate Hall Director. Doubles, triples, and quads are offered as housing options. Each apartment has a full kitchen, bathroom, living room, and balcony.

## RESIDENTIAL SERVICES

Listed below are just a few of the services provided to our residential students. Clarification and/or questions regarding these services should be directed to the Office of Residence Life, either through an RA or the office directly at 570-408-4350.

**Mail Services** – Student mail is received and distributed in the Henry Student Center on the 2<sup>nd</sup> floor. Box numbers are distributed during Welcome Weekend, when you pick up your housing keys. The proper address for student mail is:

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

**Parking** – Limited parking is available to students through the Inter-Residence Hall and Commuter Councils. **Students must apply for a parking permit at the end of each semester.** Permits are assigned on the basis of seniority and academic need. The cost of on campus parking is \$120.00/ semester. If requests for parking permits are denied, parking is available at Ralston Field via a lottery system or on the first come first serve basis. The cost of Ralston parking is \$40.00/ semester.

**Telephone Service and TV Service** – All residence hall rooms are equipped with a telephone service and cable TV. The phone service offers free calling to Wilkes University extensions and local calls.

**Health Services** – University Health Services is located on the 1<sup>st</sup> floor of Passan Hall. Health Service hours are: Monday through Thursday 8:30 am to 7 pm and Friday 8:30 am to 4 pm. University Health Services is affiliated with the Family Practice Residency Center located at 540 Pierce Street, Kingston. Upon completing a thorough assessment, Wilkes University nurses will call Family Practice for referral if necessary. In addition, a resident physician is available in Health Services Mondays from 1 pm to 4 pm and Wednesdays from 9 am to 12 pm. Students can make an appointment at Health Services by calling x4730 from on-campus or 570-408-4730 from off-campus. An ambulance service is also available for after hours and emergency situations.

**Repairs and Maintenance** – Any repairs or room issues should be reported to the Campus Call Center at x2FIX (2349) as soon as possible. Maintenance will be dispatched accordingly. When necessary, students may receive a bill for damages done to their room, as they are responsible for the condition of their room beyond normal wear and tear. Common area (i.e. lounges, bathrooms, and hallways) damage may also be assessed when vandalism occurs and the culprit is not identified.

**Computer Services** – All rooms on campus are equipped with Internet connection. In most areas, there is one connection per student. In buildings where there is only one connection, a hub to link more than one computer is available through Residence Life. Please note that students may only use the hubs provided by the University. Wireless access to the Internet and campus resources is also available throughout most residence halls.

**Need Technology Help?** In-person support is available during the day at the Help Desk in the lower level of the Farley Library. You may walk-in for help connecting your laptop or other devices. For telephone support dial xHELP or 1-866-264-1462 or go to <http://wilkes.edu/pages/909.asp>

**Dining Services** – Dining service for the campus is provided by Sodexo. The cafeteria, Henry's Food Court, is located on the 3<sup>rd</sup> floor of the Henry Student Center. All residential students must sign up for a meal plan. You must present your student ID at all meals.

**Meal Plan Options:**

**Colonel Gold** – \$4,706.00 per year—

Unlimited access to Henry's Food Court Sunday through Saturday with \$150 Dining Dollars and \$50 Flex Dollars

**Colonel Gold Plus** – \$4,806.00 per year—

Unlimited access to Henry's Food Court Sunday through Saturday with \$150 Dining Dollars and \$100 Flex Dollars

**Colonel Blue** – \$4,096.00 per year—

Unlimited access to Henry's Food Court Monday through Friday with \$100 Dining Dollars and \$50 Flex Dollars

**Colonel Blue Plus** – \$4,296.00 per year—

Unlimited access to Henry's Food Court Monday through Friday with \$100 Dining Dollars and \$150 Flex Dollars

**\*Senior Value Plan** – \$2,080.00 per year—

100 Block meal Plan plus \$300 Dining Dollars and \$75 Flex Dollars

*\*Only available to resident students that have completed 90 credits or more by the first day of classes*

***What are Dining Dollars?*** Dining Dollars offer cashless spending at all dining locations on the Wilkes University campus. Use them to bring guests to Henry's Food Court, Rifkin Café, Colonel Gambini's, or the Stark Hall Cart.

***What are Flex Dollars?*** Flex Dollars work like Dining Dollars, but they work at the Barnes & Noble Campus Bookstore or any of the food vendors on campus.

***What's For Dinner?*** The menu for Henry's Food Court, current dining specials and lots of other great information will be on-line at our Weekly Menus page.

**Dietary Requirements** – If you have any special dietary needs, our Campus Dining Services Program can accommodate your special dietary requirements. For more information, please contact Dining Services at [dining@wilkes.edu](mailto:dining@wilkes.edu). If you are feeling under the weather and would like a roommate or friend to bring back a meal for you, please call Medallion Dining at (570) 408-4991.

**Security** – It is the student's responsibility to protect his/her own belongings. Each student is issued a front door key and a room key with the exception of students who reside in swipe-card areas. Responsibility falls upon the student to lock his/her room. The University cannot be held responsible for the loss of or damage to the student's personal property either while the University is in session or during vacation/break periods. Therefore, each individual is advised to take valuable possessions home during vacations/breaks and to carry personal property insurance. The Office of Residence Life does not offer storage service during breaks or at the end of each semester.

**Personal Property Insurance** – The University cannot be held responsible for damage or theft of personal property. Therefore, we recommend purchasing personal property insurance.

**Lockouts** – Students who find themselves locked out of their room at any time during the day should contact his/her RA. If the RA is not available, contact Public Safety at x4999. On the weekends, the On-Call RA is available for assistance. The on-call schedule is posted weekly and can be found on the door of every RA on campus.

**Lost Keys** – If students' keys are lost, please contact the Office of Residence Life immediately. Residence hall keys will be replaced at the cost of \$200.00. A lock change may be warranted to ensure continued security measures.

**Public Safety** – The Public Safety Office is located on the ground level of the parking garage on Main Street. You can pay for parking passes or tickets or get a new ID picture taken if you lose your ID. Public Safety officers are available to escort students around campus during evening hours. Call the Service Center at x2FIX (2349). In the event of an emergency, please call x4999 from on-campus or (570) 408-4999 from off-campus.

## **HOUSING POLICIES**

The following is a portion of the policies that have been established by the University to ensure that the residence halls are run in a safe, fair, and orderly manner for the benefit of all residential students. Please consult the Student Handbook, which can be found on the University website.

### **CONTRACTS**

By submitting a housing contract, students accept all the conditions and terms set forth in the agreement. Failure to abide by the conditions of the housing contract will result in disciplinary action, which can include termination of the housing contract. Housing agreements are binding contracts for the entire academic year unless a student withdraws or is dismissed from the University. If you wish to terminate your contract during the course of the academic year, permission must be granted from Office of Student Affairs. Consult with the Office of Residence Life regarding the withdrawal process.

## **ALCOHOL**

The Wilkes University alcohol policy is in compliance with Pennsylvania State law, which states that no one under the age of 21 may consume, possess, or be in the presence or under the influence of alcohol. The University does not encourage the use of alcoholic beverages by students. The University respects the rights of individuals who are 21 years of age or older who decide to consume alcoholic beverages, but, is greatly concerned about the misuse and abuse of alcohol. Students who choose to drink are urged to drink responsibly. Be reminded that intoxication is not an excuse for irresponsible behavior and that you will be held accountable for your actions. If you are not over 21 years old, you are not permitted to possess, consume, transport, or be in the presence of alcohol.

If students are of legal drinking age, they are permitted to consume alcohol in the confines of his/her room or the room of other students of legal drinking age. Alcohol is not permitted in common areas (lounges, hallways, porches, bathrooms) within the residence halls. The University prohibits common supplies of alcoholic beverages. This includes any size keg, open punch bowls, or any common source from which alcoholic beverages may be served. The possession or consumption of grain alcohol is prohibited. If students are found in violation of the alcohol policy, they could be subject to a judicial sanctions (refer to the Student Handbook).

## **SMOKING**

All University buildings are smoke-free. No smoking is permitted in student bedrooms, lounges, kitchens, etc. Students may only smoke outside of the building, at least six feet away from the entrance or exit.

## **HALL OPENING AND CLOSING**

Students must vacate residence halls for vacation/break periods according to the schedule published by the Office of Residence Life. Exceptions to these closing hours are made for University commitments only and must be approved by the Office of Residence Life. If you are required to stay or have an academic/athletic commitment, please note that you may only stay in Evans Hall or University Towers as these are the only two buildings open year round. Contact the Office of Residence Life to learn more about vacation/break residency.

## **ROOM CHANGES**

**Please note that no room changes will be made in the first three (3) weeks of the semester. This “freeze” period allows the Office of Residence Life to verify occupancy before entertaining change requests.** If a student is considering a room change, he/she should begin by discussing the situation with his/her roommate(s). Consultation with the RA or other University personnel may be helpful when problems exist between roommates. If after discussion, a room change still seems necessary, students should contact the Office of Residence Life to coordinate the move and sign the necessary documents supporting the move. The forms must be completed and approved by the Office of Residence Life before any changes are made. Unapproved room changes are not permitted. Should students change rooms without the written permission of the Office of Residence Life, they will be moved back to their original spots and will be subject to disciplinary action.

## **GUESTS**

Students should advise their RA and roommate(s) in advance of any overnight guests. Any guests staying longer than two nights must be cleared through the Office of Residence Life. For more information about guests and visitation, see your RA or the Student Handbook. Additionally, students are responsible for the behavior of their guests. If vandalism or disruptions occur, the Wilkes University student is responsible for the problem his/her guest(s) caused.

## **ROOM ENTRANCE/INSPECTIONS**

While the University respects a student's right to privacy, the University also reserves the right to inspect rooms at any time, especially for reasons of maintenance, health, and safety. While the RA does not have direct permission to search a student's room, the Vice President of Student Affairs can authorize searches as needed or deemed appropriate.

## **EVACUATIONS**

If the fire alarm is sounded, students must vacate the building using the closest exit available to them. It is imperative that every person responds to the alarm and exits the building in which the alarm is sounded and does so in an expedited and orderly fashion. Students who fail to vacate the building when an alarm is sounded will be subject to disciplinary action. For more information about what to do, students should contact their RA and/or the Student Handbook. At the beginning of each semester the RA will go over, in detail, all evacuation procedures as well as establishing a "safe zone" outside of the building where students should meet. If students are found tampering with fire equipment (i.e. fire extinguishers, hoses, alarms) they will face disciplinary action and significant fines. Such behavior will not be tolerated in the residence halls, as it endangers the safety of other students and is a federal offense.

## **PROPERTY DAMAGE**

Rental of a residence hall room does not imply ownership of that room, nor does it give students license to alter or destroy the room. Therefore, students will be assessed for damages such as defaced plaster or woodwork, broken windows, broken furniture, lost door keys, or the deterioration of property resulting from misuse on part of the occupant. Any property damage to hallways, lounges, or bathrooms (common areas) will be charged to each of the residents of the living unit if the culprit cannot be identified. Room Condition Forms (RCF's) are documents that serve as insurance for residential rooms. Every residential student will fill out an RCF in the beginning of the year based on the current conditions of their room. At the end of the year, residential students will revisit the document and make any necessary changes based on the condition of the room. If the room appears destroyed or unclean, said student(s) will be charged based on the pricing that appears on the RCF.

## **POSSESSION OF WEAPONS**

The possession or use of firearms, explosives, and other lethal weapons on University property by unauthorized persons is strictly forbidden.

## **QUIET HOURS**

Conduct and noise interfering with study or sleep of residents is unacceptable. It is expected that after 8 p.m. from Sunday through Thursday, quiet hours will be in effect. On weekends, quiet hours will be enforced after midnight. During final exams, a 24-hour quiet period will be in effect. During quiet hours, students should be able to sleep or study in their room without disruption.

## **SELLING/SOLICITATION**

Off-campus individuals and organizations are not allowed to solicit on the campus. Exceptions to this policy must be cleared through the Office of Student Affairs. In addition, students are not permitted to run a business from a student room. This includes using a Wilkes account or phone line.

## RESIDENCE HALL REGULATIONS

Please refer to the Student Handbook for a more comprehensive list of “dos and don’ts” while living on-campus. These rules and regulations are presented to all residential students by the RA in the form of floor/hall meetings, bulletin boards, fliers, notices, and word of mouth throughout the year. To ensure that you and your student arrive with all the necessary items to live on-campus, listed below is a list of things that are **NOT PERMITTED** in the residence halls. Please note that if any of these items are found, the appropriate University personnel may confiscate them.

1. Candles, incense, or other open-flame devices
2. Pets, other than fish
3. Firearms and other weapons, chemicals, fireworks and explosives
4. Paintball guns and slingshots
5. Flammable liquids
6. Resistance coil appliances (i.e. hot plates)
7. Toaster ovens or electric skillets
8. Liquid-filled beds
9. Traffic or other public signs
10. Electric blankets
11. Refrigerators over five cubic feet in capacity
12. Halogen lamp
13. Dartboards
14. Hukas and other smoking apparatuses
15. Air Conditioning units

## OPENING/CLOSING INFORMATION

While we enjoy the time spent with students during the year, we truly love those breaks when they go home to you 😊 Listed below is the schedule of holidays and breaks. Students **MUST** vacate the building by the time indicated below and may not return until the halls officially reopen. If a student needs to stay during break, he/she must contact the Office of Residence Life immediately so that proper approval can be established. Only students with University related activities/needs may be permitted to stay (contact the Office of Residence Life for the full list of those exceptions) and would be relocated to Evans Hall or University Towers during that period. Notices will be posted throughout the residence halls weeks prior to the break to prepare students (well in advance) for campus closings.

Break	Move Out	Move In
Fall Recess	Thursday, October 11, 2012 at 12 noon	Sunday, October 14, 2012 at 12 noon
Thanksgiving Recess	Wednesday, November 21, 2012 at 12 noon	Sunday, November 25, 2012 at 12 noon
Winter Recess	<i>24 Hours after your last final</i>	Sunday, January 13, 2013 at 12 noon
Spring Recess	Saturday, March 2, 2013 at 12 noon	Sunday, March 10, 2013 at 12 noon
Spring Holiday Recess	Thursday, March 28, 2012 at 12 noon	Monday, April 1, 2013 at 12 noon
Summer Recess	<i>24 Hours after your last final</i>	TBD

## CAMPUS RESOURCES

If at any time you and/or your student require assistance, please contact the office listed below. While this is not a comprehensive directory listing, we have selected those offices that have an immediate connection to our on-campus student population. For a complete listing of faculty, staff, and offices at Wilkes University, please visit our website, [www.wilkes.edu](http://www.wilkes.edu). To reach an office from off-campus, precede the extension number with 570-408 (exception is Barnes and Noble).

QUESTION	WHO TO CALL	EXTENSION
<u>Academic Requirements</u>	<u>Advisor/Dean of Students Office</u>	<u>4100</u>
	<u>Registrar's Office</u>	<u>4859</u>
<u>ACT 101</u>	<u>University College</u>	<u>4150</u>
<u>Billing/Financial Aid</u>	<u>Student Services Center</u>	<u>2000</u>
<u>Books/Supplies</u>	<u>Barnes &amp; Noble</u>	<u>208-4700</u>
<u>Housing/ Residence Life</u>	<u>Residence Life Office</u>	<u>4350</u>
<u>International Students</u>	<u>Student Affairs Office</u>	<u>4107</u>
<u>Mail/Packages</u>	<u>Mailroom/Student Union Center</u>	<u>4123</u>
<u>On-Campus Employment</u>	<u>Financial Aid</u>	<u>2000</u>
<u>Off-Campus Employment</u>	<u>Career Services</u>	<u>4060</u>
<u>ID-Card (Lost)</u>	<u>Public Safety Office</u>	<u>2FIX</u>
<u>Illness</u>	<u>Health Services</u>	<u>4730</u>
<u>Internships</u>	<u>Co-Op Office</u>	<u>4645</u>
<u>Personal Concerns</u>	<u>Campus Counseling</u>	<u>4734</u>
<u>Sordoni Art Gallery</u>	<u>Stark Learning Center</u>	<u>4325</u>
<u>Sports Information</u>	<u>Marts Center</u>	<u>4777</u>
<u>Student Governments</u>	<u>Student Government, Student Center</u>	<u>2910</u>
	<u>Commuter Council, Conyngham basement</u>	<u>2915</u>
	<u>Inter-Residence Hall Council, Student Center</u>	<u>2920</u>
	<u>Programming Board, Student Center</u>	<u>2925</u>
<u>Withdrawal from University</u>	<u>Student Affairs</u>	<u>4100</u>

## INTERNET RESOURCES

Whether this is your first experience or your next in a series as a guardian of a college-bound student, please take a moment to review the links we have compiled for you. We feel that these sites/articles can help in your transition and help ease the anxiety that many guardians deal with when they send their children away to school. While we don't profess to have all the answers, we would at least like to provide you with options to resolving your issues. If you have any questions/concerns regarding your student's residential experience, feel free to contact our office. Please note that in keeping with the Federal Privacy (FERPA) we will be unable to disclose specifics regarding your student as it relates to their stay at Wilkes University. However, we are free to speak in general terms and address any questions you may have. For more information about your students, please see our official Residence Life newsletter that contains campus updates and important housing information. The newsletter will be available shortly on our University website under the Campus Housing section at <http://wilkes.edu/pages/133.asp>.

### ARTICLES

#### ***On-Campus/Residential Living***

<http://www.reslife.net/html/president.html>

#### ***Preparing for College***

<http://www.reslife.net/html/ppreparing.html>

#### ***The First Year/Freshman Experience***

<http://www.reslife.net/html/pfirstyear.html>

### WEBSITES

[www.collegeparents.org](http://www.collegeparents.org)

[www.ed.gov/parents](http://www.ed.gov/parents)

## WILKES UNIVERSITY: RESIDENCE LIFE SUGGESTED PACKING LIST

- |                                |   |
|--------------------------------|---|
| _____ Sheets (twin extra-long) | _____ Television                                    |
| _____ Bedspread/Comforter      | _____ Computer (Laptop or Desktop)                  |
| _____ Blanket(s)               | _____ Refrigerator (Must be less than 5 cubic feet) |
| _____ Pillow(s)                | _____ Telephone                                     |
| _____ Towel(s)                 | _____ Alarm Clock/Radio                             |
| _____ Shower shoes/ Flip-flops | _____ Small Microwave                               |
| _____ Shower Caddy             | _____ Laundry Hamper                                |
| _____ Hangers                  | _____ Laundry Detergent/Dryer Sheets                |
| _____ First-Aid Kit            | _____ Eating Utensils/Plates/Cups                   |
| _____ Flashlight               | _____ Desk Lamp (non-Halogen)/Supplies              |
| _____ Surge Protector(s)       | _____ Cleaning Supplies                             |
| _____ Wastebasket              | _____ Fan (Box, Pedestal, or Window)                |
| _____ Food/Snacks              | _____ Vacuum  |