

Wilkes University

Graduate Student Handbook

2010-2011 Edition

Graduate and Professional Studies
Breiseth Hall 002
84 W. South Street
Wilkes-Barre, Pa 18766
1-800-WILKESU Ext. 4235

<http://www.wilkes.edu/pages/116.asp>

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Chapter 1 – Contacts

University Administration

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Chapter 2 – Application Process

The applicant must submit the following to be considered for admission to any graduate program:

- A completed graduate application along with the non-refundable application fee.
- Official transcripts from all schools listed on the application. Official transcripts must be received in an envelope signed and sealed by the originating institution. For international applicants please click here for details.
- Any additional material required by a particular department or program, e.g., test scores, personal interview, etc. For details of such requirements for particular departments or programs, see the appropriate graduate program page.
- International applicants must submit additional documentation such as affidavit of financial support and official TOEFL or IELTS scores. Click here for more detailed information.
- EDLS Principal ADMISSION (link to Grad. Ed.)

Each graduate program has a checklist of materials required for admission. These checklist items can be monitored online once your application is submitted at: <http://wilkes.edu/applyonline>. Please use the username and password you created with your online application to login.

Program checklist items can be sent to:

Wilkes University
Graduate Admissions
84 W South Street
Wilkes-Barre, PA 18766

Applicants may be admitted to a Wilkes Graduate Program in one of the following categories:

Regular Admission

Applicants are admitted under this category when they have satisfied all of the admissions criteria of the department or program in which they wish to enroll for graduate studies.

Conditional Admission

Applicants are admitted under this category when they have a marginal undergraduate record. Applicants will be permitted to take a maximum of six graduate credits in this admission category. Upon completion of six graduate credits, a conditionally admitted student will either be admitted or denied admission into the graduate program based on his/her performance.

Provisional Admission

Applicants, who do not meet all of the criteria for Regular Admission, but show reasonable promise for success in graduate studies, may be admitted provisionally. Certain graduate programs allow students to begin graduate studies while completing admissions deficiencies. Refer to the Graduate Bulletin for additional information on this policy.

International Application Process

Apply for admission

International applicants should complete the online application for international graduate students. Be sure to select the correct application from the drop-down list. Once you start the general application, you can save your work and complete it later, if necessary.

Recommendations

[Click here for Recommendation forms.](#)

Any additional material required by a particular department or program, e.g., test scores, personal interview, etc. For details of such requirements for particular departments or programs, see the appropriate graduate program page.

Secondary School and/or University Transcript

International graduate students are required to send official transcripts to World Education Services when applying for any graduate program at Wilkes University. Students applying to the University through one of our partner educational agencies or institutions may be excluded from this requirement. Contact the College of Graduate and Professional Studies for more details.

TOEFL/IELTS Examination

All applicants for admission must demonstrate proficiency in English in one of the following two ways:

1. By earning a Baccalaureate or higher degree from a college, university, or institution at which the medium of instruction is primarily English; or
2. By achieving a minimum score on IELTS of 6.0; or a minimum score on TOEFL of 550 (paper based), 213 (computer based), or 79 (Internet based). Official results must be sent directly from IELTS or ETS to Wilkes University (results supplied directly from the applicant will not be accepted).

Statement of Financial Verification

Each international applicant must supply a bank or government statement indicating that the applicant or applicant's sponsor has on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year.

International Admissions Timeline

Applicants who plan to begin school in August should complete the online application and submit all admissions documents by June 15. Those who plan to begin in January should return applications and documents by November 15.

When the application is completed by the semester deadline, applicants will be informed as to the admissions decision within three weeks. The Form I-20 is sent only with a letter of acceptance.

International Deferment Fee

Should an international student wish to defer to the following semester, there is a \$50 deferment fee for processing.

In order to exit the Intensive English Program (IEP) and begin academic coursework all IEP students must successfully complete TOEFL score of 550 (paper based), 213 (computer based), or 79 (internet

based). Please see IEP exit criteria).

More information about the TOEFL test may be obtained from the designated agency in your country (i.e. student section of the US embassy or consulate, USIS office, IIE or Fulbright office, etc.), by going to www.ETS.org or by writing to:

Educational Testing Service

Box 8999

Princeton, NJ 08540

Advanced registration is required so it is advisable to write to the Educational Testing Service three to four months in advance of your anticipated testing date.

Chapter 3 – Registering for Classes

Registration

Graduate registration varies from program to program at Wilkes. In some, as in Graduate Creative Writing, students cannot register for courses themselves. All registrations are completed by the Director's office staff during each on campus residency. In others such as Graduate Teacher Education, students can register for courses on line by using the Wilkes portal. All graduate students should see the GRADUATE BULLETIN and speak with the director in charge of their program to understand how and when they may register for graduate courses.

Adding a Class

Students may add a course with the permission of the instructor of the course and of their faculty advisor. Written permission, indicating approval, must be submitted to the Student Service Center.

Credit Overload

Only student with a grade point average of 3.000 or students demonstrating special need will be allowed to register for a credit overload. A credit overload shall be interpreted as credits carried in excess of those required by the student's particular curriculum. Approval must be granted by the student advisor and one of the Dean(s) of Student Affairs.

Withdrawal from Courses

It is presumed that a student will complete the course for which he or she has registered. Student must pay careful attention to the official withdrawal policy approved by the faculty. A grad of "W" is given for approved withdrawal; unofficial withdrawal will result in a grad of "0.000".

A student wishing to withdraw from a course should first discuss the matter with the instructor. During the first three weeks of the semester the student may withdraw from a course by informing the instructor and the student's advisor and returning the completed and signed form to the Student Service Center. After this period, withdrawal is allowed through the tenth week of the semester and requires the approval of both instructor and the advisor. Thereafter the student may withdraw only for medical reasons, supported by a written excuse from a physician, or other extremely serious circumstances.

Poor academic progress, in and of itself, will not be considered sufficient reason for permission to withdraw from a course following the allowed withdrawal period. Withdrawals after the tenth week must obtain approval from both the course instructor and the Unit Dean in which the course is being taught. The Dean of Students will provide consultation regarding this decision as deemed appropriate by the course instructor, the Unit Dean in which the course is being taught, or both.

It is the student's responsibility to initiate withdrawals from a course by obtaining the withdrawal form from the Student Service Center, having it signed by the appropriate personnel, and returning it to the Registrar within the ten-week period. A grad of "0.000" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student. Students who are considering withdrawal from a course should be reminded that state and federal regulations for financial aid mandate that a student must earn 24 credits within the period of August to August or January to January and maintain the appropriate grad point average for his or her class standing. Such student should also be mindful of the University Refund Schedule, which allows for adjustments to tuition,

fee, and room and board charged though the ninth week of the semester, but affords no adjustments to these charges after the ninth week.

Guidelines for Withdrawal

If a student is permitted to withdraw from a course after the ten-week period, the signatures and approval of the Unit Dean in which the course is being taught and the course instructors are required. It is the student's responsibility to initiate withdrawal by obtaining the official form designed for this purpose from the Student Services Office, having it signed by the instructor and submitting it to the Unit Dean in which the course is being taught. A student may seek assistance from the Dean of Students in facilitating this process including such cases in which the instructor cannot be reached. Written notification of the signed form designed for this purpose will be sent by the Unit Dean to the Registrar for processing, who will in turn, notify the student, the course instructor and the Unit Dean agree with the withdrawal, a grad of "W" will be assigned by the instructor and posted by the Registrar. If the course instructor and the Unit Dean disagree with the withdrawal, then the student will be assigned a grad as determined by the course instructor

Disagreements between course instructor and the Unit Dean on course withdrawal cases will be automatically forwarded by the Registrar to the Academic Standards Committee of the University. A subcommittee consisting of at least two faculty and one member from the Office of Student Affairs will review the withdrawal and reason for disagreement within one academic week. The decision of this subcommittee will be recorded by the Registrar and forwarded to the student, the course instructor, and the Unit Dean.

If an official withdrawal, including proper paperwork, has not been initiated and completed by the student, the instructor will assign and record the grad of "0.000" for the course.

It should be noted that from the fourth through the tenth week of the semester a student must request and receive permission from the course instructor and the advisor in order to withdraw from a course.

Appeals will follow the academic Grievance Procedure

Auditing Courses

Auditing courses is a practice designed primarily for the purposes of allowing students to expand their educational opportunities beyond the limitations imposed by courses taken in fulfillment of normal graduation requirements.

Courses may be taken on an audit basis only if formal registration is completed prior to the end of the first week of the semester. Permission of the course instructor will be required.

Student withdrawing from a course who wishes to attend additional classes in that course may do so with the permission of the instructor. In all cases these student will receive a grad of "W".

Student auditing course will comply with all stated course policies and meet all stated course standards, requirements, and policies will not be awarded "Audit" recognition.

A full-time student enrolled at Wilkes University is permitted to audit a course free of charge with the permission of the instructor. Part-time or special student may apply for admission into a course on an audit basis. The charge will be one half the normal tuition rate with admission subjected to the approval of the instructor.

Change of Major

Student who wishes to transfer from one undergraduate program to another must complete a form titled "Change of Major." The form can be obtained from the Office of Student Affairs or the Student Service Center. This form must be signed and approval granted by the student's advisor and the chairperson of the department in which the student is currently enrolled as a major and of the chairperson of the department that the student wishes to enter. The same procedure applies for the declaration of a

second degree, second major, and/or minor.

Final Grade

Wilkes University student can obtain their final grades each semester via the university's secure website: <http://interact.wilkes.edu>. Graduate students, however, can receive final grades by mail in paper form at the end of the semester. The advantage of online grad is that students have immediate and 24-hours a day access to their final semester grads and unofficial transcripts as soon as the Registrar posts them.

Chapter 4 – Financial Aid and Tuition

Financial Aid Definitions

Term/Semester: The period of time for which you are enrolled in classes. Most graduate courses run in spring, summer, or fall semesters. For creative writing, there are only two terms per year (from June to January and from January to June).

FAFSA: The Free Application for Federal Student Aid is the annual form to be completed by students who wish to participate in the federal loan or any other federal aid program.

Stafford loan: Federal loan based on eligibility as determined by the FAFSA. They are subsidized or unsubsidized. Any loans **MUST** be requested by the student. (LINK here to site)

Grad. Plus Loan: Federal loan available to credit worthy graduate students who do not exceed the limits for Stafford loans.

Payment Plan: Scheduled monthly payments debited from a bank account or credit card after enrolling on the Wilkes website (MY WILKES).

Employer Deferment: An approved agreement for tuition reimbursements by your employer. FORM must be completed at the beginning of the term/semester; otherwise, students are responsible for all tuition payments themselves.

Financial Aid for All Graduate Students

Unlike undergraduate students, graduate students are far more limited in the choices available to them to finance their education. Options for graduate students at Wilkes include the following:

- self-pay private loans
- Government subsidized loans (STAFFORDS or GRAD PLUS)
- Employer reimbursement
- Veteran's Administration
- Scholarships (very limited and vary by program)
- at Wilkes
- from private agencies or foundations
- Graduate Assistantships

Each of the options above have individual ways of being created. All requisite paperwork can be found on the Wilkes portal or My Wilkes. However, a short description of each is listed below:

Self-Pay: In all cases, students are responsible for paying their bills, no matter which option they choose. In the self-pay category, students can pay Wilkes directly by check once they receive the invoice for payment or set up a payment plan. The plan allows students to have specified amounts deducted from their bank accounts monthly or payments can be made by credit card. Payment plans are set up online at (LINK).

Private Loans: Banks and other private agencies can make educational loans to individual students. Such paperwork is processed directly by the lending institution and carry higher interest rates than the government loans.

Government Subsidized Loans: To apply for these loans, students must complete the FAFSA form and inform Wilkes of the amount that they intend to borrow. While students should borrow only what they absolutely require to make their tuition payments, other fees directly connected to their education can

be included as well in their loan request. For example, the Creative Writing (M.A./M.F.A) low residency programs necessitate housing (dorm or hotel) and food expenses while students are in-residence. These expenses such as transportation (airfare, bus, etc.) books, and even computer costs can be included in total loan amounts requested.

Employer Reimbursement: Some employers will reimburse tuition costs partially or in full. Most employers will only cover the tuition costs and will only reimburse the student once a course is completed and a grade is assigned to that course. In choosing this option, students must file the deferment plan paperwork at the beginning of the term/semester AND students are responsible for insuring that grades are provided for their employers at the term/semester end. Forms for the employer deferment plan and for receiving grades/transcripts can be found at (LINK)

Veteran's Administration: Since 9/11, the VA has extended its benefits to active and retired military personnel. However, the changes have also mandated more paperwork and a case-by-case basis for benefits to be offered.

Scholarships: A handful of scholarships do exist for graduate study at Wilkes or any university. For example, the Creative Writing offers two small annual scholarships for two students annually who demonstrate talent and need. Students should consult each program and its respective director to see what, if any institutional funding is available within their program of study. Student should also consult private funding agencies within their hometown or special interest category. For example, some private foundations and local governments do offer limited funding for graduate study. An internet search may produce such a source.

Graduate Assistantships: Several programs on campus offer full or partial scholarship monies. Students selected for those assistantships provide services for the department from staffing offices to upgrading labs to coaching university sports teams or working with undergraduate students. Graduate assistants should speak with their advisor regarding hours of work per week they must complete. Departments that regularly offer assistantships include: the MBA, Engineering, Creative Writing, Athletics, and Student Life. A full list of assistantships and their respective requirements can be found on the Graduate Studies site: (LINK).

Managing Your Wilkes Account

Whatever form of payment you secure, you are responsible for your bill being paid and submitting any and all forms required for that payment. To access your account and find all forms, students should follow these steps:

Log on the Wilkes site at www.wilkes.edu

Access the portal (MY WILKES) by clicking on the current students/faculty/staff link on the left side of the homepage.

Using your WIN # (WILKES INDIVIDUAL NUMBER 900XXXXXX) and password, log into your account and follow the prompts for payment options.

Program Specific Tuition and Fees

Education (Ed.D)

| | |
|---|-----------------------|
| Ed.D. (2009 Summer Session) | \$430 per credit hour |
| Ed. D. (2009-2010 Academic Year, Summer 2010) | \$463 per credit hour |

| | |
|-----------------|------|
| Application Fee | \$45 |
|-----------------|------|

Pharmacy (Pharm. D.)

| | |
|-----------------------------------|-----------------------|
| Full-time Tuition (12-18 Credits) | \$13,120 per semester |
| General University Fee | \$355 per semester |
| Pharmacy Clerkship Fee | \$480 per semester |
| Recreation Fee | \$30 per semester |
| Student Activity Fee | \$115 per semester |
| Student Union Fee | \$25 per semester |
| Technology Fee | \$135 per semester |
| | |

Creative Writing

| | |
|---|-----------------------|
| M.A. in Creative Writing M.F.A in Creative Writing | \$610 per credit hour |
| Application Fee | \$45 |
| Acceptance Deposit | \$250 (one-time fee) |
| General University Fee | \$30 per credit hour |
| Technology Fee | \$30 per credit hour |
| Thesis Reader Fee | \$250 (one-time fee) |

Master of Business Administration (M.B.A.)

| | |
|--------|-----------------------|
| M.B.A. | \$715 per credit hour |
|--------|-----------------------|

M.S. Ed.

| | |
|---|-----------------------|
| M.S. Ed. (2009 Summer Session) | \$357 per credit hour |
| M.S. Ed. (2009-10 Academic Year, 2010 Summer Session) | \$370 |

Even though Wilkes University is not a state institution, we charge the state tuition rate for Graduate Education courses. Tuition increases are typically announced in July for the upcoming fall semester. Tuition and fees are subject to change without notice.

Other Master's Program Tuition

| | |
|--|------------------------|
| M.S.E.O.S. | \$715 per credit hour |
| M.S., M.S.E.E. | \$795 per credit hour |
| M.S. (Nursing) | \$485 per credit hour |
| M.S. (Nursing / Professional Master's) | \$11, 925 per semester |

General Fees

| | |
|----------------------------------|---|
| Application Fee | \$45 (one-time fee) |
| Audit Fee | One-half of tuition cost |
| English as a Second Language Fee | \$5,435 per semester |
| General Fee | \$30 per semester |
| Graduation Fee | \$160 (charged to all graduating students in their last semester) |
| Technology Fee | \$30 per credit hour |

| | |
|--------------------|---|
| Thesis Binding Fee | \$20 per copy |
| Transcript Fee | The first transcript is free of charge; the fee for the second and subsequent transcripts is \$15 per copy. |

Chapter 5 – What to Expect from Your Graduate Experience

Today's competitive work environment has seen a significant increase in the demand for advanced degrees, certificates and knowledge acquired through formalized continuing professional education. U.S. labor market studies indicate that many individuals will change the way they do business in their existing positions, due to rapid advancements in technology and the "flattening" of the world's economy. In fact, many professions are now requiring a master's degree for entry into the field and advancement to higher professional levels.

Wilkes University is committed to providing high quality graduate programs to meet your professional educational needs. In addition to traditional classroom instruction, Wilkes University is responding to increased demand for jobsite education and a growing array of on-line programs.

As a graduate student at Wilkes, you should expect a great deal from your program and from the various departments that have responsibility for supporting you from your initial inquiry about your program all the way through graduation. Convenience, affordability and quality continue to be the hallmarks of Wilkes Graduate Programs.

Graduate programs are designed to provide the opportunity for you to complete your degree in a reasonable amount of time by providing you with scheduling opportunities that fit your busy life style. Continuous cycling of graduate courses allows you to plan for continuous progress in your program.

In terms of academic quality, all programs at Wilkes are designed to meet the highest standards.

You should expect that the professors who teach your classes are highly qualified and are able to communicate information that is current and transferable to your chosen profession. Each program has its own specific goals and objectives for academic development and you should review them to become familiar with what is expected of you as a student. The College of Graduate and Professional Studies has also adopted general student outcomes, which are listed below. As a student, you should expect that your program will help you to attain these general goals as well as the specific goals adopted in your area of study.

Objectives for Graduate Education

In Graduate programs at Wilkes University, students will develop and demonstrate the following learning outcomes as appropriate to their selected program:

- the knowledge, skills, and scholarship appropriate in their chosen field of study,
- effective written and oral communication skills,
- information literacy that fosters intelligent and active
- participation in the professional community,
- practical, critical, and analytical thinking strategies, and
- collaborative skills that promote teamwork.

University Student Learning Outcomes

These general goals and objectives are linked to the University's overarching Student Learning Outcomes, which include student development in:

- written communication,
- oral communication,
- quantitative reasoning,
- critical thinking, and
- computer technology

In non-academic areas, you should expect prompt and courteous interactions with staff members, who are here to help you navigate University policies and practices, such as library access, financial aid, tuition payments, registration, etc.

Chapter 6 – Requirements, Grading, Courses and Credit

Masters Degree Requirements - General

Students may be awarded the master's degree upon satisfaction of all graduate degree requirements and the following specific requirements:

A completed file (application, application fee, official transcripts, copy of teaching certificate, letters of recommendation, and any required testing).

Regular admission into a graduate program;

Satisfactory completion of all requirements for the degree to be completed within six calendar years preceding the date of the granting of the degree. If an extension of the six-year limit is needed, a request should be submitted in writing to the Graduate Studies Office. The Graduate Dean will review the request and consult with appropriate parties (graduate program director, chairperson, advisor or academic dean) and will notify the student and the appropriate administrative offices of the final decision.

A minimum average of 3.0 for all graduate work (see Grade Regulations);

If a thesis is required, the candidate should:

Be accepted by a thesis advisor and an Advisory Committee before completion of nine hours of graduate study;

Submit an acceptable thesis in the required format and quantity of copies no later than three weeks prior to the commencement at which the degree is to be conferred;

Arrange for publication of the thesis. (see Thesis Policy);

Specific requirements for graduate degrees will be found within each of the degree programs described in the following sections.

Students CANNOT substitute other courses for any of the required core courses in any program without the express written consent of the department chair/director.

Policies

Grading

Numerical grades are given for graduate work:

| Point Value | Letter Grade | Percent Value | Explanation |
|-------------|--------------|---------------|--|
| 4.0 = A | A | 94-100% | Academic achievement of superior quality |
| 3.5 = B+ | B+ | 87-93% | Academic achievement of good quality |

| | | | |
|----------|----|-----------|--|
| 3.0 = B | B | 80-86% | Academic achievement of acceptable quality in meeting graduation requirements |
| 2.5 = C+ | C+ | 75-79% | Academic achievement of adequate quality but below the average required for graduation |
| 2.0 = C | C | 70-74% | Academic achievement below the average required for graduation |
| 0.0 = F | F | Below 70% | Failure. No graduate course credit |

A grade of "X" indicates assigned work yet to be completed in a given course. Except in thesis work, grades of "X" will be given only in exceptional circumstances. Grades of "X" must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the "X" grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the Registrar.

Appeal of Grade Policy

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member.

If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the College of Graduate and Professional Studies. The appeal must be made by the end of the fourth week of the subsequent fall, spring, or summer trimester or Term (Creative Writing Program). The Dean of the College of Graduate and Professional Studies will consult with the Department Chairperson/Director and will establish an Appeal Committee of three faculty members - at least two of whom shall be from the department of the faculty member concerned, if possible. A Committee Chairperson will be appointed by the Dean of the College of Graduate and Professional Studies. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.

The Appeal Committee will review the student's complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Dean of the College of Graduate and Professional Studies in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Dean of the College of Graduate and Professional Studies, after consultation with the Provost, will inform the faculty member and the student of the recommendations of the Appeal Committee and will take the steps that are necessary to implement the recommendations.

Auditing

A person desiring to audit a course does not need to meet normal admission requirements, but must obtain approval to audit from the course professor and indicate "audit" on the registration form. Auditors must file the appropriate Application and pay the non-refundable application fee. The student receives no credit for courses taken as an auditor

A student enrolled in a course may apply to become an auditor by contacting the Graduate and Professional Studies Office, and must obtain approvals from the course professor. This change of status must be completed before the end of the second week of the class.

Regulations for Withdrawal

A student may withdraw from a course during the first three weeks of the semester by informing the instructor, completing a withdrawal form that is co-signed by the student and the student's advisor, and returning the signed form to the Student Services Office within the first three weeks of the semester. A student may withdraw from a course from the end of the third week through the eighth week only with the approval of both the instructor and the student's advisor. (The completed form must be returned to the Student Services Office by the end of the eighth week.) Thereafter, a student may withdraw from a course only for serious circumstances, as determined by the Department Chairperson or the Director/Coordinator of the appropriate graduate program in consultation with the instructor and the Graduate Studies Office. A mark of "W" indicates an authorized withdrawal from the course. Students are advised that withdrawing from a course(s) may have financial implications; see sections on "Refunds" and "Withdrawal-Return of Financial Aid Funds" in this bulletin for more information.

It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Office, having it signed by the appropriate personnel, and returning it to the Student Services Office within the three- or eight-week period. A grade of "0" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.

"W" is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is "0."

Refund Schedule

Academic Year

70

| Time of Withdrawal | Tuition Refund |
|--------------------|----------------|
| First Week | 95% |
| Second Week | 85% |
| Third Week | 80% |
| Fourth Week | 75% |
| Fifth Week | 70% |

| | |
|--------------|-----|
| Sixth Week | 60% |
| Seventh Week | 55% |
| Eighth Week | 50% |
| Ninth Week | 40% |

8 Week Summer Session

| Time of Withdrawal | Tuition Refund |
|-------------------------------|----------------|
| First Week | 50% |
| Two weeks of evening sessions | 50% |
| Second-Eighth Weeks | No Refund |

Weekend College

| Time of Withdrawal | Tuition Refund |
|------------------------|----------------|
| Through Second Weekend | 50% |
| After Second Weekend | No Refund |

Notes

For graduate students on board plans, in the event of withdrawal at any time during the 15-week semester, meal charges will be refunded on a pro-rated basis from the end of the week during which official withdrawal was recorded in the Student Services Office.

Please note that the MBA Summer Session will follow the Academic Year refund schedule.

All refund schedules are subject to change.

Chapter 7 – Student Conduct

Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

- Academic honesty and integrity;
- Respect for the rights of others relative to their safety, welfare and educational commitments;

Disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the College of Graduate and Professional Studies and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Dean of the College of Graduate and Professional Studies.

Policies regarding student conduct are published in the Wilkes University Student Handbook, which is available on the web site at www.wilkes.edu.

Transfer Credits

(Please see individual department information for program-specific considerations.)

A maximum of six credits of graduate work done at another accredited university or college may be applied toward the requirements for a master's degree. There is no exception to this policy. Acceptance into a graduate program is necessary before credits can be considered for transfer. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and course work so that a final determination can be made. Academic officers at Wilkes review the syllabus to determine if the course contains master's level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being a grade of B (3.0) or better.

A transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the Program Director. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes, with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college and transfer the credits back to the University must complete a "Pre-Approval Form" prior to registering for the course. An official transcript must be requested from the other institution as soon as it is available and sent to the Graduate and Professional Studies Office. All completed forms for transfer of credits should be submitted to the Graduate and Professional Studies Office.

A student cannot be approved for graduation until all transfer credits are approved by the program director, an official transcript has been received at Wilkes from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

Chapter 8 – Academic Standing: Probation and Dismissal

Academic Probation

In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 10 credits in his/her respective program. The 10 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability.

Dismissal: After completing 10 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Students who are dismissed may retake a course or courses as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Courses may be repeated for grade replacement only one time. Note: Students must meet all degree requirements in addition to maintaining an acceptable GPA.

Individual programs may have more stringent academic progression requirements than those prescribed by the Graduate College. Students are urged to review program-specific academic progression requirements that may be described in the section of this handbook pertaining to their respective program.

Appeals: A student who is dismissed from the graduate program may request a review of the case by the Faculty Committee on Graduate Studies. The request should be submitted in written form to the Dean of the College of Graduate and Professional Studies.

Retention Within Programs

Students should contact the appropriate Deans/Program Directors within their individual Schools/Programs for specific retention requirements within their programs. (see pages 28-30)

Chapter 9 – Commencement

It is the responsibility of the graduate student to sign up for a graduation audit no later than ninety days prior to the date of the Commencement Exercise at which the student expects to be graduated. This is done by registering for GRD-000-B (0 credits/\$160.00 graduation fee) during the beginning of the final term before graduation.

If registration is completed, students may call or write to the Graduate Studies Office or Student Services Office to notify of intent to graduate. A completed file and acceptance into a graduate program are required for graduation. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

Graduating students may participate in one of the two commencement exercises held over the calendar year. These exercises occur in May and September of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August. There is no commencement ceremony in January, although graduations are still processed for the fall term.

Chapter 10 – Information Resources and Technology

University Library

[EDIT NOTES – from Grad Bulletin]

The Eugene S. Farley Library, located on the corner of South Franklin and South Streets, is one of the largest resource libraries in the region with more than 200,000 volumes of books and bound journals: over 430 journals and newspaper subscriptions; 10,000 full text online journals; microforms; instructional audio-visual materials; and a growing collection of classic films on DVD. Students have access to forty-four desktop computers and fourteen wireless laptops which can be used anywhere within the library's wireless environment. The library also offers limited private office study space for graduate students. Library hours during the academic year are from 8: a.m. to 12:00 a.m. Monday through Thursday, Friday 8 a.m. to 5 p.m., Saturday 11 a.m. to 6 p.m and Sunday 11 a.m. to 12:00 a.m. Summer sessions and Holiday hours, as well as any changes are posted at the library entrance and on the library website. Library services are available online 24/7 at <http://www.wilkes.edu/library> and the MyWilkes Library page. Telephone: (570) 408-4250

IT Help Desk

Wilkes University IT offers 24/7 computer support to students on- and off-campus through its Help Desk. You can call the Help Desk on-campus by dialing xHELP (x4357) or off-campus using the toll-free number 1-866-264-1462. To better assist you, please be in front of a computer when you call and have your WIN if you are having access problems. If the Help Desk technician is not able to resolve your issue on the initial call, he or she will have a second-tier technician contact you to help assist in resolving your technology support issue.

Internet Connection

Wilkes students can access wireless Internet at many locations throughout campus including Breiseth Hall, the Henry Student Center, and the Farley Library. Simply connect to the Wilkes.edu network and use your university username/password to gain access.

WIN Numbers:

Wilkes Email and MyWilkes Portal Access:

Students can access a wide array of information plus their university email account online through the university's MyWilkes portal. Available at <http://mywilkes.wilkes.edu>, the portal is your central location for current news, registration and billing information, and university resources.

Software and Hardware

Wilkes University graduate students have privileges to obtain software from the university for academic use. The Microsoft Office productivity suite can be purchased from the University Bookstore on CD-media for a modest fee. Other resources, including free Sophos anti-virus software, and discounts on software and hardware, are available on the IT section of the MyWilkes portal.

Learning and Professional Development Resources and Programs

Center for Global Education and Diversity Initiatives

The Center for Global Education and Diversity Initiatives was created in 2008 to better prepare students for success in a multicultural world. The Center provides institutional and regional leadership and programming in global education and diversity issues. Most importantly, the Center houses essential services for minority and international students, faculty and staff, and for those seeking an international experience as part of the Wilkes education.

Services provided include:

- support for students from underrepresented groups such as women, ethnic and religious minorities, gay/lesbian/transsexual/transgender, and individuals with disabilities;
- support for international students, faculty and staff;
- Study Abroad experiences for students and faculty;
- support for faculty and students interested in the globalization of higher education;
- the Intensive English Program (IEP) for individuals wishing to improve their English language skills;
- multicultural programming; and
- booking of the Multicultural Lounge in the Henry Student Center.

The Center is located in the Max Roth Center at the corner of South Franklin and West South Streets. The Center's staff may be reached by calling (570) 408-7854 (or ext. 7854 from a campus phone).

Intensive English Program

The mission of the Intensive English Program (IEP) at Wilkes University is to provide quality academic instruction in English as a second language (ESL) to both international and English-language learning students planning to pursue university studies in the United States. To this end, the IEP provides a curriculum, certified faculty, classroom materials, and teaching methods that are well grounded in both theory and practice and based on the latest research findings in the field of second language learning and teaching. This fully accredited program provides:

- quality academic English language instruction for students whose native language is not English;
- preparation for further academic study in the U.S.;
- learner-centered instruction;
- advising for successful attainment of academic or professional goals;
- opportunities for intercultural experiences and cooperation;
- services relating to admission, counseling, academic life, and the general success of

- international students attending Wilkes University;
- English language instruction for personal growth; and
- instruction in accordance with Wilkes University's Writing Across the Curriculum (WAC) program.

All policies and governances found within this handbook apply to all students participating in the IEP at Wilkes University.

International Student Services

For international students, the Center provides immigration and visa information and assistance, as well as advice on personal issues. The Center also provides orientation to life in the United States and the American educational system, assists students in dealings with a variety of offices and constituencies (including U.S. and foreign government agencies, other campus offices and departments, and the community), and serves as advisor to the International Student Organization. These services are available to all international students, non-immigrants and immigrants alike.

Allan P. Kirby Center for Free Enterprise and Entrepreneurship

The Allan P. Kirby Center for Free Enterprise and Entrepreneurship is dedicated to the teaching of the principles of free enterprise and entrepreneurship. Although the Center is affiliated with the School of Business and Leadership, it is an independent center that serves the entire University, as well as local and state functions.

The Allan P. Kirby Center's goals are:

- To encourage and enable students to understand the nature of free enterprise, value creation, and entrepreneurship through curricular and experience-based activities
- To develop, implement, and support programs that will enhance the entrepreneurial climate of Wilkes University and northeastern Pennsylvania
- To foster dialog on the imperative of pursuing the constitutional goals of life, liberty, and the pursuit of happiness through the free enterprise system and entrepreneurship
- Other programs and activities offered by the Center include special seminars and lectures, support for student business owners, and sponsorship of the University's Students In Free Enterprise (SIFE) team.

Kirby Lecture Series

The Allan P. Kirby Center Lecture Series brings leading voices in free enterprise and entrepreneurship to the Wilkes University campus and northeastern Pennsylvania. From the cutting edge to the quirky, the Center hosts two lectures annually by successful entrepreneurs with a wisdom and experience to share. Open to students and the community, these forums give students and the community insight into the creative process and drive of the entrepreneur. Past speakers include Robert Novak, Gov. George Pataki, John Stoseel, Lillian Vernon, Rep. J. C. Watts, Martin Eberhard, and Cal Thomas.

Small Business Development Center

The Wilkes University SBDC provides no cost, confidential consulting services to entrepreneurs and small business owners. Whether you need help identifying local markets for your business, or developing a business plan and want a second opinion, or have compliance issues you would like to clarify, SBDC consultants are ready to help you grow your business.

The SBDC's one-on-one management consulting emphasizes education and guidance in finding practical solutions to business problems. Consulting is confidential and provided at no charge by a staff of skilled

professionals.

Sovereign Center for Leadership and Management Development

The Sovereign Center for Leadership and Management Development strives to be a premier partner to public and privately-owned businesses by offering leadership-driven development tools and solutions needed to improve an organization's economic vitality and overall employee performance. The Sovereign Center has partnered with leading consultants in their fields to offer comprehensive, cutting-edge programs in the areas of New Talent Development, Management Development, and Executive Development.

Information regarding the services of the center can be obtained by calling the College of Graduate and Professional Studies at 800-WILKESU Ext. 4234.

Center for Continued Learning

The Center for Life-Long Learning is your partner as you consider and explore non-credit training, and graduate and post-baccalaureate options. Assistance is available to help guide you through the details and prerequisites of established programs at Wilkes University. In addition, we are committed to helping our local and regional community as it strives to search for the newest approaches, technologies and skills needed to build and sustain a thriving economy and a rich social and cultural environment.

Information regarding the services of the center can be obtained by calling the College of Graduate and Professional Studies at 800-WILKESU Ext. 4235.

Sidhu School Outstanding Leadership Forum

Each year, the Personal and Professional development staff heads up the Outstanding Leader's Forum team. The OLF team selects that year's speaker, organizes the speaker's visit, plans the high school leadership day, arranges for sponsors, faculty, and students to attend the VIP reception and speech, and helps provide guidance with administrative duties (ticket sales, security). Past speakers include: former mayor of NYC Rudolph Guiliani, former Secretary of State Colin Powell, former President of Mexico Vicente Fox, former Secretary of State Madeline Albright, and Nobel Laureate Eli Weisel.

Regional Computer Resource Center (RCRC)

The Wilkes Regional Computer Resource Center (RCRC) is a division of Graduate Education and offers training and professional development workshops in computing for teachers from schools throughout Northeastern and Central Pennsylvania. The staff of the RCRC, as well as visiting presenters, provide a wide-range of training in all curricular areas.

Barnes & Noble Bookstore / Purchasing Textbooks Online

Wilkes University and King's College, through Barnes & Noble College Booksellers, Inc., operate a joint bookstore facility on South Main Street, adjacent to Public Square. The "academic superstore" is designed to meet the needs of students as well as the community at large. The store features full textbook services -- both new and used; a full selection of general trade books; a local authors section, a full-service Starbucks Café and lounge chairs and tables. It also houses a "spirit" shop featuring logo merchandise for Wilkes University. A full selection of textbooks, supplies, and logo merchandise is available for purchase on the Barnes & Noble web site, <http://wilkes.bncollege.com>.

Chapter 11 – Locate Housing

Graduate students generally are not provided with housing options on campus. The residential living at Wilkes is not designed for the needs of adult students. For graduate students who need housing close to campus we recommend reviewing the classified section the region's local newspapers.

- The Times Leader
- The Citizen's Voice
- The Scranton Times
- Google
- Yahoo!

Some graduate programs, do provide housing options for their specific student populations. These exceptions are rare but when housing is an option you will receive information from the college explaining the process.

Chapter 12 – Student Support Services

The Writing Center

The Writing Center, located in the Farley Library's Alden Learning Commons, is a resource for all members of the Wilkes community. Students, faculty, and staff may use the Writing Center free of charge on a drop-in, referral, or appointment basis. The Center's staff is composed of experienced undergraduate writers, majoring in various disciplines, who assist writers working on projects from content areas across the curriculum. Our consultants do not accept papers dropped off for copy editing but instead engage in one-to-dialog with clients about their writing. They can offer strategies for generating ideas, establishing a focus, finding an authorial voice, revising, and final editing for mechanics and grammar. Clients may also take advantage of handouts from the Writer's Wall and the Writing Center's library of print resources, including a variety of readers, reference materials, handbooks, and style sheets. Much of this material, as well as links to recommended internet sites, can be found on the Center's web page: www.wilkes.edu/resources/writing/default.

The Writing Center is open weekdays during the hours posted on the web site. Appointments may be made by calling extension x2753 or by dropping by the Center. In addition, writers who cannot physically come to the Center may submit texts online at <http://www.wilkes.edu/pages/766.asp>. Clients can expect a response within forty-eight hours of the time of submission. For additional information, please contact the Director of the Writing Center at x4514.

Campus Counseling Service

Campus Counseling, a part of Health and Wellness Services, 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 others. Office hours are 8:30 a.m. to 7 p.m., Monday through Thursday and 8:30 a.m. to 4 p.m. on Friday. Campus Counseling is located on the first floor of Passan Hall and appointments can be made by phoning extension 4730 or by coming in to the office.

Health and Wellness Services

The Wilkes University Health and Wellness Services Office provides routine health services for students, staff and faculty. Located on the first floor of Passan 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

- Monday–Thursday -- 8:30 a.m. – 7:00 p.m.
- Friday -- 8:30 a.m. – 4:00 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.

As a convenience for students laboratory tests, which include routine blood studies, can be done at the University Health Center. Tests are completed at a local diagnostic center with the results returned to the Health Center.

Health Services is affiliated with the Family Care Center, 2 Sharp Street, Kingston. Upon completing a thorough assessment, the nurses will call the Family Care Center for referral when necessary.

Transportation to health care providers is available to students, at no cost, through the Health Services Office. In the event of an emergency, ambulance service is provided through Health Services, Residence Life, or by contacting Public Safety. A resident physician is also available in the Health Services Office Mondays from 1-4 p.m. and Wednesdays from 9 a.m.-12 p.m. In case of illness or emergency, notify Health Services and we will make arrangements for you to be seen as soon as possible.

At times when Health Services is closed, the Residence Life staff has a list of physicians in the area. Wilkes University requires proof of insurance coverage by the student if laboratory tests of other more extensive services are needed. If a student is unable to obtain medical coverage through other means, students may participate in the University's Student Accident and Illness Program. Interested graduate students should contact John Pesta at ext. 4553.

Statement on AIDS

The Wilkes community has a deep concern for the danger posed by the unchecked spread of AIDS. The University is committed to educating all members of the community regarding this disease and to treating persons living with HIV or AIDS with the dignity and compassion they deserve.

The University will follow the revised guidelines as published by the American College Health Association regarding treatment and operating protocols. Persons living with HIV/AIDS are entitled to confidentiality and partnership in the University according to the recommendations of the American College Health Association. Personnel of University Health Services chair the designated committee for the managerial role of providing a consistent and reasonable analysis of any case of AIDS that might occur within the University community.

Students With Disabilities / Disability Support Services

To meet the needs of our students with disabilities and to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, 1992, Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction.

Services for students with disabilities are coordinated by the Office of Student Affairs and University College in cooperation with Health Services, the University Learning Center, Registrar's Office, and Office of Campus Counseling. Students who have a specific permanent disability or a temporary disability are encouraged to seek the assistance of personnel in these offices.

Documentation of a learning disability is required for all students requesting specific accommodations, and assessment must have been completed during the past two years by a psycho-educational specialist. Identification and documentation of a disabling condition is the sole responsibility of the students. If testing is completed off campus, the test results must be furnished to University College in Conyngham Hall. Once a student receives certification, an individual academic support plan will be developed. Once certified as eligible to receive accommodations, students must request specific accommodations at the start of each semester.

On-campus graduate students who have a permanent or temporary disability can expect that the University will make the necessary accommodations to meet their needs in terms of relocating classes to classrooms that are accessible to them. Students have the obligation of notifying the Registrar or the Deans of Student Affairs and University College should such accommodations need to be made. Similarly, employees of the University faculty and staff will meet with any student if the office from which they conduct business is not accessible to the student. The student can make the necessary arrangements by contacting the staff person by phone or email. A personnel directory is on the Wilkes web site on both the public page and inside the MyWilkes portal. On-campus students with a permanent disability should contact the Public Safety Office located on the ground floor of the parking garage on S. Main St. to make arrangements to obtain a parking permit for campus and university-owned parking lots. Students with a temporary disability should request assistance from the Director of Health Services in applying for a temporary parking permit through the Security Office.

Chapter 13 – Activities and Recreation

Arnaud C. Marts Center

The three-story, 75,000-square-foot Marts Center is regarded as one of the finest athletic facilities in the Middle Atlantic Conference. The building includes the 3,500-seat wireless Henry Gymnasium (That means you can connect to the Internet with your wireless computer while watching a game!), health facilities, faculty offices, and the offices of the Athletic Director, the Associate Director of Athletics, and many members of the Wilkes coaching staff.

The basement of this building houses the University Fitness Center and our multi-purpose room. Areas of the center provide conference facilities and classrooms.

Fitness Center

Whether you're a novice, or a champion athlete, the Wilkes Fitness Center in the lower level of the Arnaud C. Marts Center contains the essential equipment needed to help the Wilkes community stay in shape.

State-of-the-art equipment from Hammer Strength, including motion technology selectorized (MTS) machines, plate-loaded machines, ground-based machines, and free weights as well as a variety of cardio equipment by Life Fitness are available for faculty, staff, and student use.

The MTS machines include incline presses, high rows, shoulder presses, leg extensions, seated leg curls, abdominal crunches, and well as equipment to work biceps and triceps.

Other equipment features include several plate-loaded machines, a wide grip chest press, front lat pull-down, low row, leg press, kneeling leg curl, rear deltoid, seated calf raise, and a four-way neck machine.

The ground-based machines include two jammers, two squat lunges, a high pull, and a combo twist. Free-weight equipment, including three benches, three utility benches, four squat racks, and two Olympic platforms are also available as well as stations for incline bench, military press, preacher curls, and chin-and-dip.

Cardio equipment includes six treadmills, five elliptical, and two steppers. There are five bikes -- three recumbent and two upright.

Fitness Center Hours

- Monday 7 AM - 9 PM
- Tuesday 9 AM - 9 PM
- Wednesday 7 AM - 9 PM
- Thursday 9 AM - 9 PM
- Friday 7 AM - 6 PM
- Saturday AM - 4 PM
- Sunday 4 PM - 8 PM

A current Wilkes ID is required for entrance and use of the Fitness Center.

Fitness Center Inclement Weather Policy

- Compressed Schedule: Fitness Center will be open at 10 AM
- University Closed: Fitness Center will be open from 1 PM - 6 PM

UCOM Sports Project

The large, open space within the UCOM is now home for athletic practice and general recreation space. The facility is outfitted with a batting cage, basketball backboards and a protective curtain wall system. Using a multi-purpose flooring material, there are three courts that may be used for basketball, volleyball or tennis. This special flooring provides flexible space that is an excellent location for early spring sport practice sessions. In addition, to support the University's Student Leadership program, there are high ropes and a rock wall for climbing. The work is complete and the Athletic Department is using the facility.

Recreation and Athletics Center

Completed in the Summer of 2006, the \$8.9 million, state of the art Recreation and Athletics Center hosts 3 basketball courts that can be used for volleyball and tennis; a 2 lane track, high ropes course, climbing wall, locker rooms, and an athletic training room. The RAC is used for the general student body, intramural sports, and varsity athletics. The Leadership Institute facilitates several leadership and team building courses throughout the year in the RAC.

Ralston Complex

The Ralston Complex is just across the Market Street Bridge from Wilkes' main campus -- adjacent to the city of Wilkes-Barre's beautiful Kirby Park. It contains the home field of our football and lacrosse teams. The home of our men's and women's soccer teams is also located within the Ralston Complex, and is bordered by beautiful mature trees.

Our six tennis courts round out the Ralston Complex. The courts have hosted both the Middle Atlantic Conference men's and women's tennis championships and the PIAA District II Tennis Championships.

YMCA

The Wilkes-Barre Family YMCA is always a hub of activity whether it is our pre-school or day care program playing on our unique rooftop playground, an afternoon pickup basketball game in one two gymnasiums, swimming laps in one of our two Olympic size swimming pools, working out in our weight room or cardio/strength room, competing in racquetball or just our award winning gymnastics or wrestling teams practicing. The Wilkes-Barre YMCA also offers unmatched wellness programs.

The Wilkes-Barre YMCA is located at: 40 W Northampton Street
Wilkes-Barre, PA 18701
<http://www.wbymca.org/>

Chapter 14 – Creative Outlets

Sordoni Art Gallery

Stark Learning Center
(570) 408-4325

Visit us to find out why we were voted “Best Art Gallery in Luzerne County” by the readers of Diamond City newspaper.

The mission of the Sordoni Art Gallery is to educate the Wilkes University family of students, faculty and staff through the collection, care, display, and interpretation of works of art; to enrich and deepen the understanding of human cultures, values, and traditions for this constituency; and to inspire the creative, intellectual and artistic life of the University and the community.

The vision is to be a recognized and respected center for the creation of innovative learning environments and programs for the appreciation and study of visual art benefiting the academic and cultural community of Wilkes University and the surrounding Region.

To achieve this vision the Sordoni Art Gallery is committed to being a place...

- Where education and exhibition is central to the Gallery's public service mission;
- Where a vital and ambitious year-round exhibition schedule features artists of regional, national, and international reputation;
- Where multiple and diverse audiences are comfortable and welcome;
- And that collaborates, supports, and serves arts and cultural initiatives in the region.

Gallery hours:

Open every day from 12:00 PM - 4:30 PM (Wednesdays through Sundays during the summer) or call to arrange special tours for groups. We especially invite students to see what we have to offer.

<http://www.wilkes.edu/pages/174.asp>

The Beacon

The Beacon, Wilkes University student newspaper, is distributed every Tuesday with the exception of school breaks and holidays and generally publishes 10-11 times per semester.

There are five sections to the newspaper:

- News
- Editorial
- Lifestyles
- Sports
- Arts & Entertainment

The Beacon publishes each issue on its interactive web site, as well as 1,200 newsstand print copies that are distributed across campus and in the Wilkes-Barre community.

Mailing Address for The Beacon is:

The Beacon, Wilkes University student newspaper
84 West South Street
Wilkes University
Wilkes-Barre, PA 18766

<http://www.wilkesbeacon.com/>

Entertainment

R/C Wilkes-Barre Movies 14

24 E. North Hampton Street
Wilkes-Barre, PA 18701
Movie Line: (570) 825-4444
http://www.rctheatres.com/loc_wilkesbarre.asp

FM Kirby Center

71 Public Sq
Wilkes-Barre, PA 18701-2507
(570) 826-1100
<http://www.kirbycenter.org/>

Mohegan Sun at Pocono Downs

1280 Highway 315
Wilkes-Barre, Pennsylvania 18702
(570) 831-2100

Mohegan Sun Arena (formerly Wachovia Arena)

255 Highland Park Boulevard
Wilkes-Barre, PA 18702
(570) 693-4100
<http://www.wachoviaarena.com/>

Snow Mountain Ski Resort

1000 Montage Mountain Road - Scranton - Poconos - Pennsylvania – 18507
(570) 969-7669
<http://www.snomtn.com/>

Restaurants

Abe's Hot Dogs

419 S. Main St., Wilkes-Barre
(570) 824-8222

Barnes & Noble Café

7 S. Main St., Wilkes-Barre
(570) 208-4700

Bart and Urby's Bar & Grill

119 S. Main St., Wilkes-Barre
(570) 970-9570

Boscov's Department Store Basement Restaurant

15 S. Main St., Wilkes-Barre
(570) 823-4141

Café Toscana (Italian)

1 Public Square, Wilkes-Barre
(570) 208-1252

Center City Café

2 Public Square, Wilkes-Barre
(570) 970-2233

Circles on the Square

9 Public Square, Wilkes-Barre
(570) 829-4005

Deli Divine

4 W. Northampton St., Wilkes-Barre
(570) 829-3314

Domino's Pizza (delivery)

154 S. Pennsylvania Ave., Wilkes-Barre
(570) 829-2900

Dunkin Donuts

39 Public Square, Wilkes-Barre
(570) 970-3444

Einstein Bros. Bagels

Located inside the UCOM building
(570) 408-6023

Grotto Pizza (delivery)

Gateway Shopping Center, Edwardsville
(570) 311-0500

Januzzi's (pizza delivery)

20 E. North Hampton St., Wilkes-Barre
(570) 825-5166

Katana (Japanese)

41 S. Main St., Wilkes-Barre
(570) 825-9080

Keenan's Irish Pub

20 Public Square, Wilkes-Barre
(570) 824-7100

Papa John's (delivery)

529 Scott Street, Wilkes-Barre

(570) 823-3000

Pete's Place

35 E. South St., Wilkes-Barre

(570) 820-7172

Ramada Inn Windows Restaurant

20 Public Square, Wilkes-Barre

(570) 824-7100

Rodano's

53 Public Square, Wilkes-Barre

(570) 829-6444

Subway

41 S. Main St., Wilkes-Barre

(570) 822-1966

Thai Thai

41 S. Main St., Wilkes-Barre

(570) 824-9599

Tony Thomas Deli

50 S. Main St., Wilkes-Barre

(570) 825-7482

Night-Life

Arena Bar & Grill

380 Coal Street

Wilkes-Barre, PA 18702-6623

(570) 970-8903

Beer Boys

176 N. Washington St.

Wilkes-Barre, PA 18701

(570) 820 - 0555

Bart and Urby's Bar & Grill

119 S. Main St.

Wilkes-Barre, PA 18701

(570) 970-9570

Luna

41 South Main Street

Wilkes-Barre, PA 18701

(570) 970-9790

Hardware Bar

12 S. Main St.
Wilkes-Barre, PA 18701
(570) 270 - 2006

Keennan's Irish Pub

20 Public Square
Wilkes-Barre, PA 18701
(570) 824 – 7100

Mohegan Sun at Pocono Downs

1280 Highway 315
Wilkes-Barre, Pennsylvania 18702
(570) 831-2100

Rodano's

53 Public Square
Wilkes-Barre, PA 18701-2502
(570) 829-6444

Senunas' Bar & Grill

Wilkes-Barre, PA 18701
133 N Main Street
(570) 825 - 1907

Waterfront Bar& Grill

Ste 112, 670 North River Street
Wilkes-Barre, PA 18705
570-270-5862

Woodland Inn & Resort

1073 Highway 315
Wilkes-Barre, PA 18702
(800) 762-2222

Shopping Areas

Arena Hub Plaza

Mundy Street
Wilkes-Barre, PA 18702

Retailers include Barnes & Noble, Eddie Bauer Outlet, Old Navy, T.J. Maxx, and Pier 1, Lowe's, A.C.

Moore Crafts, Dick's Sporting Goods, Staples, Best Buy, Shoe Department, Bed Bath & Beyond, PetsMart, Avenue, and Sleepy's Warehouse

Boscov's Department Store

15 S. Main St.
Wilkes Barre, PA 18701
(570) 823-4141

Target

3400 Wilkes-Barre Township Commons
Wilkes-Barre, Pennsylvania 18702
(570)8294983

Wal-Mart Supercenter

2150 Wilkes-Barre Township Marketplace
Wilkes-Barre, PA 18702
(570) 821-6180

Wyoming Valley Mall

29 Wyoming Valley Mall
Wilkes-Barre, PA 18702
(570) 822-9944

Places to Worship

There are many houses of worship of various faiths surrounding the Wilkes University campus. There are also opportunities to become involved in those houses of worship. If you are interested, please contact the Campus Interfaith office.

If your house of worship is not listed, or if you have any questions, please feel free to contact the Office of Campus Interfaith.

Local Houses of Worship

Close to Campus (walking distance)

FIRST BAPTIST, American
48 South River Street | 570-822-7482
Sun, 11am
Bible: Wed 7-8pm

ST. MARY'S OF THE IMMACULATE CONCEPTION, Catholic

134 South Washington Street | 570-823-4168
Sat, 4pm
Sun, 10am, 12:10pm, 7pm (College Mass)
Daily 12:10pm
Reconciliaton: Sat 10:45am-12pm & 5pm

ST. NICHOLAS, Catholic
226 South Washington Street | 570-823-7736
Sat, 5pm
Sun, 7:30am, 9am, 11am
Daily, 6:30am & 8am
Reconciliation: 4-4:45pm
Eucharistic Adoration: Tues 8:30am-5pm

ST. STEPHEN'S, Episcopal
35 South Franklin Street | 570-825-6653
Sun, 8am, 10:30am
Wed, 12:05pm Eucharist & Healing

TEMPLE ISRAEL, Conservative Jewish
236 South River Street | 570-824-8927
Sat, 9:30am; Mon & Thurs, 7:15am; Sun, 8am, Sun-Sat, 5:15pm

OHAV ZEDEK, Orthodox Jewish
242 South Franklin Street | 570-825-6619
Sat, 9:am
Mon & Thurs, 6:55am; Tues/Wed/Fri, 7am; Sun, 8am

GOOD SHEPARD, Lutheran
190 S. Main St. | 570-824-2991
Sat, 6pm; Sun, 8:30am, 11am
Sun. Adult Forum 9:45am, 11am
Wed, Bible Study, 7pm

ST. JOHN'S, Lutheran
410 South River Street | 570-824-6883
Sun, 8:15am, 10:45am

ANNUNCIATION GREEK ORTHODOX
32 East Ross Street | 570-823-4805

CHRISTIAN ASSEMBLY CHURCH
195 East Northampton Street | 570-824-7683
Sun, 11am, 7pm
Bible Study Wed, 7pm

FIRST PRESBYTERIAN
97 South Franklin Street | 570-824-2478
Sun, 10am

CENTRAL UNITED METHODIST

Academy and South Franklin Streets
570-822-7246 & 570-822-1053
Sun, 11am

Beyond Convenient Walking Distance

MOUNT ZION BAPTIST
105 Hill Street | 570-824-0146
Sun, 11am

FIRST ASSEMBLY OF WILKES-BARRE
424 Stanton Street | 570-829-0989
Sun, 8am, 10:30am, 6:30pm
Wed, 7pm

BEREAN BAPTIST CHURCH, Independent
260 Parrish Street | 570-825-4334
Sun, 11am, 1pm

NEW COVENANT CHRISTIAN FELLOWSHIP, Non-Denominational
48 South River Street | 570-760-4836
Sun, 9-10:30am
Bible: Wed 7-8pm

ZEN MEDITATION
25 Church Street (Med. Arts Bldg.)
570-823-5994
2nd, 3rd u& 4th Thu, 7:15 pm

ST. MARY'S BYZANTINE, Byzantine Catholic
695 North Main Street | 570-822-6028
Sat, 5pm; Sun, 9am; Mon 12pm; Tues/Wed/Fri 9am

HOLY CROSS RECTORY, Polish National
23 Sheridan Street | 570-823-3025
Sun, 10am

ST. GEORGE MARONITE CHURCH
79 Loomis Street | 570-824-3599

ST. ANTHONY MARONITE CHURCH, Maronite-Brooklyn
253 Dana Street | 570-824-4488
HOUSE OF PRAYER, Evangelical
280 High Street | 570-826-0327

ARSHA VIDYA GURUKULAM , Hindu
5050 Hamilton Rd. South, Saylorsburg
570-992-2339
1st & 3rd Sun of month, 10am
Yoga/Meditation 2nd & 4th Sat

ISLAMIC ASSOCIATION OF NORTHEASTERN PENNSYLVANIA –
Masjid Al-Noor (Nur)
999 Scott Street | 570-823-9660

KINGDOM HALL , Jehovah Witness
72 W. North Street | 570-823-3435

TEMPLE B'NAI B'RITH, Reform - Jewish
408 Wyoming Avenue, Kingston
570-287-9606
Fri, 7:30pm | Sat, 10am

ST. MARY' S ANTIOCHIAN , Orthodox
905 South Main Street | 570-824-5016
Vespers Sat, 6pm
Orthros Sun, 8:50am; Liturgy Sun, 10am

HOLY RESURRECTION RUSSIAN ORTHODOX
591 North Main Street | 570-822-7725
Sat, Vespers 5pm
Sun, 9am

NORTH BRANCH FRIENDS MEETING , Quaker
1560 Wyoming Ave., Kingston | 570-824-5130
Sun, 11am

SALVATION ARMY
17 South Pennsylvania Avenue | 570-824-8741
Sun, 9:30am
Bible Thurs, 6pm

ST. LUKE'S , United Church of Christ
471 North Main Street | 570-822-7961
Sun, 10am, Communion on First Sunday of Month

UNITARIAN UNIVERSALIST CONGREGATION
OF WYOMING VALLEY
202 S. Franklin Street | 570-970-7944
Sun, 10am @ Montessori School in Kingston, 851 W. Market Street, Kingston

FIRST UNITED METHODIST
47 North Franklin Street
570-822-6817
Sun, 8:15am & 11am

CITY LIGHT CHURCH
282 Old River Road
Wilkes-Barre, PA 18702
570-824-9561
www.citylightchurchwb.org

Windows of Heaven Christian Church
102 PennStreet
Kingston, PA 18704
570-287-4505

City of Wilkes-Barre

Information on the entire city can be found at the following website:
<http://www.wilkes-barre.pa.us/index.php>

Chapter 15 – Alumni Relations

Get involved during your time as a student and after graduation...

The Alumni Association and the Office of Alumni Relations are not only for alumni! Below you will find more information on programs and activities that are also available to students. The Office of Alumni Relations has access to over 30,000 Wilkes alumni and can help you make contacts in your field.

Here are some programs organized by the Alumni Association and Office of Alumni Relations that aim to help you develop personally and professionally:

Alumni and Student Networking Activities

Join Wilkes at networking events in your area to meet other “Colonels” or to expand your professional networking opportunities. Alumni events are held throughout the country, including many in Northeastern Pennsylvania. For an up-to-date schedule of events, see <http://wilkes.edu/alumni>.

RAP with the best... Recent Alumni Programs focus on providing recent alumni special opportunities to network, socialize and learn. This series of programs bring the latest and greatest together both on- and off-campus.

Be mentored by an alumnus/a or mentor a student after graduation

Contact the Office of Alumni Relations (alumni@wilkes.edu) if you would like to be paired with an alumni mentor. Our alumni mentors are pleased to guide students through the academic and career selection process, as well as provide insight into a profession of choice. Wilkes alumni are active in all career fields throughout the country.

Once you graduate, remember to make a difference— share your personal and professional experience with students! Find out more at <http://wilkes.edu/alumni>.

Homecoming

Find your favorite faculty members, network with others from your program about your chosen career path, explore possibilities for professional development. These opportunities are just part of Homecoming Weekend.

What to do after graduation

Update your contact information

Want to find out about events and programs? Be sure to keep your information up to date.

Log onto The Colonel Connection at wilkes.edu/alumni to update your address and employment

information or contact the Office of Alumni Relations at alumni@wilkes.edu or at 570.408.7787.

Become a Volunteer

Your Alumni Association is always looking for alumni who are interested in taking an active role in developing and expanding its programs and services. Recently, a Graduate Alumni Committee was formed to represent your interests. To get involved with this or another committee, see <http://community.wilkes.edu/volunteer>.

Take advantage of Alumni Benefits and Discounts

Lifelong Alumni Email

You will have access to your Wilkes email address for life, so there is no need to continuously update your email address. Please remember that accounts will be deleted after one year of inactivity.

Your online alumni community

Check The Colonel Connection (<http://wilkes.edu/alumni>) regularly for the latest Wilkes news and events. You can also

- Find old friends
- Discover professional contacts
- Stay tuned in to the calendar of Wilkes events
- Post your news in Class Notes (published in the magazine)
- Share your photos

Short Term Health and Life Insurance

Long-term protection with great rates and fantastic features. Medical insurance is offered for those temporarily without coverage, such as the unemployed and recent graduates, and for special situations, including travelers and students. For more information, see www.meyerandassoc.com/ma/wilkes or contact the program administrator at 800-635-7801.

Auto and homeowner's insurance

Liberty Mutual offers special insurance rates for alumni on car, renters and homeowner's insurance policies. Be sure to mention that you are a Wilkes alum to get your discount or see <http://www.libertymutual.com/lm/wuaa>.

- PA residents: 1.800.526.1547
- Out of state: 1.800.524.9400

Chapter 16 – Graduate Student Organizations

Delta Mu Delta (Business School's Honor Society)

Faculty Advisor: Dr. Wagiha Taylor, 570-408-4712

MBA Association

Faculty Advisor: Dr. Ge Xiao, 570-408-4486

Graduate Nursing Student Organization (GNSO)

Faculty Advisor: Mrs. Joyce Chmil, 570-408-4075

American Society of Mechanical Engineers (ASME)

Faculty Advisor: Dr. P. Kalim, 570-408-4827

Institute of Electrical and Electronics Engineers (IEEE)

Faculty Advisor: