International Summer
2014

WILKES
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Dear New International Student,

Welcome to Wilkes University! We are very happy to have you as a new addition to our campus community.

As a new student, you are placed in a new environment that can be a little overwhelming at times. Every new student needs to get to know the campus; the area; the procedures within the university; your rights and responsibilities; a new learning environment; new teachers, roommates, and fellow students; the resources available; and many, many more things. As an international student, you might also need to learn a new language and a new culture. That’s a lot!

But don’t worry; we are here to help you! During orientation, we will cover a lot of the new aspects in your life and answer all the questions you might have. We will also be available to help you once orientation is over. Furthermore, this handbook will always be a good resource for you. Keep it handy throughout your career here at Wilkes.

We wish you all the best for your next couple of years at Wilkes University!

The Staff at the Center for Global Education and Diversity
How do I maintain my F-1 Student Status?

There are 10 very simple steps to maintain status as an F-1 student in the United States.

1. Always have a full-time class schedule. Always go to all your classes.

Part of your responsibility as an F-1 student is to **always pursue a full course of study**. That means you must have at least 12 credits (undergraduate student) or 9 credits (graduate student) or be full time (IEP).

To maintain your F-1 status, you must also **attend all of your classes**. Attendance is proof that you are here studying, as you told the consular officer in your home country you would be.

2. Do your best in all of your classes.

To be a student in good standing, you must keep your grades up. Good grades will allow you to continue at the university as an F-1 student.

3. Always keep your documentation with you and in order.

It is very important for you to make sure you **save all of your I-20’s**, even if they are old ones. They are proof of your stay in the United States. You should always have your documents with you, especially if you are traveling out of the country or around the United States. Remember to check your passport, visa and I-20 periodically to make sure everything is up-to-date.

4. F-1 visa holders are not allowed to work without authorization (if you have questions, see us)

There are limited cases where F-1 students are allowed to work. Please make an appointment to talk with us about this matter personally. There are also special rules for F-2 dependents regarding work.

5. Check-in with International Services at the beginning of each semester.

**THIS IS CRUCIAL!** You must check-in with International Student Services at the beginning of EACH semester of study. It is mandatory because we will register you in the U.S. government’s SEVIS system. You must be registered in this system if you wish to continue to study at Wilkes. Also, we will update your contact information, so we can be in touch with you in an emergency.

You must also check-in with our office each time you plan to travel outside of the United States.
6. Always give International Student Services your new phone number, new address, or new financial support documents

We need to be able to contact you and also, we update your phone number, address, and financial support to the U.S. government. These updates must be made within 10 days of the change.

7. Always see International Services in any of the following cases:

a. If you plan to transfer to another school.
b. If you must drop classes due to medical reasons or family emergencies.
c. If you are changing your major.

8. Obtain a new I-20 if you will continue to study in a new degree program.

You must see us if you are moving on to a new level of education (for example, you have finished your bachelor’s degree and will start work on a master’s degree). There are several steps that must be taken to change your documentation. Please make an appointment with Jonathan if this becomes the case for you.

9. Do not overstay your status.

When you complete your program of study, be sure to leave the country within the 60 day grace period (for F-1 students) given at the end of your course of study. See us for more information about this situation when your graduation approaches.

10. Check your email!

You MUST check your Wilkes University email. It is the easiest way for all of us at the Center for Global Education and Diversity to reach you. There will be important information about activities, events and reminders in these emails. Remember that you can also use your email as an easy way to reach all of us at the Center, too!
Legal Issues for International Students

We are certainly not expecting that you will have any legal trouble during your time at Wilkes University. Of course, things can happen that are unexpected. If you run into legal issues, we want you to be as informed as possible about what is happening as it may be handled very differently from how the same situation might be dealt with in your home country.

Insurance in the United States
Insurance is a very important thing to have to protect you from bad events that might happen in your life. In the United States, insurance is also often not only a necessity, but a legal requirement.

Auto Insurance: This type of insurance is mandated by Pennsylvania State law. If you own a car while you are in Pennsylvania you MUST have auto insurance for the vehicle. If you are pulled over by a policeman for a traffic violation and cannot show proof of insurance on your vehicle you will face monetary fines or loss of your driver’s license or, if you are in a serious auto accident, possible jail time.

Health Insurance: This type of insurance is also mandated. You cannot attend Wilkes University without purchasing the University’s health insurance plan, or proving that you have medical insurance already. This insurance is required if you must go to any hospital. Without insurance you will have to pay large medical bills as medical care in the United States can be very expensive.

Renter’s Insurance: Renter’s insurance is one type of optional insurance in the United States. However, if you are renting an apartment or home off-campus, you may want to consider getting renter’s insurance. It will come in handy in case of fire, theft or vandalism. It can help you get some or all of your damaged or stolen items replaced. Renter’s insurance if usually very affordable.

Confidentiality Laws
There are several laws in the United States that protect the confidentiality of your personal information. These laws are taken very seriously and are in place to protect you. Your personal information cannot be given out to people without your consent. The only exceptions to this are in two situations: (1) if someone at the University must obtain your information in order to help you or to continue the functioning of the University, or (2) if you sign a waiver saying that a certain person or group may have access to your student records. These laws should make you feel safe that your personal information is respected and protected at Wilkes University. It should also help you feel confident about going for help at different offices on campus if you need it. Unfortunately, these laws can make getting help more complicated sometimes, as you may have to give several people the same information about yourself at each different office you must visit. Do not get discouraged by this fact—it is only necessary to try to keep your personal records safe.
Your Rights
There are certain rights and privileges you gain as a visitor in the United States. While you cannot vote in any American elections, almost all other rights of U.S. Citizens apply to you. Because of this, you have a right to equal protection under U.S. Law and you have the right to an attorney if you are accused of a crime. There are rules and laws you must obey though. While they are too numerous to list here, these few deserve mention.

Work Law: As a full-time student, during your first year of study, you are allowed to work on-campus ONLY. After your first full year in the United States, other privileges regarding work open up to you, but all work must be related to your field of study at Wilkes.

Pedestrian Law: There are many laws regarding the safety of walking on or crossing streets and roads in the United States. For example, it is illegal to cross the street except on the corner or at a crosswalk. This is called jaywalking and you may get fined by a police officer if s/he catches you doing it. Also, if there is no sidewalk and you must walk on a road or street, walk on the left-hand side of the road, facing the cars. However, if you are riding your bicycle on the street, use the right-hand side of the street, go in the same direction as the cars. As cars drive on the right side of the road, be sure to look right, then left and then again to the right before crossing.

Drinking and Drugs Law: It is illegal to take, sell or carry illegal drugs and narcotics. It is illegal to drink alcohol if you are under 21 years of age. It is also illegal to give alcohol to people who are under the age of 21. All drug and alcohol laws in the United States carry stiff penalties, as these are considered to be very serious matters. Though you are at college and on your own, be responsible and cautious in these matters. As an international student, any drug felonies may result in deportation from the country.

Traffic Law: Traffic laws are also too numerous to mention in detail here. However, if you are stopped by a police officer for breaking a traffic law, remember the following: Stay in your car. Put down your window and shut off your car. Keep both of your hands on the steering wheel where the officer can see them. Don’t reach for your license, registration and proof of insurance until the officer asks you for them. Be courteous and polite at all times. Be honest with the officer. If you feel you have been pulled over for a crime you did not commit, it is not appropriate to question the police officer at the time. Arguing with a police officer can lead to more crimes being held against you. Also, when you are pulled over, DO NOT offer the police officer any kind of bribe. Bribes are illegal in the United States.

Discrimination Law: While discrimination is common, it is uncommon at Wilkes. In general, you should find your time at the University a positive experience. However, if at any time you feel you are being mistreated because of your race, ethnicity, sexual orientation, religious beliefs, age or gender, please come to see us at the GEDI Center immediately, whether the discrimination is blatant (easily recognized) or subtle.

Another type of discrimination that may happen, but should not, is housing discrimination. If you are looking for a home or apartment near campus, you have a right to choose what neighborhood and what type of apartment you would like to rent or buy. You cannot be denied for your race, ethnicity, sexual orientation, religious beliefs, age or gender. Similarly, you cannot be sent to certain areas or neighborhoods in the city for any of these reasons.
Religious Rights: You have the right to your own religious beliefs within the United States, as long as you do not harm anyone while following your beliefs. Many students on our campus have strong religious faiths from many different faith backgrounds. You should always feel safe in your beliefs and know that the Wilkes campus wants to help you as much as possible in accommodating your practices, particularly with regard to food restrictions. While the cafeteria on campus is not completely halal or kosher, the cafeteria staff will work with you to try to obliged your eating needs. They are also happy to help those students who are vegetarian or vegan.

Sexual Harassment and Sexual Assault
Sexual harassment and sexual assault are difficult, but important, topics to discuss.

Sexual Harassment: You have a right as a full-time student to be able to work and study without being harassed (or bothered/mistreated) by others because of your gender. If at any time you feel you are being treated incorrectly, or you feel uncomfortable with words or actions others use in relation to you, notify one of us at the GEDI Center so that we can help you.

Sexual Assault: The same is true if you are a victim of a sexual assault. A sexual assault, or rape, is when one person forces another person to have sexual intercourse. It is not an acceptable crime, nor should you feel stigmatized if you are the victim of a rape. You should notify the police, or Public Safety so that we can help you recover from this type of assault.

Wilkes-Barre is a very nice city with many friendly people and many great places to visit. But….it IS a city. Some places in cities are not safe.

Safety in the City
While Wilkes-Barre is a safe place, you still must be cautious. Do not go around the city at night on your own. If you are not with some friends who can accompany you to your apartment or dorm, Wilkes University’s Public Safety Office can help you. Simply call 570-408-4999 (or extension 4999 on a campus phone) to ask for the Safe Escort Service that is provided by the Office. One of the Public Safety Officers will come to where you are and escort you to your car or nearby apartment. Wilkes’ Public Safety also has a program called Safe Rides. Safe Rides is to help you if you have been to a party and have had too much alcohol to drink. You can call Posten Taxi at 570-823-2111 and tell the dispatcher that you are a Wilkes student using the “Safe Rides” program. When the taxi arrives, simply show your Wilkes ID card to get the ride back to campus.

Your Documentation
It is crucial that you keep copies of your documents with you at all times. If you choose not to carry your passport, visa, I-94 card and I-20 with you at all times, you must keep them in a VERY SAFE PLACE.

With this idea, in order to make sure your documentation is up-to-date, you must check in with Jonathan at the start of each semester to register with the U.S. Government and with the GEDI Center.

Closing words
While this text cannot cover all the laws and regulations in the United States, it should give you a fairly good overview. If you are ever not sure about any of the issues above, do not hesitate to ask someone at the GEDI Center. Generally, you should not encounter any problems at Wilkes if you respect the laws stated above and remember the saying:

Safety is as simple as ABC..... Always Be Careful.
Responsibilities for Sponsored Students:
Financial, insurance, academic, to your sponsor (Summer 2014)

If you are, or hope to be, sponsored by a cultural mission or some other agency, you have responsibilities. The cultural mission or agency is your SPONSOR.

Financial Responsibilities
1. You are responsible for your bill at Wilkes University. Your payment is due by May 31st, 2014.
   A.) You may receive an invoice that tells you how much you owe. However, it is possible that you do NOT receive an invoice
   B.) You can see your account at the portal: mywilkes.wilkes.edu: login, student services, account summary
2. If you have a scholarship, you need to make sure that Georgia or Jonathan has a copy of the document and that the sponsor has paid your bill
3. If you do not yet have a scholarship, you must apply for one
   A.) Get in touch with the sponsor to find out what you need to do
   B.) Open a file with the sponsor by May 19th, 2014
      1.) Get a letter from Jonathan or Georgia that says you are a student at Wilkes
      2.) Give a letter to Georgia from the sponsor saying that your file is open. Due: May 19th, 2014
   **If you do not have a financial guarantee by the due date for payment, you must plan to pay for the semester.

Insurance Responsibilities—If you do not have a scholarship today, you will have to pay for insurance. Wilkes insurance will cost about $3000/year for Graduate students and $2000/year for Undergraduate students. Or you can get another insurance, for example International Student insurance is about $300/year. If you do not have insurance, you will be billed for Wilkes’ on May 19th. The sponsor will not pay for this insurance.

Your responsibilities to your Sponsor
   A.) Be in contact with the advisor from you sponsor
   B.) Follow their instructions
      1.) Be full time at Wilkes
      2.) Get your schedule to them each new semester
      3.) Get them your grades after each semester
      4.) Communicate any changes of your program or where you are studying to them

Your academic responsibilities—your sponsor expects you to succeed at Wilkes or you will lose your scholarship
   A.) You must attend all your classes
   B.) You must do your best
   C.) You must take your studies seriously
   D.) You must be academically successful

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Self-paying Students: Your Financial Responsibilities

It is your responsibility to pay your bill at Wilkes University.

When are you billed?
- Undergraduate and Graduate Students: as soon as you registered
- Intensive English Program Students: May 12th

When is your payment due for Summer 2014?

- **Academic students:** **May 31st, 2014**
- **IEP Students:** **May 31st, 2014**

You can see how much you have to pay in three places:
- Your invoice (letter sent to you)
- On the Portal (mywilkes.wilkes.edu)
- At the Student Services desk at 141 S. Main Street, next to UCOM

You can pay your bill in two places:
- On the Portal (mywilkes.wilkes.edu)
- At the Student Services desk at 141 S. Main Street, next to UCOM

All Wilkes students have to have health insurance.

You will be billed for Wilkes health insurance immediately.

If you submit evidence of alternate health insurance to Georgia by

**May 16th**

this charge will be taken off your bill.
Where can you go on campus to…

…pay a university bill?

All of your accounts at Wilkes University can be handled by visiting the OneStop Desk at 141 S. Main Street Next to UCOM. The OneStop Desk handles all Student Services issues from paying bills to registering for classes.

…find out about Residence Life issues?

The first place you can go with questions about your dorm is your Resident Assistant. If you have other questions or problems that you need help with, you can visit the Residence Life Office in Passan Hall.

…pick up your mail?

The campus mailroom is located on the second floor of the SUB

…dine?

There are several places on campus to get food. The main dining room is located on the third floor of the Henry Student Center. Rifkin Café is for getting a quick bite to eat-it is on the first floor of the Henry Student Center (located in the lobby) and there is Colonel Gambini’s Café on the first floor of the UCOM building. There are also lots of restaurants on Main St.

…get medical help?

If you need to see the campus doctor or talk with one of the campus counselors, you should visit the Health Services Center on the first floor of Passan Hall.

If you have a medical emergency, call Public Safety at extension 4999 or call 911.

…get help in an emergency?

You can always call Public Safety if you need help or if you need to report suspicious activity. Their extension for emergencies is 4999.

…enjoy campus activities?

Stopping in at the Henry Student Center is the best place to find out about fun activities taking place on campus. The GEDI Center also hosts many events for both international and domestic students. Check you email for announcements!
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>University President</td>
<td>Dr. Patrick “Pat” Leahy</td>
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<tr>
<td>Vice President of Student Affairs</td>
<td>Dr. Paul Adams</td>
</tr>
<tr>
<td>Interim Senior Vice President/Provost</td>
<td>Dr. Terese Wignot</td>
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<tr>
<td>Vice President for Enrollment Services</td>
<td>Melanie Wade</td>
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<tr>
<td>Registrar</td>
<td>Susan Hritzak</td>
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<tr>
<td>Dean of Nesbitt College of Pharmacy and Nursing</td>
<td>Dr. Bernard Graham</td>
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<tr>
<td>Interim Dean of Arts, Humanities and Social Sciences</td>
<td>Dr. Thomas Baldino</td>
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<tr>
<td>Special Assistant to the Provost, Director International Outreach International Affairs</td>
<td>Dr. Linda Winkler</td>
</tr>
<tr>
<td>Dean of College of Science and Engineering</td>
<td>Dr. Dale Bruns</td>
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<tr>
<td>Vice President Strategic Initiatives</td>
<td>Dr. Michael Speziale</td>
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<tr>
<td>Dean of the Jay S. Sidhu Business School</td>
<td>Dr. Jeff Alves</td>
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<tr>
<td>Dean of the Library</td>
<td>John Stachacz</td>
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<tr>
<td>Interim Dean of Education</td>
<td>Dr. Rhonda Waskiewicz</td>
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<tr>
<td>Dean of Student Affairs</td>
<td>Mark Allen</td>
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<tr>
<td>Associate Dean of Student Affairs</td>
<td>Barbara King</td>
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<tr>
<td>Associate Dean of Student Development</td>
<td>Philip Ruthkosky</td>
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<tr>
<td>Associate Vice President of Marketing Communications</td>
<td>Jack Chielli</td>
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<tr>
<td>Executive Director of University College</td>
<td>Thomas Thomas</td>
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<tr>
<td>Director of Athletics</td>
<td>Adelene Malatesta</td>
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<td>Director of Residence Life</td>
<td>Elizabeth Swantek</td>
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<tr>
<td>Director of Career Services</td>
<td>Carol Bosack-Kosek</td>
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<tr>
<td>Executive Director, Center for Global Education &amp; Diversity</td>
<td>Georgia Costalas</td>
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<tr>
<td>Associate Director of Diversity Initiatives</td>
<td>Erica Acosta</td>
</tr>
<tr>
<td>Assistant Director, English as a Second Language</td>
<td>Kimberly Neizgoda</td>
</tr>
<tr>
<td>Assistant Director, International Student Services</td>
<td>Jonathan Summers</td>
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Summer 2014

PRE-SESSION

Classes Commence
Monday, May 19, 2014

Classes End
Friday, June 6, 2014

12:00 noon

(INCLUDING FINAL EXAMINATIONS)

FIRST DAY SESSION

Classes Commence
Monday, June 9, 2014 (No class July 4th)

Classes End
Friday, July 11, 2014

12:00 noon

(INCLUDING FINAL EXAMINATIONS)

NINE-WEEK EVENING SESSION

Classes Commence
Monday, June 9, 2014 (No class July 4th)

Classes End
Tuesday, August 12, 2014

10:00 p.m.

(INCLUDING FINAL EXAMINATIONS)

SECOND DAY SESSION

Classes Commence
Monday, July 14, 2014

Classes End
Friday, August 15, 2014

12:00 noon

(INCLUDING FINAL EXAMINATIONS)

FALL SEMESTER - 2014

Classes Commence
Monday, August 25, 2014

8:00 a.m.

Labor Day Recess Begins
Saturday, August 30, 2014

8:00 a.m.

Classes Resume
Tuesday, September 2, 2014

8:00 a.m.

Summer Commencement
Sunday, September 7, 2014

1:00 p.m.

Fall Recess Begins
Thursday, October 9, 2014

8:00 a.m.

Classes Resume
Monday, October 13, 2014

8:00 a.m.

FOLLOW THURSDAY CLASS SCHEDULE
Tuesday, November 25, 2014

Thanksgiving Recess Begins
Wednesday, November 26, 2014

8:00 a.m. Classes Resume
Monday, December 1, 2014

8:00 a.m.

FOLLOW FRIDAY CLASS SCHEDULE
Monday, December 8, 2014

Classes End
Monday, December 8, 2014

5:00 p.m.

Final Examinations Begin
Monday, December 8, 2014

6:00 p.m.

Final Examinations End
Wednesday, December 17, 2014

4:30 p.m.

Check your emails, the MyWilkes Portal, Today@Wilkes, and flyers and posters on campus to find out about other events!
How can I see Jonathan at the Office of International Student Services?

There are three ways you can see Jonathan at the ISS Office:

1. **Stop by during Walk-In hours.**

   Jonathan’s Walk-In hours for Summer 2014 are:
   - Monday: 1pm-3pm
   - Tuesday: 11am-1pm
   - Wednesday: 2pm-4pm (at Coffee Hour, Savitz Multicultural Lounge)
   - Thursday: 8:30am-10:30am
   - Friday: 10am-12pm

   During certain weeks, you may only stop by during walk-in hours.

2. **Make an appointment.**

   Making an appointment with Jonathan is the best guarantee of finding him in his office. To make an appointment, call Jonathan at extension 4106 or email him at jonathan.summers@wilkes.edu.

3. **Stop by the Center for Global Education and Diversity.**

   You can stop at the front desk in the Center to request an appointment or to request a letter that you need. It takes three (3) business days for a letter to be finished. Then, Jonathan will email you and you can pick it up at the front desk on the first floor of the Center.

   Remember: Jonathan’s office is in the Max Roth Center, Room 204
Your Student Handbook for Wilkes University can be found online. Just go to the link below:

Here are some important topics we will cover. Please make sure you read the Handbook for more specifics about these topics, as well as the topics we will not have time to cover.

Remember that the Handbook is your list of the rules and regulations you will need to follow during your time at Wilkes University.

Guidelines for Student Conduct
Security of University Facilities
Trespassing and University Facilities
Parking
Identification Card
Campus Attire
Change of Address or Name
Fire Alarm Systems
Academic Advisors
Learning Center
Writing Center
Statement on Intellectual Responsibility and Plagiarism
Statement on Computer Use Policy
Academic Record
Academic Standards Committee
Attendance at Class
Cellular Phone and Pager Policy
Standards of Classroom Behavior
Tests and Final Examinations
Grading Systems
Class Standing
Dean’s List
Degree Honors
Academic Probation and Ineligibility
Protecting Your Property
Roommate Survival Checklist
Dining Hall
Inclement Weather Policy

Academic and program information can be found in the Undergraduate and Graduate Bulletin:

Undergraduate: http://bulletin.wilkes.edu/

Graduate: http://bulletin.wilkes.edu/wilkes%20graduate%20bulletin/

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The University Health Services Office is located on the first floor of Evans Hall. This newsletter has been developed to answer questions you may have regarding the services provided to Wilkes University students, faculty and staff. Our office is staffed by a certified registered nurse practitioner and a registered nurse. Referrals are made to local physicians as deemed necessary.

Who is eligible to use these facilities?

All students (on and off campus, full or part time), faculty, and staff are eligible for free health care and related counseling at the Health Services Office. Only emergency care will be provided to visitors. You have to submit your completed health form before you can use the facilities.

Will there be a cost for services provided?

All medical consultants at the Health Services Office, done by both the doctor and the nurse are free of charge. Laboratory fees will be the responsibility of the student, faculty, and/or staff member. There is a $10.00 charge for all antibiotics, which is made payable to the Health Services Office within a week after dispensing.

*ALL STUDENTS ARE REQUIRED TO HAVE HEALTH INSURANCE

What does the Health Services Office provide?

* Nursing assessment and physician referral
* Physician clinic two days per week on a walk-in basis:
  
  **Physician hours:**
  
  Monday 1:00 p.m. – 4:00 p.m.
  
  Wednesday 9:00 a.m. – 12:00 p.m.

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

  * Treatment and medication as indicated for injury – over the counter medicine for example; Tylenol, Advil, and Sudafed are free, antibiotics are $10.00 for a 7 day supply.
  * Health screening—blood pressure, weight, pregnancy testing, and throat cultures
  * Full Satellite Laboratory Services available, in affiliation with Wilkes-Barre General Hospital – laboratory fees are the responsibility of the student
  * Treatment items – (crutches, vaporizers, heating pads, etc.)
  * Refrigeration for allergy medicines. Allergy shots given during doctor’s hours only.
  * STD counseling and free condoms are available
  * A nebulizer system is available to provide respiratory treatments
  * Free medical transportation to the hospital or doctor’s office in non-emergency situations are available
  * Certain immunizations are available for a fee including: Tetanus, TB testing, Hepatitis B, Meatra™-A/C/Y/W-135

*ALL SERVICES ARE STRICTLY CONFIDENTIAL

Where do I go for treatment after hours?

On campus students can refer to their Resident Assistants for appropriate referrals. Appointments can be made with the University physician at the office. The office is open every day until 5:00 p.m.

Family Care Center
2 Sharpe St.
Kingston, Pa 18704
570-552-8900
Student Clubs

The Student Development Office enhances student life by offering leadership programs, experiential education opportunities, and a variety of extracurricular and social activities for students. A few of the programs offered include the Cultural Series and Experiential Adventure Series, which both provide meaningful out of the classroom learning experiences. The Cultural Series introduces students to the world of art and performance by providing several opportunities each semester to experience visual art, music, theater and dance both locally and in larger Metropolitan areas such as New York City, Philadelphia and Washington D.C. The Experiential Adventure program is an alternative learning experience designed to challenge students to engage in physically demanding activities that emphasize wellness and provide practical leadership tools and lessons on teamwork. Students will have the opportunity to sign up for adventures such as white water rafting, skydiving, hiking and mountain biking.

The Student Development Office also coordinates a weekend entertainment series, which gives students a variety of entertainment options to choose from each weekend. A few of the weekly attractions include indoor rock climbing, ice-skating, skiing, bowling, and movie tickets. Several of the University’s clubs are listed below.

Air Waste Management Association
Amnicola
Anime Club
Am Soc of Mechanical Engineers (ASME)
Asian Interest Society
BACCHUS
The Beacon
Biology Club
Cheerleading Club
Chemistry Club
Choral Club
Circle K International
College Democrats Club
College Republicans
Counsel of Interfaith
Christian Fellowship Club
Commuter Council
Crew Club (Rowing Club)
Cycling Club
Dance Team
Environmental Club
Education Club
Equestrian Club
Fencing Club
Gay-Straight Alliance (GSA)
History Club
Hindu Spirituality Club
International Service Club
ICCF
Institute of Electrical and Electronics Engineer (IEEE)
Indian Cultural Association
Inter-Residence Hall Council (IRHC)
Islamic Interest Society
Lacrosse Club
Lambda Kappa Sigma
Long Boarding Club
Marketing Club
Math and Computer Science Club
MMA/Self Defense
Multicultural Student Coalition (MSC)
Nursing Student Organization
National Society of Leadership and Success
Off-Campus Council
Personal Finance Club
Paintball Club
Pre-Law Society
Pre-Pharmacy
Programming Board
PA Society of Prof Engineering
Psychology Club
Robotics Club
Running Club
Saudi Interest Club
Students In Free Enterprise
Ski and Snowboard Club
Society for the Advancement of Management (SAM)
Society of Automotive Engineers (Mini Baja)
Society of Women Engineers
Sociology–Criminology Club
Spanish Club
Student Alumni Association
Student Government
Ultimate Frisbee Club
Wilkes African Cultural Association (WACA)
Wilkes University Anime Club
Wilkes World
Wilkes Climbing Association
Zebra Communications
Academic Support

Learning Center - Conyngham Hall
- Free academic support for all Wilkes students
- Peer tutoring—one-on-one and small groups
- Supplemental Instruction (SI) for particularly challenging courses
- Academic Counseling & Coaching: help assess goals, acquire task-management skills, or practice test taking techniques
- Final exam study sessions
- Learning Skills Program: Free workshops throughout the semester
- Disability Support Services

570-408-4150 or advising@wilkes.edu

Writing Center - Alden Learning Commons in the Library (Basement)
- Free writing support from qualified Peer Consultants from all majors
- Writing Mentors who work with individual classes
- Help at all stages of writing, from generating ideas to the final draft
- ESL team of peer consultants specifically trained to work with students whose first language is not English
- Make an appointment or stop by
- You can also submit your paper online at http://www.wilkes.edu/pages/766.asp

570-408-2753
Undergraduate Academic Probation and Academic Ineligibility

As students, you are expected to maintain a certain Grade Point Average (GPA) while you are at Wilkes. There are individual standards for different departments, and it is your responsibility to know these requirements and maintain the required grades in order to stay in your program.

In addition to department standards, there are also general university standards. The following are the expected GPAs for all students:

- Freshman Year (up to 36 credits) 1.7
- Sophomore Year 2.0
- Junior Year 2.0
- Senior Year 2.0

Failure to maintain the minimum GPA for your class year means that the Academic Standards Committee will review your record. When your record is reviewed, you will either be put on academic probation or determined academically ineligible, which means that you cannot study at the university any longer. Usually, students are on academic probation for at least one semester before they are declared academically ineligible. Being on probation means that you have to improve your GPA in order to be allowed to continue your studies at Wilkes. Sometimes being on academic probation means that you are only allowed to take a restricted number of credits (which of course can be very problematic for F-1 students who always have to study full-time) or be restricted in co-curricular activities.

Students can reapply for admission with the Academic Standards Committee after one semester absence at the university. For international students, this usually means one semester in the Intensive English Program to improve English skills and help students become more successful in the respective academic program or one or more semesters at Luzerne Community College to build a stronger academic foundation.
How to get a Work Study job:

1. Finding a position:
Look under the ‘Student Services’ tab on the portal, all the way in the bottom right corner. Click on ‘Student Jobs at Wilkes.’ You will find a list of all the work study jobs available on campus and who to contact about each job.

As an international student, you can only apply for jobs that are funded by the institution, not federally funded jobs.

It is also helpful to hear around your department for possible work study jobs because the people there know you and might know about opportunities that are not yet on the website. Jobs in the department of your major might be best, but you can also apply for jobs in different departments.

2. Applying for a work study job
Depending on the position, you will need to contact different people and follow different procedures. Your contact person is listed next to the job description on the website, often with a telephone number or email address. The next step is calling or emailing that person to find out what you need to do to apply. Again, this will vary greatly from one job to the next. Some may require you to send a resume and a letter, some want you to fill out an application, some will require you to interview for the position, while others will just talk to you briefly.

3. Paperwork
Once you have the job, you have to go to UCOM to fill out your paperwork. One of the forms is the W-4, which you need for tax purposes. With this form, you have to provide two forms of identification which you will show to someone at the help desk when you drop off the paperwork. With the W-4, you will also fill out a form called “Authorization for Direct Deposit of Pay” which ensures that you get paid in time and to the right account. Once you have completed these forms, drop them off at the Help Desk at UCOM.

The other form you have to fill out depends on whether your work study job is a “Student Aid” job or a “Student Technician” job (see attachment). Your job description usually tells you what kind of position it is, but if it does not, ask your supervisor. This form will have to be completed and sent by your supervisor. Make sure you sign the form before you give it to him or her.

4. Limitations
Students may work no more than 20 hours during any week in which classes are held (including summer) and not more than 35 hours during periods in which no classes are held. Also, you can only start working once you have a social security number.

5. Once you have your work study job
Every month you work you will need to fill out a time sheet. The blank form for time sheets is available at the bottom right corner of the ‘Student Services’ tab on the portal. Usually, your supervisor will collect your time sheet at the end of each month, but you may also find other practices depending on where you work.
Inclement Weather Policy

In the event of inclement weather, University officials will make every attempt to render a prompt decision regarding whether classes will be canceled. This information will be disseminated on campus and to the media and will indicate whether classes are canceled or if we are moving to a compressed schedule. Copies of the compressed schedule are available at the Registrar’s Office, the Office of Student Affairs, the Residence Life Office, and the Security/Information Desk. The University recognizes that our commuting students come from a wide geographic area and that road conditions can get to the University, or whether you need to leave earlier than the announced closing time. We would anticipate that the faculty will respect your judgment in these matters when you inform them upon your return to campus.

Compressed Schedule

**Monday, Wednesday, Friday**

<table>
<thead>
<tr>
<th>Normal</th>
<th>Compressed</th>
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<tbody>
<tr>
<td>8:00-8:50 a.m.</td>
<td>10:00-10:40 a.m.</td>
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<tr>
<td>9:00-9:50 a.m.</td>
<td>10:45-11:25 a.m.</td>
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<tr>
<td>10:00-10:50 a.m.</td>
<td>11:30-12:10 p.m.</td>
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<td>11:00-11:50 a.m.</td>
<td>12:15-12:55 p.m.</td>
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<td>12:00-12:50 p.m.</td>
<td>1:00-1:40 p.m.</td>
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<td>1:00-1:50 p.m.</td>
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<tr>
<td>2:00-2:50 p.m.</td>
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<td>3:00-3:50 p.m.</td>
<td>3:15-3:55 p.m.</td>
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<td>4:00-4:50 p.m.</td>
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**Tuesday and Thursday**

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<td>8:00-9:15 a.m.</td>
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<td>10:00-10:50 a.m.</td>
<td>12:00-12:50 p.m.</td>
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<tr>
<td>1:00 p.m.</td>
<td>resume regular class schedule</td>
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</table>

*NOTE: Information will be given to the media and University switchboard by 6:00 a.m. regarding the status of a day classes and by 4:00 p.m. regarding any cancellation of evening classes. During inclement weather, as an alternative to the compressed schedule, the University may choose to open at noon, remaining on a regular class schedule. This option will preserve the afternoon and evening schedule, and allow an extra two hours for road and weather conditions to improve. The notice given to the media will read: University opens at noon, maintain regular class schedule.*

Sign up for the Wilkes Emergency Contact System to get alarms on your cell phone about snow delays at: http://wilkes.edu/pages/2611.asp
Telephone Directory

Wilkes University phone services operates on a Dial Consol system whereby all calls made from within the University to another office or department may be made by dialing the desired extension only. Students may not make local or long distance calls using phones located in University buildings with the exception of pay telephones located in all residence halls and various buildings on campus. For calling from a cell phone, just dial 57-408-xxxx, inserting the appropriate extension.

Admissions.................................................................4400
Alumni........................................................................4130
Bookstore ..................................................................208-4700
Campus Interfaith.......................................................5904
Career Services ..........................................................4060
Center for the Performing Arts/Reservations ................4540
Community Service....................................................5905
Commuter Council .....................................................2910
Cooperative Education / Internships .........................4645
Paul Adams, Vice President of Student Affairs ............4114
Mark Allen, Dean of Students ....................................4103
Barbara King, Associate Dean....................................4107
Food Services: Student Center ...................................4991
Graduate Studies .......................................................4160
Health Services ........................................................4730
Inter-Residence Hall Council ......................................2910
Learning Center ........................................................4150
Library ........................................................................4250
Maintenance ..............................................................4995
Programming Board ................................................2925
Provost ......................................................................4200
Public Safety Office ..................................................4999
Amnicola ...(Yearbook) ..............................................2955
Beacon ...(Newspaper) ..............................................2962
Manuscript ...(Literary Magazine) ..............................2971
Registrar ...................................................................4859
Residence Life ..........................................................4350
Sordoni Art Gallery ..................................................4325
Student Services Center / OneStop / 141 S. Main Street 2000
Student Development ...............................................4108
Student Government .................................................2910
University Service Center / 2 FIX ..............................2349

Center for Global Education and Diversity:
Georgia Costalas .....................................................7854
Kimberly Niezgoda ....................................................4107
Karen Lau .................................................................3855
Jonathan Summers ...................................................4106
Erica Acosta .............................................................7856

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Emergency Telephone Numbers

All Emergencies..............................................................................................................911

Wilkes-Barre Services
Fire and Ambulance...........................................................................................................826-8181
Police Department..............................................................................................................826-8111
HELP Line............................................................................................................................829-1341

Campus Medical Services
Health Services.................................................................................................................Ext. 4734

Medical Emergency when University Health Services is closed:

“0” for operator or Extension 4999 (Security)

Hospitals
Wilkes-Barre General Hospital.........................................................................................829-8111
Mercy Hospital..................................................................................................................826-3100
Geisinger Wyoming Valley Hospital..................................................................................826-7300

Security
Monday – Sunday..............................................................................................................“0” or Ext. 4999

Sign up for the Wilkes Emergency Contact System to get alarms on your cell phone about emergencies on cam-

pus at: http://wilkes.edu/pages/2611.asp

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Office Hours and Opening Times

Public Safety
Always open!

Center for Global Education and Diversity

Summer hours:
Monday—Thursday 8:30am-4:00pm
Friday 8:30am-2pm

Fall hours:
Monday—Thursday 8:30am-4:30pm
Friday 8:30am-2pm

Cafeteria—Henry Food Court

Fall hours:
Monday—Friday 7am-7:30pm
Saturday 10am-6:30pm
Sunday 10am-7:30pm

Rifkin Café

Fall hours:
Monday—Thursday 7:30am-8pm
Friday 10am-12am
Saturday 7pm-12am
Sunday closed

Late night hours:
Sunday-Thursday 8pm-12am

Colonel Gambini’s Café

Fall hours:
Monday—Friday 7am-3pm
Saturday—Sunday 8:30am-1:30pm

Library

Fall hours:
Monday—Thursday 8am—12am
Friday 8am—5pm
Saturday 11am—6pm
Sunday 11am—12am

Extended hours during finals week

Please keep in mind that when an office closes at 4pm, for example, you should come early enough to be done at 4pm. Don’t come in at 3:55pm with something that you know will take 20 minutes.
Your Guide to Wilkes-Barre and Wilkes University

How to Get Around
There are several ways to get around Wilkes-Barre. One of the easiest is walking. Many stores are within walking distance of Wilkes’ campus. Another way to get around is to take the bus. Several public buses travel to the Wyoming Valley Mall and other local areas you may need to visit. For more information, see p. 43.

Where to Go On Campus

Office of International Student Services
Jonathan Summers: jonathan.summers@wilkes.edu
Center for Global Education and Diversity
Max Roth Center, Room 204
215 South Franklin Street
Wilkes-Barre, Pa 18766
570-408-4106

Financial Management and Registrar
Student Services (at the OneStop Desk)
141 South Main Street
Wilkes-Barre, Pa 18766
570-408-2000
onestop@wilkes.edu

Wilkes University Public Safety Office
University Center / Main Garage
148 South Main Street
Wilkes-Barre, Pa 18766
570-408-2349
**For Emergencies, Call: extension 4999 on a campus phone**

Graduate & Professional Student Services
Breiseth Hall
South Franklin Street
Wilkes-Barre, Pa 18766
570-408-4235

Eugene S. Farley Library
The Corner of West South and South Franklin Streets
Wilkes-Barre, Pa 18766
570-408-4250
Where Not to Go in Wilkes-Barre
As in all cities, there are certain places that are not friendly or safe as other parts. In Wilkes-Barre, one place to avoid for safety purposes is not far from Wilkes’ campus. Traveling south past Academy Street can be unsafe at night if you are alone.

It is always best to be on the safe side, as Americans say. No matter where you are going in the city, use caution.

If traveling by car, keep the doors locked at all times-while in the car to protect yourself and while not in the car to protect your belongings.

Avoid hitch-hiking. It is not a safe practice, especially if you are female.

Don’t walk alone at night and stay in well-lit areas.

Don’t give money to panhandlers. Always keep a close eye on your belongings, especially your wallet and documentation papers.

Local Necessities
There are many places you may need to visit in Wilkes-Barre. Here are the addresses and phone numbers of many of those places.

U.S. Post Office
300 South Main Street
Wilkes-Barre, Pa 18701
570-831-3401

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

Boscov’s
15 South Main Street
Wilkes-Barre, Pa 18702
570-823-4141

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

Wegmans Food Markets
220 Highland Park Boulevard
Wilkes-Barre, Pa 18702
570-825-4400

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

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

CVS Pharmacy
351 South Main Street
Wilkes-Barre, Pa 18701

Price Chopper (grocery)
110 East End Center
Wilkes-Barre, Pa 18702
570-8250-830
Local Attractions

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

Theater/Shows:

- **F.M. Kirby Center**
  71 Public Square
  Wilkes-Barre, Pa 18702
  570-826-1100

- **Little Theatre of Wilkes-Barre**
  537 North Main Street
  Wilkes-Barre, Pa 18702
  570-823-1875

- **The Music Box Dinner Theater Playhouse**
  196 Hughes Street
  Swoyersville, Pa 18702
  570-283-2195

- **Showcase Theater**
  54 Tunkhannock Avenue
  Exeter, Pa 18643
  570-654-2555

- **Scranton Culture Center**
  420 North Washington Avenue
  Scranton, Pa 18509
  570-344-1111

- **Providence Playhouse**
  1256 Providence Road
  Scranton, Pa 18510
  570-342-9707

Outdoor Activities:

- **Bushkill Falls**
  Bushkill Falls Road
  Bushkill, Pa 18324
  570-588-6682

- **Kirby Park**
  301 Northampton Street
  Kingston, Pa 18704

- **Claws ‘N’ Paws**
  Route 590
  Hamlin, Pa 18427
  570-698-6154

- **Frances Slocum State Park**
  565 Mount Olivet Road
  Wyoming, Pa 18644

- **Rickets Glenn State Park**
  695 S.R. 487,
  Benton, PA 17814

- **Nay Aug Park**
  At the top of Mulberry Street
  Scranton, Pa 18510
Historic Sites:
The Nathan Denison House
35 Denison Street
Forty Fort, Pa 18704
570-288-5531

Steamtown National Historic Site
Lackawanna Avenue and Cliff Street
Scranton, Pa 18509
570-340-5200

Scranton Iron Furnaces
159 Cedar Avenue
Scranton, Pa 18509

Lackawanna Coal Mine
McDade Park
Bald Mountain Road
Scranton, Pa 18509
1-800-22-9352663

Pennsylvania Anthracite Heritage Museum
McDade Park
Bald Mountain Road
Scranton, Pa 18509
1-800-22-9352663

Electric City Trolley Station and Museum
300 Cliff Street
Scranton, Pa 18509
570-963-6590

Museums:
Everhart Museum
1901 Mulberry Street
Scranton, Pa 18510
570-346-7186

Houdini Museum
1433 North Main Avenue
Scranton, Pa 18510
570-342-5555

Luzerne County Museum
69 South Franklin Street
Wilkes-Barre, Pa 18701
570-822-1727

Holocaust Museum and Research Center
601 Jefferson Avenue
Scranton, Pa 18509

Sporting Activities and Events:
Scranton/Wilkes-Barre Penguins
Scranton/Wilkes-Barre Pioneers
Mohegan Sun Arena
225 Highland Park Boulevard
Wilkes-Barre, Pa 18702
570-693-4100

Scranton/Wilkes-Barre RailRiders
PNC Field
235 Montage Mountain Road
Moosic, Pa 18702
570-969-2255

Camelback Ski Area
1 Camelback Road
Tannersville, Pa 18372
570-629-1661

Sno Mountain
Montage Mountain Road
Moosic, Pa 18505
1-800-468-7669
International Calling

International calls are handled by the long-distance company you have selected.

How to make an International call

Direct-dialed calls
Dial: 011 + country code + city code + telephone number

Operator-assisted calls
Dial: 01 + country code + city code + telephone number
The operator will come on the line after the call is dialed.

If your long-distance company does not handle International calls
Dial: the code of a long-distance company that handles such calls + 011 + country code + city code + telephone number

For countries or cities not shown on this chart, contact your long-distance company.

* City codes not required.
** Seven-digit numbers: Dial country code only.
Six-digit numbers: dial country and city codes.

Algeria 213
American Samoa* 684
Argentina 54
Armenia 374
Aruba 297
Australia 61
Austria 43
Bahrain* 973
Bangladesh 880
Belgium 32
Belize 501
Bolivia 591
Bosnia 387
Brazil 55
Cameroon 237
Chile 56
China 86
Colombia 57
Costa Rica* 506
Croatia 385
Cyprus 357
Czech Republic 420
Denmark 45
East Timor 670
Ecuador 593
Egypt 20
El Salvador* 503
Estonia 372
Ethiopia 251
Fiji* 679
Finland 358
France 33
French Antilles* 596
French Polynesia* 689
Gabon * 241
Georgia 995
Germany 49
Ghana 233
Greece 30
Greenland 299
Guadeloupe* 590
Guam* 671
Guatemala 502
Guyana 592
Haiti 509
Honduras* 504
Hong Kong** 852
Hungary 36
Iceland 354
India 91
Indonesia 62
Iran 98
Iraq 964
Ireland 353
Israel 972
Italy 39
Ivory Coast* 225
Japan 81
Jordan 962
Kenya 254
Korea, Rep. of, 82
Kuwait* 965
Latvia 371
Liberia* 231
Libya 218
Liechtenstein 423
Lithuania 370
Luxemburg* 352
Macedonia 389
Malawi 265
Malaysia 60
Mali* 223
Malta 356
Mexico 52
Monaco 377
Morocco 212
Namibia 264
Nepal* 977
Netherlands 31
Netherlands Antilles 599
New Caledonia* 687
New Zealand 64
Nicaragua 505
Nigeria 234
Norway 47
Oman* 968
Pakistan 92
Panama* 507
Papua New Guinea* 675
Paraguay 595
Peru 51
Philippines 63
Poland 48
Qatar* 974
Romania 40
Russia 7 (Western)
Saipan* 670
San Marino 378
Saudi Arabia 966
Singapore* 65
Senegal* 221
Singapore* 65
Slovakia 421
Slovenia 386
South Africa 27
Spain 34
Sri Lanka 94
Suriname* 597
Sweden 46
Switzerland 41
Taiwan 886
Tanzania 255
Thailand 66
Tunisia 216
Turkey 90
Ukraine 380
United Arab Emirates 971
United Kingdom 44
Uruguay 598
Vatican City 39
Venezuela 58
Vietnam 84
Yemen Arab Republic 967
Zimbabwe 263

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Taking Public Transportation

Going to other cities:
Wilkes-Barre is a great location in the United States because you can be in many major cities on the East Coast like New York, Philadelphia, and even Boston and Washington DC in only a few hours. If you do not have a car, you can reach those places by public transportation.

For schedules and prices for buses to Philadelphia, Scranton, and New York, go to http://www.martztrailways.com/. You can also get information about those buses directly at the Martz bus station on Main St.

Getting around in Wilkes-Barre:
If you want to go to places in the city that are too far to reach by foot (if it is too cold), you can take a local bus. Bus fares are very cheap and the different buses go to almost any place in the area. Many buses leave from Public Square into different areas of the city, but there are bus stations all along the routes. Many of the bus stations are only designated by a small sign on a lamp post.

For exact schedules, prices, and routes, go to: http://www.lctabus.com/index.htm.

An example of what local bus schedules look like:
You can use the printers in the computer labs to print out the schedules for the buses you use.

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### SHOPPERS DELIGHT & WYOMING VALLEY MALL

#### WEEKDAYS

<table>
<thead>
<tr>
<th>OUTBOUND FROM WILKES-BARRE</th>
<th>INBOUND TO WILKES-BARRE</th>
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<tr>
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<td>Public Sq.</td>
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<td>Valley</td>
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#### SATURDAYS

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**NOTE:** Route changes as follows:

- Outbound — Market Street, to left on Wilkes Street, to right on Court Street, to Price Chopper, to Wegmans, to Wal-Mart, to the Wyoming Valley Mall, to Macy’s, to Target, to the Arena Hub.
- Inbound — Arena Hub, to the Wyoming Valley Mall, to Wal-Mart, to Wegmans, to Price Chopper, to Court Street, to left on Wilkes Street, to right on Market Street, to Public Square.

**NOTE:** This bus will service the new Price Chopper on Route 399 and Wegmans approximately 5 minutes before and after Wal-Mart.

**No Service Sundays or Holidays**

Senior Citizens - Ride Free with Proper I.D.
Tips to remember about the United States:

There are things you should and should not do in the United States. Here is a short list of just some of the things that can help you acclimate to our culture and ways.

Americans…

…are usually friendly and helpful. As in all countries, though, some Americans will be less familiar with people they perceive to be from other cultures or countries. They are not necessarily being mean—they are just being cautious, as you should be cautious as well.

…are fun-loving people. Americans enjoy all kinds of pastimes, from video games to outdoor activities. Don’t be afraid to get involved in some of our fun activities yourself!

…are direct. Many Americans will tell you frankly how they feel about a topic or situation. Most Americans admire courteous honesty from others in return.

…have a great deal of respect for the individual. It is important to Americans to hear all people’s ideas and viewpoints. Americans also highly value and respect individual property.

…are relatively patient. In most situations, Americans will be more than willing to help you be understood. American patience also applies to other aspects of life—through this patience can vary from region to region.

…try to be polite. Most Americans will say “Excuse me” if they need to interrupt someone or if they bump into another person by accident. Many Americans will greet others on the street with a nod or a smile as well, though a verbal greeting is not always used. These greetings are usually reserved for friends or relatives. Remember it is always nice to say “Please” and “Thank You” as well as being careful about addressing people appropriately.

Another aspect of politeness to keep in mind is with regard to waiting to see people. It is not polite to stand outside of a person’s office waiting for them to finish a meeting with another person. Instead, go to a waiting area or call the person later to make an appointment with him or her.

…are on time! Americans believe that time is precious, and they hate to waste it. If you have an appointment or a class, be sure to be prompt—in fact, be early! Not arriving on time can upset the person you are meeting or your professor.
...are very proud of their country. Most Americans will not take kindly to jokes or complaints about their nation or culture.

...don’t usually like to answer lots of questions. This fact is particularly true when it comes to people the American doesn’t know well. Many questions can be seen as trying to be too personal. Don’t let this keep you from asking questions in class, though- these questions are very important and can help not only you, but other students in class as well. Plus, these questions are expected and welcome.

...need lots of personal space. They do not stand particularly close together, especially when speaking with people they do not know well. Standing too close to an American can make him/her feel uncomfortable. If they take a step back when you’re talking with them, don’t be offended. The United States is a big place and Americans like to “spread out.”

...dress casually a lot of the time. American college students usually wear blue jeans to class. While there are instances when you will want to dress more formally, usually class is not one of those places.

...try to follow the rules. This idea is especially true when it comes to everyday laws in the community. Some of these laws may be different from what is normal in your home country. Remember that rules and laws are there for your safety!

As in all countries, there will be some people who do not follow the rules, but as a visitor in the United States is would be better for you to follow the rules so that you will not have any problems and can continue your education here.
Regional Differences
The United States of America are made up of 50 states and cover 9,629,091 square kilometers. It is a huge country and very diverse. The different regions of the continental US—the East Coast, the South, the Midwest, the West, and the West Coast—all have distinctive features that make them different from each other. Furthermore, where you are within a region—in which state, in a city, or in the countryside—also make a big difference. The houses look different, the weather is different, the food is different, the people may talk differently … the possibilities for regional differences are endless.

Even within the same region, state, and city, people will be different. Overall, the population of the United States is very diverse. This means that no statement about Americans should be generalized and that there are always exceptions to the rule. This text will give a good overview, but you will always encounter people whose behavior, ideas, and values differ greatly from these descriptions. The best thing to do is to keep an open mind and a good sense of observation for what is going on around you.

Time
Different cultures often have different concepts of time. While one culture might see time as a very limited item, another may see time as something without limits and therefore abundant entity.

Americans generally see time as something that is very limited and that therefore needs to be valued. They often say they wish they had more time. This concept of time is reflected in the way most Americans live. Depending on your own concept of time, it might take a while to get used to the American way of seeing time. However, there are some general tips that will help you adjust more easily:

- Be on time
- Stick to schedules, plans, and agendas
- Finish one project or topic before moving on to the next
Being on time

Being on time is generally very important in the United States. Because time is seen as so valuable, it is considered rude to let other people wait for you. What does being on time mean exactly? Here are some examples:

- In business settings or for classes, always be there couple of minutes before the exact time the meeting starts. For example, if class starts at 10am, be there at 9:55am.
- In social settings, it is more acceptable to be a little late. If you are invited for dinner at 7pm, for example, it would be OK to arrive at 7:07pm.
- If you are invited to a party that is supposed to start at 8pm and go until 12pm, it is fine to arrive anytime between 8pm and 12pm, but few people will be there at exactly 8pm.
- As a general rule of thumb: The more formal the situation, the more important it is to be a little early.

Schedules

Along with being on time, adhering to schedules and agendas is generally seen as important in American society. This means that once people decide on a plan, schedule, or agenda, they try to stick to it. When it is time to start with a new chapter in class, for example, the professor will do his or her best to start the new chapter that day. In a business meeting, discussions usually follow the agenda; when which topic is discussed is determined by what the organizers of the meeting decided beforehand.

Unexpected changes are often seen as disruptions. Some find it unsettling if something comes up that was not part of the plan. For example, if an unexpected visitor stops by, Americans might say that they do not have time at the moment. This does not mean that the person being visited does not like having guests; it just means that right then is not a good time because a visitor does not fit in the schedule.

One thing at a time

Although Americans often talk about multitasking, they generally tend to do one thing after another. While many may talk on the phone, eat a snack, and drive a car at the same time, a linear way of doing things (the one thing first, then the other) is usually preferred, especially in business settings.

Sometimes doing several things at once is considered to be unfocused. For example, if you check your email while talking to a colleague, he or she might interpret your multitasking as not paying attention to what he or she is saying.
Communication
Just like many cultures have their own concepts of time, many also have specific conventions that govern communication. Because these are not overtly stated rules, it may be hard to detect what principles regulate communication in any given culture. However, there are four general tendencies that predominate in American conversation patterns:

- Taking turns
- Direct, clear communication
- Eye contact
- Personal space

**Taking turns**
One of the most dominant characteristics of American communication patterns is that speakers take turns. The one person speaks, the other person waits until the other is done. Then the second person can start speaking. Americans tend to like their own time when they talk; no one else should talk while they are speaking. Beginning to speak while another person is still speaking is seen as an interruption and considered rude. It is like tossing a ball back and forth; only one person can hold the ball at a time.

**Direct, clear communication**
Communication in the United States is generally very direct and straightforward. It is often seen as a quest for information. Long, elaborate explanations or indirect ways of communication can be frustrating for Americans. They tend to say what they mean, and they typically rely less on inferring meaning from other information except the actual words spoken. While tone of voice, facial expressions, and body posture also matter, other factors such as social status of the speakers or the place of conversation would generally not convey much meaning to an American speaker. They are likely to miss subtle clues and indirect messages.

The American way of direct communication sometimes means that people who are not used to this kind of communication interpret it as abrupt. However, when Americans answer “No” to a question, it does not mean that they are rude. It is perfectly acceptable to answer “No” to a question; in fact, most Americans prefer a clear answer like that.

Another aspect of direct communication is asking a lot of questions. While asking someone a lot of questions might be considered too nosy, it is very common in the United States. In fact, it is often seen as a sign of interest. You will probably be asked a lot of questions and many will expect you to ask ques-
**Eye contact**
Looking someone in the eyes when he or she is talking to is an important part of American communication. First of all, it is considered a sign of respect. People, regardless of social status, will generally look at each other during conversation. Eye contact is also a sign that you are listening carefully. On the other hand, looking away usually has negative associations; it can be interpreted as lack of interest, lack of respect, or extreme shyness.

**Personal space**
Another subtle aspect of communication that differs greatly from one culture to another is what distance is usually kept between two people. In the United States, this distance is usually about an arm’s length. Of course, this distance can differ greatly in different social settings and depending on who you are talking to. However, standing about one arm’s length from the person you are talking to is a good guideline.

**Topics**
Although direct communication is valued, not all topics are appropriate for communication. Talking with people one does not know well is called “small talk” and there are certain topics that people usually discuss in those situations:

- The weather
- Traffic and cars
- Classes and jobs
- Sports
- Movies and music
- Fashion and shopping

Other topics, on the other hand, are reserved for conversations with people you know well:

- Money and how much one earns
- Family matters
- Religion
- Controversial issues
Humor
Humor is another aspect of communication that differs from culture to culture. Therefore, it is often very difficult for people to understand humor in a new cultural surrounding. Similarly, it might be difficult for the cultural surrounding to understand the humor of the newcomer.

Still, humor is central in communication; Americans often use humor to make their points or to make an uncomfortable situation easier. Be patient and you will learn American humor as just another part of the language.

Status and Hierarchy
Culture in the United States generally places big emphasis on individuality. The idea that “all [people] are created equal” is one of the founding beliefs of the country. Therefore, differences based on social status are very subtle; they are often very difficult to recognize.

Because most Americans believe that all people “are created equal,” it is extremely important to be respectful and courteous to all people, regardless of race, gender, ethnicity, physical ability, national origin, sexual orientation, or religious beliefs. Americans find this very important and have established laws that prohibit any kind of discrimination because of differences.

The value of individuality and the idea of equality are also reflected in the conversation pattern and how one addresses someone else. The style of interaction is usually informal and people of the same age generally address each other in a familiar way. For example, students call each other by their first name. Because there is only one kind of “you” in English (unlike many other languages that have several different ways of addressing people based on their social status), you do not need to worry about that. Formal titles like Doctor, Professor, Mr., Mrs., or Ms. in combination with the person’s last name are usually only used for people in authority, older people, and in business settings. However, different settings call for different addresses. If you are uncertain of how to address someone, it is always OK to ask.

Law
The United States operates under a system of laws that provides both rights and responsibilities for individuals, including international students. It is very important to adhere to those laws. While it would be impossible to cover all laws here, we will highlight some important underlying principles and some basic laws that concern the everyday life.
General principles of justice in the U.S.:
- People are considered innocent until proven guilty. People can be proven guilty through a trial at court or when the person admits to be guilty.
- Every person has the right to be represented by an attorney. If someone cannot afford to hire an attorney the government will provide one.
- Not knowing that a law exists or that a certain action is illegal is not a defense.

Important legal information for international students:
- Immigration regulations are very important for international students. Part of that is that you stay in status. Ask your international advisor how.
- Being convicted of a crime can result in losing student status and not being allowed to stay in the U.S.
- The laws and rules of your university can be found in the student handbook.

Some basic laws important for everyday life:
- All public roads are subject to road traffic regulations and all drivers need a driver’s license.
- You have to be 21 years old in order to buy or consume alcohol.
- Possessing illegal drugs is always a criminal offence.
- Driving a car or motorcycle under the influence of alcohol or drugs is illegal.
- Physical assault of any kind is a criminal offence.
- Legal contracts are binding. This means that once a contract is signed all people involved have to follow its terms.
- Making personal comments (especially in regard to gender) or touching someone in a personal manner without his or her consent is considered sexual harassment and is not acceptable.

Family and Friends: Building Connections
Americans tend to be very friendly on a casual basis and almost always open to meeting new people. However, these interactions do not always lead to long-lasting, close friendships. Americans often have friends from different areas of their lives—for example, a friend to play tennis with, a friend to study with, a friend from work you eat lunch with, or a friend from church. These friendships often do not carry over into other areas of life.

A common habit of casually friendly Americans is the tendency to say things like “Let’s do lunch” or “We should hang out sometime” and then not follow through with a specific invitation. For people who are not used to it, these general
general invitations can be frustrating, especially when they are trying to make friends.

However, overall Americans are very friendly and like to get to know people. It is perfectly normal in the United States for men and women to be friends, and people from different generations also often spend time together as friends.

**Making friends**
The best way to make American friends is to get involved. Colleges and Universities have many student organizations and clubs and organize many activities for the whole campus. Community service is also a great way to meet people. The more you participate, the more people you will meet and the more friends you will make. Also, residence halls on campus are a great place to form friendships.

**The world of dating**
Romantic relationships and dating can vary greatly in regard to styles, commitment, and expectations. People sometimes go out as friends, as a couple, or with a group and romantic involvement is not necessarily part of that activity. Many Americans also date many different people, sometimes more than one at a time, before they make a commitment to one person. Some prefer not make such commitments. Same-sex relationships are usually open and accepted in society. The only common thread that runs through all relationships is mutual attraction.

**Closing**
This is only a very short pamphlet and the United States are a huge country full of differences and contrasts. It is impossible to cover everything about American culture, even in a thousand books. This text is supposed to help you as an initial guide; the rest is for you to discover. Just stay curious, flexible and open, and you will do great. And remember, if you are not sure about something, it’s always OK to ask.
The U.S. System of Higher Education
The United States system of higher education—of colleges, universities, and other schools—might be different from what you are used to. In general, the U.S. system of higher education is characterized by many different models that interact with each other. This means that students have many different options to choose from and to navigate. One important aspect of these different models is the distinction between public and private institutions. Public schools are funded primarily through state and federal funds and tuition, while private schools are primarily funded through tuition and gifts from alumni. Wilkes University is a private school.

In general, the system is very flexible for individual students; they can choose between many subjects and switch from one subject to another quite easily. Most schools require admission tests, but which test is required varies from school to school and from program to program. The different schools are:

- Community colleges – offer the two-year Associate’s degree
- Four-year colleges – offer either only the Bachelor’s degree or also some selected Master’s and doctoral programs
- Universities – offer degrees at any level, sometimes on different campuses

Wilkes University is, as the name suggests, a university that offers degrees at all levels, but we only have one campus.

The way different schools divide up the year also varies greatly. The most common are: (1) Two semesters (fall and spring) with optional classes in the summer; (2) three trimesters with one term as optional vacation; and (3) four quarters, one of which can be chosen as vacation. At Wilkes, we follow model number (1)—two semesters with optional classes in the summer.

The week can also be divided differently. At Wilkes, undergraduate classes are usually either on Monday, Wednesday, and Friday (MWF), or on Tuesday and Thursday (TR). Club hours are on Tuesdays and Thursdays from 11 am to 1 pm, so no classes are scheduled during that time. Graduate classes are often scheduled on weekends or online. Some classes are also offered at night.

The best place to get the most recent information about classes is the course bulletin. The online handbook provides information about programs, school regulations, and all aspects of university life.
The Hierarchy of a School
Within universities and colleges, a hierarchical system organizes who is in charge of what. Below is a general overview of this structure:

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Faculty: Professors, Instructors, and Graduate Assistants
In most American universities, you will find a very diverse faculty. Faculty is hired based on experience, knowledge, creativity, and teaching skills; race, gender, ethnicity, sexual orientation, nationality, or religious beliefs are not taken into account.

Depending on how long instructors have been at the university and which contract they have, they can generally be classified in a hierarchy:

- Emeritus professors—honored faculty who have retired but continue teach or conduct research at the university
- Full professors—are tenured, have been at the university for a while, and hold a doctoral degree
- Associate professors—are recently tenured and usually hold a doctoral degree
- Assistant professors—may or may not hold a doctoral degree and have worked at the university for less than seven years
- Instructors—usually the newest faculty; may or may not hold doctoral degree and are working towards tenure
- Adjunct professors—are often part-time and hired under a different contract and therefore do not work towards tenure
- Visiting professors—hold a professional rank at another institution; usually only at the university on a year-by-year contract
- Graduate assistants or teaching assistants—graduate students who assist faculty
The Syllabus
The faculty sets the standards by which the student performance is judged. All course instructors have to provide a syllabus that explains how students are evaluated, what students have to read, how many tests there are, etc. The syllabus is a very valuable resource for students and somewhat of a contract between students and instructors. Instructors assume that students know everything noted in the syllabus.

Understanding the U.S. Classroom Learning Environment
Most U.S. classroom instruction is based on the following ideals: the rights of the individual, personal responsibility, freedom of choice, interactive learning, liberal education, independent thinking, and democracy. As a result, most instruction is very learner-centered. This means that the role of the professor is presenting content and making learning easier and interesting for you while it is your job to:

- Listen and take notes
- Read
- Think critically about the content
- Share your perspective in class
- Show that you understand or ask questions to clarify if you are not sure
- Participate in class discussions

Students are very involved in the learning process and your ideas and opinions are valued highly. In most classes, participation is very important. You can agree with your instructor, but it is also completely OK to disagree. Asking questions is also great. Any participation in the classroom is welcome and in many classes your grades will depend on how much you participate. If you do not feel comfortable participating, it is always a good idea to talk to your professor about how you can participate without necessarily speaking in front of a large group.

Helpful hint:
Because most American universities are so student-centered, you will find that there are people everywhere who are there to help you. Become familiar with the resources available for you. At Wilkes, University College and the Writing Center are especially created to help you with your academic needs and they are free of charge. Use them!

Communication Style
As you may have guessed by now, direct and specific communication is preferred in American universities. Instructors, teaching assistants, and other classmates can be approached for clarification or support. The interaction with faculty in the US is much less formal than in many other countries. However, even though
the communication style can be quite familiar at times, students should usually not assume that instructors are their friends. The faculty-student relationship is considered to be professional. This means that emails should be polite and students should come prepared when they are meeting with professors. This also means that professors who are very willing to help you with course-related issues do not automatically want to hear about your personal life. There are plenty of resources for you on campus outside the classroom to help you with personal problems.

**Valued Knowledge and Course Content**

In American universities, objective, logical, rational, and verifiable information and reasoning are valued most. When you analyze something, you will always be expected to provide evidence. Another area that is valued highly is practical application; what you learn is only as important as how you use it. Furthermore, unlike in many other cultures, new information, inventions, and findings are seen as more important than wisdom and ancient knowledge.

An important part of learning in the U.S. is assessment. You will find that you will constantly be evaluated by a variety of means: exams, papers, participation, and smaller assignments. One form of assessment that is very popular in the U.S. is the multiple choice test. Although the accuracy of this testing method is controversial, many instructors use multiple choice tests and you should be prepared to take many of them.

**Academic Writing**

Academic writing in the U.S. tends to be direct and clear. You are expected to organize your ideas in a clear, logical manner, and support your arguments with evidence, sometimes even to a point that may seem dry and repetitive to you. In most academic fields, you will have to write to support your thesis, or main argument. The way you support your thesis will structure your paper and lead you towards clear, focused organization. Wilkes has a Writing Center where student consultants can help you with your papers.

**Academic Honesty**

Academic honesty is taken extremely seriously in American Universities. There is a strong belief in “ownership of knowledge,” which means that whoever had an idea first or made a discovery first “owns” it; no one else can use it without giving that person credit. This also means that it is very important that the work you do for classes is your own. Breaking either of those two rules is called academic misconduct. The two most important elements of academic misconduct are:
**Plagiarism** is a huge deal in American universities. Most importantly, you always have to clearly state where you got certain ideas from. Citing your sources not only makes sure that you are not plagiarizing; it also makes your work more credible. Every discipline has its own style of how to cite sources. You can buy handbooks that help you cite correctly or use one of the many great internet resources, such as the “OWL at Purdue.”

**Cheating** can refer to many practices, but it usually means using unauthorized assistance on tests, papers, projects, etc. Sometimes this could just mean sharing information with another student. In many cases it is very acceptable to share information or work together. However, for some projects and on almost all tests, papers, and exams, students are not allowed to work with other students. Then again, this does not mean that you cannot get help with papers in the Writing Center or study with someone else before a test.

The penalties for academic misconduct can range from a zero for the assignment to failing the class or even being expelled from the university. The student handbook provides a detailed explanation of academic misconduct and its consequences. Your best bet to avoid academic misconduct is checking with the instructor at the beginning of the semester to make sure you understand the rules for the class and to get help with citations in the Writing Center.

**Some Last Words of Advice**

- Don’t be afraid to ask questions or to ask for help
- Try to adapt—as you encounter differences in the U.S., think of ways to deal with them constructively
- Don’t hesitate to take advantage of the resources at Wilkes
- Get involved on campus to make friends with both domestic and international students
- Share your knowledge, experience, and perspective with others
Obtaining Documents in the U.S.

Obtain a Social Security Number | Obtain a Driver’s License | Obtain a Bank Account

Procedure to Obtain States Social Security Number

***** Please note: applying for a US Social Security number does NOT ensure that you will receive one. By law, the US government does not have to issue a Social Security number to any non-citizen *****

1. Obtain a letter from International Student Services certifying that you are a full-time international student in a good standing at Wilkes University.

2. Go to the Social Security Office (directions below). Be sure to take your passport, I-20, and the letter.

3. You may be refused immediately. If you are, please ask for a letter stating that you have applied and that you were refused because you are a non-citizen. Save the letter.
If you are approved, you will receive the card in the mail within a few weeks. Be sure to give a local address where mail can easily be delivered.

4. If, at some future time, you have secured a “blue card” work-study job on campus you may apply again. If you do so, you will need a note from the department in which you will be working, along with items mentioned above. It is much easier to obtain a Social Security number if you have a job offer.

Directions to the Social Security Administration building:

a. Walk north on S. Main St. to Public Square,
b. Turn right on the square,
c. Turn right on East Market St. (just past the Kirby Center),
d. Follow E. Market St. for 3 blocks to Wilkes-Barre Blvd.
e. Cross Wilkes-Barre Blvd. (carefully). Directly in front of you will be a large, old, brick building.
f. Turn left and go to the end of the building. The entrance to the Social Security office is on the side.

The office is open until 4:00 p.m. Please go by 3:00 p.m., at the latest.

Office Address: 7 N. Wilkes-Barre Blvd.
Wilkes-Barre, PA 18702
When you apply for a Social Security number, you will most likely get a letter like the one below. You can use this letter to apply for a PA Driver’s License.

Social Security Administration
Important Information

Office Address:
Social Security Administration
7 N Wilkes Barre Blvd
Suite 102
Wilkes Barre PA 18702
Hours: 09:45 A.M. - 04:00 P.M.
Phone: (570) 826-6372
Date: October 05, 2009

Your name and address will be displayed here.

We cannot give you a Social Security card at this time because:

Your documents show that you are not allowed to work in the U.S. and you do not have a valid reason to get a non-work Social Security number. Because we are not able to give you a Social Security card, we did not verify your documents with the issuing agency(ies).

Please contact us when:

You can give us the document(s) we need.

This notice is not proof of ineligibility for an SSN or card.

If You Disagree
If you think you should get a Social Security number or card based on what you have given us, you can ask us to review your case. Someone who did not look at your first application will review it. Please call, write or visit any Social Security office to ask for a review.

If You Have Any Questions
If you have any questions, please call us at the number shown at the top of this letter. We can answer most questions over the phone. You also can write or visit any Social Security office.

If you do call or visit us, please have this letter with you. It will help us answer your questions. Also, if you plan to visit an office, you may call ahead to make an appointment.

Nick Krutz
Field Office Manager
Procedure to Obtain a Pennsylvania Driver’s License
Or
Pennsylvania I.D. Card

1. Follow the procedure for obtaining a U.S. Social Security number. If you are denied a Social Security number, ask for a letter stating that you have applied and been denied because you are a non-citizen.

2. Obtain a letter from the International Student Advisor (ISA) stating that you are a full-time student in good standing at Wilkes. The letter will also include your current address (no box numbers are allowed) and the anticipated date of your graduation.

3. Take the letter from the ISA, the letter from Social Security, and your passport to the Department of Motor Vehicles Licensing Center. If you are applying for a driver’s license and have a valid license from home, take that with you as well.

4. When you walk in the door take a number at the desk directly in front of you. Be sure to read the signs regarding the numbers (there are two machines used for different things). Please DO NOT use your cell phone in the Licensing Center; it is against the law.

5. All processing for the PA ID card will be done that day. If you are applying for a driver’s license you must pass a computer test (booklets are available at the Center) and will then receive a Learner’s Permit. Test procedures are provided by the Licensing Center.

Directions to the Licensing Center:

Wilkes-Barre Center

Address: 1085 Hanover Street
Hanover Ind. Estates
Wilkes-Barre, PA 18706

a. Follow S. Main St. going south (away from Public Square) for about 2 miles. You will pass a very large cemetery on the left. Continue until you see the Hanover Industrial Park on your left.

b. Turn into the industrial park and follow the signs for the Driver’s License Center.

*Approximately 2 Miles (3.5 km) from campus
Other Driver’s License Centers in the Area

**Tunkhannock**

**Address:** 600 Hunter Highway, Suite 12  
Tunkhannock, PA 18657

*Approximately 17 Miles (27.5 km) from campus

**Hazleton Center**

**Address:** 1052 S. Church Street  
Hazleton, PA 18201

*Approximately 20 Miles (32 km) from campus

**Dunmore (Scranton) Center**

**Address:** 81 Keystone Industrial Park  
Dunmore, PA 18512

*Approximately 21 Miles (34 km) from campus

*Take homework with you or a book to read in case you have to wait to be seen.*
Procedure to Open a Banking Account in the United States

Obtain a letter from the international student advisor certifying that you are a full-time international student in good standing at Wilkes University. You will need to have your permanent, American address in the letter

Go to the local bank where you would like to open your account. Be sure to take your passport, I-20, banking information from home or money to start your account, your school ID and the letter.

At most banks, the tellers at the counter cannot help you open an account. Instead, wait to see one of the bank employees sitting at the desks or those who work in small offices off of the lobby. The tellers can help you find who you will need to speak to if it is not clear upon entering the bank.

Most American banks are open from 9 a.m. until 5 p.m., however, some have shorter hours. Some banks are not open on Saturdays and no banks are open on Sundays.