



# On Campus Living

2016-2017



RESIDENCE LIFE  
WILKES UNIVERSITY



Hello and greetings from the Office of Residence Life! We understand as family members that you will undoubtedly have questions about your student's experiences in our residence halls, hence the reason for this guide. For those of you new to residence hall living, this guide can serve as a valuable resource as you search for answers to the many questions you may have about your student's transition to college. It is the expectation of Residence Life that your students have a basic familiarity with all of the information provided on the following pages and the Student Handbook, [www.wilkes.edu/undergraduatehandbook](http://www.wilkes.edu/undergraduatehandbook).

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

Best Wishes,

Elizabeth Swantek, Director & Assistant to the Dean  
Jamie Miller, Assistant Director  
Roberta Shaffer, Administrative Assistant  
Kevin Abraham, Graduate Hall Director  
Stephen Enders, Graduate Hall Director

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## **RESIDENCE LIFE STAFF**

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

## **DIRECTORS OF RESIDENCE LIFE**

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

The Director of Residence Life is Elizabeth Swantek. Elizabeth (Liz) received her Bachelor's degree in Biology with a minor in Chemistry and her Master's degree in Business Administration from Wilkes University. Elizabeth brings years of experience to the department, having been a Resident Assistant and Resident Director during her academic career at Wilkes. Elizabeth is originally from Colts Neck, NJ. Elizabeth lives with her husband, Josh; son, Leland; miniature schnauzer, Rook; and maltese/terrier Bishop in Paul A. O'Hop Hall.

The Assistant Director is Mr. Jamie Miller. Jamie has a Bachelor's degree in Communications Studies from New York University and a Masters in Education from Mansfield University. He has been at Wilkes since 2009 previously working in the office of Student Development. Jamie is from Wellsboro, PA and resides with his American Staffordshire Terrier, Ella, in Rifkin Hall.

The Residence Director for University Towers is Kevin Abraham. Kevin earned his degree in Biology from Farleigh Dickinson University. He is currently working on his Masters of BioEngineering. Kevin is originally from Lake Hopatcong, NJ and resides in University Towers.

The Residence Director for Evans Hall is Stephen Enders. Stephen received his Bachelor's degree in Leisure & Sports Studies from Kutztown University. He is currently working on his MBA. Stephen is originally from Ringtown, PA and resides in Evans Hall.

The Office Assistant of Residence Life is Roberta Shaffer. Roberta brings years of experience to the Residence Life Office. Roberta earned her degrees in Sociology and Psychology from Wilkes University. Roberta is originally from Wilkes-Barre, PA.

Liz, Jamie, Kevin, Stephen and Roberta are available Monday through Friday from 8:30 a.m. to 4:30 p.m. in the Residence Life Office, which is located on the 3rd floor of Passan Hall. Our door is always open and we welcome calls from students and concerned parents or guardians.

Phone Number is (570) 408-4350 Fax number is (570) 408-5096

You may also contact us through e-mail, [reslife@wilkes.edu](mailto:reslife@wilkes.edu)!

### **RESIDENT ASSISTANTS**

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

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

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

## **RESIDENTIAL SERVICES**

Listed below are just a few of the services provided to our residential students. Clarification and/or questions regarding these services should be directed to the department.

**Mail Services**– Student mail is received and distributed in the Henry Student Center on the 2<sup>nd</sup> floor. Box numbers are distributed during Welcome Weekend, when you pick up your housing keys. The Mail room can be reached at x4123

The proper address for student mail is:

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

**Parking** –**Students must apply for a parking permit at the end of each semester.** Permits are assigned on the basis of seniority and academic need. The cost of on campus parking is \$120.00/ semester. If requests for parking permits are denied, parking is available at Ralston Field via a lottery system or on a first come first serve basis. The cost of Ralston parking is \$40.00/ semester. Inquiries can be sent to: [parking@wilkes.edu](mailto:parking@wilkes.edu) or x7275.

**TV Service** – All residence hall rooms are equipped with cable TV. Inter-Residence Hall Council also provides a movie channel, Channel 98, free of charge!

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

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

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

**Need Technology Help?** In-person support is available during the day at the Help Desk in the Farley Library. You may walk-in for help connecting your laptop or other devices. For telephone support dial xHELP (4357).

## **Dining Services**

**What are Dining Dollars and Flex Dollars?** Dining Dollars offer cashless spending at all dining locations on the Wilkes University campus. Use them to bring guests to Henry's Food Court, Rifkin Café, Starbucks or the POD. Flex Dollars work like Dining Dollars, but they work at the Barnes & Noble Campus Bookstore, any of the food vendors on campus, and select cafes and restaurants downtown.

Website: [wilkes.edu/dining](http://wilkes.edu/dining)

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

Website: [wilkes.edu/dining](http://wilkes.edu/dining)

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

For meal plan inquiries you may contact [studentmeals@wilkes.edu](mailto:studentmeals@wilkes.edu).

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

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

**Public Safety** – The Public Safety Office is located on the ground level of the parking garage on Main Street. Students can pick up their parking pass or get a new ID picture taken if they lose their ID. Public Safety officers are available to escort students around campus. In the event of an emergency, please call x4999 from on-campus or (570) 408-4999 from off-campus.

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

**Lost ID** – If a student's ID is lost, please call Public Safety immediately. ID's will be replaced at the cost of \$30.00.

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

## **HOUSING POLICIES**

The following is a portion of the policies that have been established by the University to ensure that the residence halls are run in a safe, fair, and orderly manner for the benefit of all residential students. Please consult the Student Handbook, which can be found on the University website. [www.wilkes.edu/undergraduatehandbook](http://www.wilkes.edu/undergraduatehandbook)

## **CONTRACTS**

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

## HALL OPENING AND CLOSING

Students must vacate residence halls for vacation/break periods according to the schedule published by the Office of Residence Life. Exceptions to these closing hours are made for University commitments only and must be approved by the Office of Residence Life. If you are required to stay or have an academic/athletic commitment, please note that you may only stay in Evans Hall or University Towers as these are the only two buildings open year round. As we close down the halls we also conduct health and safety checks through each of the rooms.

## HALL OPENING AND CLOSING SCHEDULE

	DATE	MOVE OUT	MOVE IN
FIRST YEAR MOVE IN	08/26/2016		VARIOUS TIMES
FALL RECESS	10/13/2016	@ 12 NOON	
	10/16/2016		@ 12 NOON
THANKSGIVING RECESS	11/23/2016	@ 12 NOON	
	11/27/2016		@ 12 NOON
WINTER RECESS	12/22/2016	24 HOURS AFTER LAST FINAL EXAM	
	01/15/2017		@ 12 NOON
SPRING RECESS	03/04/2017	@ 12 NOON	
	03/12/2017		@ 12 NOON
SPRING HOLIDAY RECESS	04/13/2017	@ 12 NOON	
	04/17/2017		@ 12 NOON
SUMMER RECESS	05/14/2017	24 HOURS AFTER LAST FINAL EXAM	

## ALCOHOL

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

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

## SMOKING

All University buildings are smoke-free. No smoking is permitted in student bedrooms, lounges, kitchens, etc. Students may only smoke outside of the building, at least 20 feet away from the entrance, exit, or windows.

## ROOM CHANGES

**Please note that no room changes will be made in the first three (3) weeks of the semester. This “freeze” period allows the Office of Residence Life to verify occupancy before entertaining change requests.** If a student is considering a room change, they should begin by discussing the situation with their roommate(s). Consultation with the RA or other University personnel may be helpful when problems exist between roommates. If after discussion a room change still seems necessary, students should fill out the online room change request form located within My On Campus Housing & Dining. The online form must be completed and approved by the Office of Residence Life before any changes are made. Unapproved room changes are not permitted. Should students change rooms without the written permission of the Office of Residence Life, they will be moved back to their original spots and will be subject to disciplinary action.



## **GUESTS**

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

## **ROOM ENTRANCE/INSPECTIONS**

While the University respects a student's right to privacy, the University also reserves the right to inspect rooms at any time, especially for reasons of maintenance, health, and safety. While the RA does not have direct permission to search a student's room, the Vice President of Student Affairs can authorize searches as needed or deemed appropriate. Public Safety and Residence Life have master keys and are permitted to key in to rooms if a situation arises.

## **EVACUATIONS**

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

## **POSSESSION OF WEAPONS**

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

## **QUIET HOURS**

Conduct and noise interfering with study or sleep of residents is unacceptable. It is expected that after 10 p.m. from Sunday through Thursday, quiet hours will be in effect. On weekends, quiet hours will be enforced after midnight. During final exams, a 24-hour quiet period will be in effect. During quiet hours, students should be able to sleep or study in their room or common areas without disruption.

## **SELLING/SOLICITATION**

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

## **PROPERTY DAMAGE**

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

## **RESIDENCE HALL REGULATIONS**

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

## RESIDENCE HALL REGULATIONS

1. Candles, incense, or other open-flame devices	9. Traffic or other public signs/indicators
2. Pets, other than fish	10. Electric blankets
3. Firearms and other weapons, chemicals, fireworks and explosives	11. Refrigerators over five cubic feet in capacity
4. Paintball guns and slingshots	12. Halogen lamp
5. Flammable liquids	13. Dartboards
6. Resistance coil appliances (i.e. hot plates)	14. Hukas and other smoking apparatuses
7. Toaster ovens or electric skillets	15. Air Conditioning units
8. Liquid-filled beds	16. Candle warmers or plug-ins

## INTERNET RESOURCES

Whether this is your first experience or your next in a series as a family member of a college-bound student, please take a moment to review the links we have compiled for you. We feel that these sites/articles can help in your transition and help ease the anxiety that many guardians deal with when they send their children away to school. While we do not profess to have all the answers, we would at least like to provide you with options to resolving your issues. If you have any questions/concerns regarding your student's residential experience, feel free to contact our office. Please note that in keeping with the Federal Privacy (FERPA) we will be unable to disclose specifics regarding your student as it relates to their stay at Wilkes University. However, we are free to speak in general terms and address any questions you may have.

### WEBSITES

<http://grownandflown.com>

<http://www.collegeparents.org/>

<http://www2.ed.gov/parents/landing.jhtml>

## SUGGESTED PACKING LIST

	Alarm Clock
	Area Rug
	Back Pack
	Bathrobe
	Batteries
	Blankets
	Bowls/ Cups/ Plates/ Silverware
	Camera
	Can Opener
	Cleaning Supplies
	Computer
	Desk Lamp
	Drying Rack
	Extension Cord/ Adapter
	Fan
	First Aid Kit
	Flashlight
	Flip Flops (Shower shoes)
	Garbage can
	Hair Dryer
	Hangers

	Iron/ Ironing Board
	Laundry Basket
	Laundry Detergent/ Dryer Sheets
	Message Board (Dry Erase)
	Microwave
	Paper Towels
	Pillow
	Prescription Medication
	Quilt/ Comforter
	Sewing Kit
	Sheets for an Extra-long twin bed
	Shower tote
	Snacks
	Stationary/ Stamps
	Surge Protector
	Tape
	Telephone/ Answering Machine
	Television
	Tissues
	Towels/ Hand Towels/ Hand Soap
	Umbrella
	Vacuum

## HOUSING AND RESIDENCE LIFE

The Office of Residence Life is located on the 3<sup>rd</sup> floor of Passan Hall.

**HOURS OF OPERATION** M-F 8:30 am – 4:30 pm

**PHONE:** 570-408-4350

**E-Mail:** [reslife@wilkes.edu](mailto:reslife@wilkes.edu)

**FAX:** 570-408-5096

## WEBSITES

- MAIN: [www.wilkes.edu/campushousing](http://www.wilkes.edu/campushousing)
- FIRST YEAR HOUSING: [www.wilkes.edu/firstyearhousing](http://www.wilkes.edu/firstyearhousing)
- MOVE IN INFORMATION: [www.wilkes.edu/moveinday](http://www.wilkes.edu/moveinday)
- HOUSING CALENDAR: [www.wilkes.edu/housingcalendar](http://www.wilkes.edu/housingcalendar)
- HOUSING SELECTION: [www.wilkes.edu/housingselection](http://www.wilkes.edu/housingselection)
- HOUSING EXEMPTION: [www.wilkes.edu/housingexemption](http://www.wilkes.edu/housingexemption)

