

KING'S  

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COLLEGE



## **Guide to Campus Offices & Services**

Academic Affairs Office

October 2009

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# Guide to Campus Offices & Services

## Academic Advisement Center

The Academic Advisement Center is the headquarters for the freshman and transfer student advisement programs. Any student wishing to change his/her major or minor should visit this office.

The Center is located in MU-95, Ext. 5872. Hours are Monday - Friday 8:30 a.m. - 4:30 p.m.

## Academic Skills Center

The Academic Skills Center offers the following learning assistance services:

- Free peer tutoring in Core and major subjects
- Academic skills workshops in the areas of time-management, note taking, reading/reasoning skills, study methods, and test taking
- Individualized learning assessments
- Disability services.

The Center is located in MU-94, Ext. 5841. Hours are Monday - Friday 8:30 a.m. - 4:30 p.m.

## Bookstore

The College bookstore is located just off Public Square on South Main Street. A 10% discount on purchases is offered to faculty and staff upon presentation of a College ID card. Before charging items needed for classes or offices, check with your department chair or supervisor for availability from other sources. Most office supplies are available from administrative and faculty assistants (See **Office Supplies**). Faculty are expected to get complimentary desk copies of adopted texts from the publisher if they are available. Information on ordering textbooks can be obtained from the department chair or bookstore manager.

Hours: Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 11:00 p.m.

Saturday: 10:00 a.m. to 11:00 p.m.

Sunday: 11:00 a.m. to 6:00 p.m.

Phone number: 208-4700

## Building Codes

The following letter codes are used to identify the buildings on campus:

A	Administration
AL	Alumni Hall
AUD	Administration Auditorium

BH	Benaglia Hall
CH	Chapel
CM	Campus Ministry Center
EH	Esseff Hall
FH	Flood Hall
GC	Gateway Corners
H	Hafey-Marian Hall
HC	Holy Cross Hall
HH	Hessel Hall
L	Corgan Library
LA	Lane House
LH	Luksic Hall
MC	McGowan Building
MU	Mulligan Physical Sciences Center
P	Parente Life Sciences Center
RU	Rubin Building
SF	Sheehy-Farmer Campus Center
SCAN	Scandlon Gymnasium

Please refer to the map at the end of this document to locate campus buildings.

## **Building Hours**

New for 2009-2010, faculty and staff can swipe their college ID to enter Hafey-Marian, McGowan, Administration, Parente, Mulligan, and Gateway at the card controlled exterior doors between 5:30 a.m. and 11:00 p.m., Monday thru Friday and 5:45 a.m. to 5:00 p.m. on Saturday and Sunday. Contact security if your card does not work. Using your ID card eliminates the wait for security response. Your ID card will not unlock doors prior to the set times. Faculty or staff needing entry when a building is closed should contact the Security department through the switchboard for assistance.

### Administration Building:

Monday - Friday: 7:30 a.m. - 10:00 p.m.

Saturday: 8:00 a.m. - 4:00 p.m.

Closed Sunday

### Benaglia Hall, 174 N. Franklin St. (Financial Aid & ROTC):

Monday - Friday: 8:30 a.m. - 4:30 p.m.

Closed Saturday and Sunday

### Corgan Library :

Monday - Thursday: 8:00 a.m. – 11:00 p.m.

Friday: 8:00 a.m. - 9:00 p.m.

Saturday: 10:00 a.m. - 5:00 p.m.

Sunday: 10:00 a.m. – 11:00 p.m.

Gateway Corners (locked 24/7; must use College ID to access):

Monday - Friday: 5:30 a.m. - 11:00 p.m.  
Saturday and Sunday: 5:45 a.m. - 5:00 p.m.

Hafey-Marian Hall:

Monday - Friday: 7:00 a.m. - 9:30 p.m.  
Closed Saturday and Sunday

Hessel Hall (Admissions):

Monday-Thursday: 8:30 a.m. - 8:00 p.m.  
Friday: 8:30 a.m. - 4:30 p.m.  
Saturday: 8:30 a.m. - 2:00 p.m.  
Closed Sunday

John Lane House, 164-166 N. Franklin St. (Student Affairs):

Monday - Friday: 8:30 a.m. - 4:30 p.m.  
Closed Saturday and Sunday

McCormick Campus Ministry Center:

Monday - Friday: 8:30 a.m. - 4:30 p.m.  
Closed Saturday.  
Open for Mass on Sunday at 11:00 a.m., 7:00 p.m., and 9:00 p.m.

McGowan School of Business:

Monday - Thursday: 8:00 a.m. - 11:00 p.m.  
Friday: 8:00 a.m. - 6:00 p.m.  
Saturday: 8:00 a.m. - 6:00 p.m.  
Closed Sunday

Mulligan Physical Sciences Center:

Monday - Friday: 7:30 a.m. - 10:00 p.m.  
Saturday: 8:00 a.m. - 4:00 p.m.  
Closed Sunday

Parente Life Sciences Center:

Monday - Friday: 7:30 a.m. - 10:00 p.m.  
Saturday: 8:00 a.m. - 4:00 p.m. (enter through Mulligan)  
Closed Sunday

Scandlon Physical Education Center:

Monday - Friday: 9:00 a.m. - 10:00 p.m.  
Saturday: 10:00 a.m. - 6:00 p.m.  
Sunday: 1:00 p.m. - 10:00 p.m.

Sheehy-Farmer Campus Center:

Monday - Thursday: First Floor: 7:00 a.m. - 11:00 p.m.  
Court Level: 7:00 a.m. - midnight  
Friday: First Floor: 7:00 a.m. - 11:00 p.m.  
Court Level: 7:00 a.m. - 2:00 a.m.  
Saturday: First Floor: 8:00 a.m. - 11:00 p.m.  
Court Level: 8:00 a.m. - 2:00 a.m.  
Sunday: First Floor: 8:00 a.m. - 11:00 p.m.  
Court Level: 8:00 a.m. - midnight

Sherrer House, 171 N. Franklin St. (Volunteer Services):

Monday and Friday: 8:30 a.m. - 4:30 p.m.  
Tuesday, Wednesday, and Thursday: 8:30 a.m. - 8:00 p.m.  
Closed Saturday and Sunday

Switchboard/Security Office (Basement of Luksic Hall)

24 hours a day/7 days per week

## **Calendar of Events**

Academic, Alumni, and Experiencing the Arts calendars may be found on the King's College Web site, <http://www.kings.edu>. Select "Calendars" on the site index. In addition, the Association for Campus Events (A.C.E.) publishes a calendar every semester which is available in the Sheehy-Farmer Campus Center.

## **Check Cashing**

As a service to faculty and staff, the Business Office will cash checks up to \$50.

## **Class Cancellations by Faculty**

Faculty who are unable to meet their classes should phone or e-mail the Academic Affairs office (ext. 5895 or 208-5895; [lucyannskvarla@kings.edu](mailto:lucyannskvarla@kings.edu) and/or [dorothynovrocki@kings.edu](mailto:dorothynovrocki@kings.edu)); and either the Hafey-Marian Faculty Assistants (208-5900, ext. 5702) or the McGowan Faculty Assistants (208-5900, ext. 5700) if the class meets in these buildings. In addition to the aforementioned offices, part-time faculty should phone the Center for Lifelong Learning, (ext. 5865 or 208-5865).

## **Class Lists and Teaching Schedules**

Class lists and teaching schedules are available on-line through Web Advisor. Please consult the Web Advisor Handbook distributed by the Registrar's Office. At the beginning of each semester all faculty are required to verify the status of the students attending their classes.

## Compressed Schedule

In the event of weather related emergencies, information regarding closing of the College or implementation of the compressed schedule can be obtained from local radio and television stations, through the College severe weather hotline at (570) 208-5979, or on the College's website.

### A. Classes

<u>Monday, Wednesday, Friday</u>		<u>Tuesday, Thursday</u>	
35 Minute Periods		50 Minute Periods	
10 minutes between classes		10 minutes between classes	
Regular	Compressed	Regular	Compressed
8:00	10:00	8:00	10:00
9:00	10:45	9:30	11:00
10:00	11:30	11:00	12:00
11:00	12:15	12:30	1:00
12:00	1:00	2:00	2:00
1:00	1:45		
2:00	2:30		

During inclement weather, as an alternative to the compressed schedule, the College 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.

Decisions regarding inclement weather will be based on weather forecasts, campus conditions and the conditions surrounding the College. The College recognizes that our commuting students come from a wide geographic area and that road conditions can vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should act as a guide as to whether or not students can get to the College, or if a departure from campus earlier than closing time is required.

### B. Final exams

If the College is closed, the entire day's examinations will be held on the Saturday at the end of final examination week. If a compressed schedule is in effect, examinations will be held as follows:

- 8:00 a.m. exams will begin at 10:00 a.m.
- 10:15 a.m. exams will begin at 12:05 p.m.
- 1:00 p.m. exams will begin at 2:10 p.m.
- 3:15 p.m. exams will begin at 4:15 p.m.

If the College is closed when an **EVENING FINAL EXAM** was scheduled, the exam will be given on **FRIDAY** evening at the regular time and place that the class meets.

## Computing Services (Information & Instructional Technology Services)

Computing Services are located on the third floor of the McGowan building. They install and set up the computers on campus, maintain the physical components, and add and update software. They also provide instructional and technical support, and are responsible for Internet access and e-mail. A Help desk is available to assist you with any computer problems you may have.

Help desk info:

Phone: HELP (x4357)  
E-mail: [help@kings.edu](mailto:help@kings.edu)

Computing Services regular hours are:  
Monday - Thursday 8:00 a.m. - 7:00 p.m.  
Friday - 8:00 a.m. - 5:00 p.m.

If you need more information on any aspects of computing services visit the College Web site at [www.kings.edu/iits](http://www.kings.edu/iits).

## Dining Services

Meals are available in several locations on campus – the **Susquehanna Room**, located in the Administration Building, **Connerton's Café**, and **Marketplace**, both located in the Sheehy-Farmer Campus Center, and **Gateway Corners**. The hours listed below are for the academic year. Operating hours for breaks and summer will be sent via e-mail. Coffee and tea are free to members of the faculty and staff in the Valley Room located on the ground floor of the Administration Building. Connerton's Café and the Susquehanna Room offer discounts to faculty and staff for premium coffees and tea.

Meals in Marketplace are served “All-You-Care-to-Eat” and are available at a fixed price that includes beverages and desserts, too. Breakfast: \$8 Lunch: \$6 Dinner: \$12  
Options at all other food service locations are served *a la carte*

### HOURS OF OPERATION:

#### Marketplace – 2<sup>nd</sup> Floor Sheehy-Farmer Campus Center

Monday - Friday

Breakfast	7:00 a.m. - 10:00 a.m.
Continental Breakfast	10:00 a.m. – 11:00 a.m.
Lunch	11:00 a.m. - 1:30 p.m.
Light Lunch	1:30 p.m. – 4:30 p.m.
Dinner	4:30 p.m. - 7:00 p.m.

Saturday - Sunday

Brunch	11:00 a.m. - 1:30 p.m.
Dinner	4:30 p.m. - 7:00 p.m.

#### Connerton's Café – Sheehy-Farmer Campus Center, Lower Level

Monday – Friday	7:00 a.m. – 8:00 p.m.
Saturday and Sunday	Closed

Susquehanna Room – Administration Building, Lower Level

Monday – Thursday	7:00 a.m. – 2:00 p.m. 4:30 p.m. – 8:00 p.m.
Friday	7:00 a.m. – 2:00 p.m.
Saturday	7:30 a.m. – 1:00 p.m.
Sunday	Closed

Gateway Corners – Gateway Corners Building, First Floor

Monday – Thursday	6:30 a.m. – 12:00 a.m.
Friday	6:30 a.m. – 2:00 a.m.
Saturday	10:00 a.m. – 2:00 a.m.
Sunday	10:00 a.m. – 9:00 p.m.

There is a Faculty/Staff Meal Plan available for Marketplace that may be used whenever it is open during the academic year. The cost is \$100 for 25 meals. The meals are good until they are used up and can be renewed as often as you like. In addition, King's Cash, our debit card program, is available and it offers a 10% discount in any dining location. For Meal Plans, please contact the Dining Service Office at Ext. 5833 and deposits for King's Cash may be made at the Business Office. For additional information on menus and specials, please visit [www.kingsdining.com](http://www.kingsdining.com)

## **Emergencies**

In the case of a major medical crisis (e.g., seizure, stroke, heart attack, etc.) or accident, dial 911 immediately. Then notify the Student Health Center, Ext. 5852 or Ext. 5395, of the situation and wait with the person until help arrives. If a minor medical incident occurs (e.g. sickness, nausea, vomiting, etc.), someone should accompany the individual to the Student Health Center on the first floor of Hafey-Marian Hall, Room 104 for proper medical attention. Center hours are Monday – Friday 8:30 a.m. – 4:30 p.m. On weekends or in the evening call the switchboard by dialing “0” from any campus phone to reach the Emergency Response Team.

Fire alarms should always be considered emergencies. All classrooms and offices must be evacuated immediately. Do not lose time trying to find out if it is a false alarm.

## **Emergency Procedures for Disabled Students**

In the event of an emergency, a faculty member assists in the disabled student's evacuation from his/her classroom. Evacuation procedures tailored to the individual student's needs should be addressed before classes begin. The Academic Skills Center considers scheduling options during registration to accommodate disabled students.

## **Gym Privileges**

The Scandlon Physical Education Center is open to all students, faculty and staff members. Lockers may be available, but you need to provide your own lock. The College is not

responsible for any lost belongings. A College ID card is required for entry to any of the facilities. One guest per card is allowed and must sign in.

The Scandlon Physical Education Center's regular hours during the Fall and Spring semesters when the College is in session are listed below. No facilities are open when the College is closed.

*Basketball & Racquetball Courts*

Monday - Friday: 8:00 a.m. - 10:00 p.m.

Saturday: 10:00 a.m. - 6:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m.

*Pool*

Monday - Thursday: 11:00 a.m. - 4:00 p.m.; 6:00 p.m. - 9:00 p.m.

Friday: 11:00 a.m. - 4:00 p.m.

Saturday and Sunday: Closed

*InterMetro Wellness Center (Restricted access to current students, faculty and staff)*

Monday - Friday: 8:00 a.m. - 10:00 p.m.

Saturday: 10:00 a.m. - 6:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m.

## **ID Cards**

ID Cards are issued to faculty, administration, and staff at the time of employment. Pictures are taken and cards issued in the Residence Life Office in the Sheehy-Farmer Campus Center. The card is needed for use of the gym, library borrowing privileges, bookstore discount, and free tickets to King's theatre productions.

## **Information & Instructional Technology Services (IITS)** (see **Computing Services** or **Media Services**)

## **Keys**

### To Buildings:

Ordinarily, unless special arrangements are necessary due to departmental needs (e.g. biology faculty have 24-hour, 7 days/week access to laboratories), you will not be issued keys to the buildings on campus. However, keys can be obtained for certain buildings, depending on security systems, upon written request to the Vice President for Business Affairs. For building access outside normal hours (see Building Hours), contact the Security department through the switchboard in the basement of Luksic Hall. A security guard will check your identification and gladly let you into your building. Security requests that you call the switchboard (dial 0 from any campus phone) and notify them when you are leaving the building. King's College ID access is available to certain buildings by use of a card reader system. See the Director of Security and Safety for information.

### To Offices:

Your department, in conjunction with the Facilities Department, will provide you with keys to your office and other rooms necessary for your instructional/scholarly endeavors.

### To Classrooms:

Maintenance is generally responsible for unlocking classrooms before the start of a normal school day. Exceptions to this include rooms with extensive and expensive instructional equipment that requires increased security. In these cases, instructors who use these rooms will unlock them as needed using keys provided by their department.

## **Library**

The D. Leonard Corgan Library located on Jackson St. maintains a collection of DVDs and online databases in addition to its book and journal collections. The library catalog and online databases can be accessed on the library's webpage. Faculty members can request formal group instruction on use of the library's resources tailored to specific assignments for their classes. The library's regular hours during the Fall and Spring semesters when the College is in session are listed below. At other times hours vary.

Monday-Thursday: 8:00 a.m. – 11:00 p.m.

Friday: 8:00 a.m. – 9:00 p.m.

Saturday: 10:00 a.m. – 5:00 p.m.

Sunday: 10:00 a.m. – 11:00 p.m.

For additional information on library services consult the College Web site at <http://www.kings.edu>. Select "Library" on the home page.

## **Lifelong Learning (Center for)**

The Center for Lifelong Learning located on the first floor (room 108) of the Administration Building offers services to part-time students, full-time students over the age of 25, and faculty. The mailboxes of some part-time faculty are in this office and office services such as photocopying are available here. King's graduates who wish to take additional undergraduate courses at the College should register through this office to receive the discount available to alumni. Center hours are:

Monday – Thursday: 8:00 a.m. – 6:30 p.m.; Friday: 8:00 a.m. – 4:30 p.m.

## **Media Services**

A variety of audio/visual equipment is available for use in the classroom. Most classrooms are equipped with a TV, VCR, CD and audio cassette players, projectors (ceiling mounted, overhead, and slide), and a computer with Internet access. Camcorders are available for in-class videotaping. Portable computers and projection units are available for overnight and weekend loan. Requests for longer term loans will be addressed on an individual basis. For more information, call Media Services at Ext. 5712 or the Helpline at Ext. 4357.

## Offices

Please refer to the map at the end of this document to locate campus buildings.

### Administrative Offices:

Most offices are open Monday – Friday: 8:30 a.m. – 4:30 p.m. (4:00 p.m. in summer).

	<b><i>Brief Description of Services</i></b>
<b><u>President</u></b> (Admin. Bldg, 5th floor) – ext. 5899	
Rev. Thomas O’Hara, CSC, President	Chief Executive Officer
Mr. Joseph Balz, Asst to the President for Special Projects	Special campus projects, investments
Ms. Elaine Zavada, Executive Assistant to the President	Assists President as needed; office manager, coordinator of President’s schedule; maintains official records of President’s office; coordinates Board of Directors meetings & records, Patron’s Day; and stage party for Commencement
<b><u>Academic Advisement</u></b> (Mulligan, ground floor) – ext. 5872	Add/drop courses, course withdrawals, withdrawal from College, advisement for freshmen, transfer and re-admit students, change of major/advisor, deferred decision testing, summer advisement
Rev. Charles Kociolek, C.S.C., Director of Academic Advisement; Chair, Academic Standing Committee	Academic standing contracts, freshmen & transfer advisor
Mr. John Kratz, Associate Director of Academic Advisement	Freshmen & transfer advisor, transfer course planners
Mrs. Joanne Santarelli, Transfer Advisor, Academic Advisor	Transfer & freshmen advisor
Mrs. Kathryn Weiss, Administrative Secretary	Student appointments, early alert for freshmen, coordinates office services, etc.
<b><u>Academic Affairs</u></b> (Admin. Bldg, 3rd floor) – ext. 5895	
Dr. Nicholas Holodick, Vice President for Academic Affairs	Academic Majors & Programs, Curriculum, etc.
Rev. Anthony Grasso, AVP for Academic Affairs & Dean of Faculty	Faculty Development, other Faculty issues
Ms. Teresa Peck, AVP for Enrollment & Academic Services	Course and Student Issues

Ms. Lucyann Skvarla, Executive Assistant to the Vice President for Academic Affairs Ms. Dorothy Novrocki, PT Secretary, mornings – ext. 5311 Ms. Mollie O’Brien, PT Secretary, afternoons – ext. 5311	Administrative support to VP and 2 AVPs; details for supplemental and part-time contracts, faculty travel, Honors Convocation, teacher/course evaluations, faculty searches, class cancellations, Dean’s List cards, etc.
<b><u>Academic Skills</u></b> (Mulligan, ground floor) – ext. 5841	
Mrs. Jacintha Burke, Director	Coordinates Disability Services, Learning Strategies Programming and the College Entry Program; Serves as Academic Advisor for First Year Students
Dr. James Stewart, Tutorial Coordinator	Recruits and trains Core and Major course peer tutors; Supervises individual and small group peer tutoring
Mrs. Sheri Yech, Learning Disability Specialist	Academic Coach and Mentor for Learning Disabled Students
Mrs. Marlene Reed, Office Coordinator	Schedules staff appointments; arranges testing accommodations; Coordinates employment forms for peer tutors, office mailings, and publications
<b><u>Academic Grants</u></b> (McGowan 420) – ext. 5798	
Karen Baker, Director	Grant writing, management and support for faculty projects/research
<b><u>Act 101</u></b> (Admin. Bldg, 6th floor) – ext. 6078	
Ms. Donna Dickinson, Act 101 Director	Oversees daily & long range planning and implementation of program components, budget
Ms. Pamela Bird, Act 101 Counselor	Personal, career, academic issues
Ms. Karen Collins, Administrative Secretary	Receptionist, file manager, reports
<b><u>Admissions Office</u></b> (Hessel Hall) – ext. 5858	
Ms. Michelle Schmude, Dean of Admission	Oversees the daily operations including the admission & scholarship process, mailing sequence, marketing initiatives, and hiring.
Ms. Sandy Socash, Assistant to Dean of Admission	Datatel application file upkeep, decision & scholarship letters, application letter tracks & mailings, admission reports
Ms. Patti Auker, Office Assistant	Data entry, file management
Ms. Lorna Delaney, Office Assistant	Data entry, prospect mailing sequence and reports
Ms. Joan Francis, Appointment Coordinator	Schedule appointments/receptionist
Ms. Kathy James, Application Coordinator	Download and enter applications on Datatel, file management

Ms. Meg Swantek, Assistant Appointment Coordinator	Schedule appointments/receptionist
Mr. Dave Fedorchak, Senior Assistant Director	Student recruitment, Admission committee, presidential scholarships, manage Student Aides, Southern NJ/Philadelphia reception, Freshmen from DE, MD & Southern NJ
Mr. Tom Landon, Senior Assistant Director	Student recruitment, Open Houses, Accepted Student Day, presidential scholarships, scholarship committee, transfer students, freshmen from Luzerne county
Mr. Matt Herr, Assistant Director	Student recruitment, Inventory, Senior Preview/College for a Day, Lehigh Valley reception, PACCAO Liaison, scholarship committee
Ms. Rebecca Laughman, Assistant Director	Student recruitment, Guidance Counselor website, scholarship committee, Catholic College Tour, travel schedule, ACT 101 liaison, manage Student Aides, Guidance Counselor events, Facebook application, transfer students, freshmen from Luzerne county, Parente scholarship
Mr. Patrick Sweeney, Assistant Director	Student recruitment, Monarch Ambassadors, Parente scholarship, McGowan Hispanic scholarship, scholarship committee, transfer students, freshman from counties around Luzerne
Ms. Meghan Ball, Admission Counselor	Student recruitment, Plunge program, College for a Day/Senior Preview Day, freshmen from Philadelphia & surrounding area, Southern NJ/Philadelphia reception, admission committee
Ms. Erica Kovats, Admission Counselor	Student recruitment, Monarch Ambassadors, Plunge program, email coordinator, Admission committee, Freshmen from NY and New England, Facebook application
Ms. Valerie Simmons, Admission Counselor	Student recruitment, Admission committee, Freshmen from Northern NJ, Alumni NJ
<b><i>Alumni Relations</i></b> (Admin. Bldg, 2nd floor) – ext. 5879	
Mr. William Behm, Director	Represent the interests of all King’s College alumni. Serve as point-of-contact for returning alumni. Fundraising campaigns, to include Senior Class Gift. Liaise with current students.
Mrs. Laura Haden, Assistant Director	Alumni Event Planning and Online Technology
Mrs. Nancy Harworth, Administrative Secretary	Office manager; processes data requests, and fields calls from alumni.

<b><u>Athletics</u></b> (Scandlon Physical Education Ctr) – ext. 5855	
Ms. Cheryl Ish, Director of Intercollegiate Athletics and Recreation, Head Field Hockey Coach (ext. 5756)	Direct report for coaches and athletic staff members
Mr. J.P. Andrejko, Assistant Athletic Director, Head Men’s Basketball Coach, Head Golf Coach (ext. 5769)	Oversight for selected sports & coordinator of officials, compliance staff
Mr. James Anderson, Assistant Football Coach (ext. 5379)	Compliance staff, spring game management coordinator
Ms. Laurie Anthony, Intramural Director, Head Women’s Lacrosse Coach, Assistant Women’s Soccer Coach (ext. 5443)	Oversight of intramural events, hires student intramural workers
Mr. Mark Bassett, Director of InterMetro Wellness Center, Head Men’s Soccer Coach (ext. 5334)	Oversight of all aspects of Wellness Center including student workers and maintenance of equipment
Mr. Brian Donoghue, Facility Coordinator, Head Women's Basketball Coach (ext .5432)	Reserves and schedules spaces in Scandlon Physical Education Center
Mr. Jason Kelly, Betzler Complex Coordinator, Assistant Football Coach (ext. 5441)	Manages summer reservations and requests for Betzler Complex
Mr. Matt Easterday, Aquatics Director, Head Men's & Women's Swim Coach (ext. 5758)	Hires & schedules lifeguards, manages & schedules pool-related programs
Ms. Carol Shillabeer, Administrative Assistant (ext. 5855)	Administrative assistance with all matters related to athletics; reserves vans.
Ms. Lori Bennett, Coach (ext. 5855)	Cheerleading
Ms. Maria Bustin, Head Coach (ext. 5855)	Women's Soccer
Mr. Bill Eydler, Head Coach (ext. 5855)	Men's & Women's Tennis
Ms. Lisa Gigliello, Head Coach (ext. 5397)	Softball
Mr. Jerry Greeley, Head Coach (ext. 5676)	Baseball
Mr. Bernie Kachinko, Head Coach (ext. 5435)	Women's Volleyball
Mr. Mike Kolinovsky, Head Coach (ext. 5855)	Men's & Women's Cross Country, Club Track & Field
Mr. Rich Mannello, Head Coach (ext. 5378)	Football
Mr. Ned McGinley, Head Coach (ext. 5344)	Wrestling
Mr. Andy Orlowski, Head Coach (ext. 5351)	Men's Lacrosse, Club Ice Hockey
<b><u>Business Office</u></b> (Admin Bldg, 1st Floor) – ext. 5831	
Dr. Lisa Marie McCauley, Vice President for Business Affairs & Treasurer	Responsible for all financial aspects of College & contracted services (dining, facilities & Bookstore), Administrative responsibilities for HR, Security, risk management and Conference & Events
Mr. Thomas Graber, Controller	Financial reports, cash management, budget management

Ms. Kimberly Materna, Assistant Controller	Budget management, general ledger maintenance
Mr. Herb Godfrey, Purchasing Director	Vending services, student transportation, student insurance
Ms. Mary Balun, Accounts Payable	Vendor maintenance, check requisitions
Ms. Eva Guarino, Bursar	Collections, 1098T tax reports, financial counseling
Ms. Darlene Gavenonis, Director of Student Accounts	Financial counseling, financial aid transmittal, student billing
Ms. Carol Eick, Perkins Loan Coordinator	Processing, exit interviews & promissory notes for Perkins Loan program
Ms. Cheryl Belles, Student Account Representative	Cashier, student account help
Ms. Veronica Giamusso, Assistant to the Vice President for Business Affairs	Preparation for Board meetings, College travel, College P-card audits, performs cashier duties, assists in various capacities in the Business Office.
Ms. Francis Mesaris, Data entry clerk	Data entry
<b><u>Campus Activities</u></b> (Sheehy-Farmer Campus Center, 1st floor) – ext. 5966	
Mr. Sean Cryan, Director	Oversees the new student orientation program & Intercollegiate Leadership program. Co-director of the Core 090: First Year Experience, facilitates social programming with students for the campus.
Ms. Kathy Barber, Coordinator of Campus Activities and Commuter Life	Serves as advisor to commuter students facilitating involvement on campus, oversees the student media; develops publications & advertising for campus activities events.
Ms. Sue Henry, Manager Radio Station (part time), Office: Lower Level, Radio Station	Works with students in developing programming for the radio station and works with FCC compliance.
Ms. Melody Priebe- Ferkel, Advisor (part time), Media Offices	Works with student editors in developing the annual yearbook of the College, The Regis.
<b><u>Campus Ministry</u></b> (corner of W. Jackson & N. Franklin Sts) – ext. 5890	
Rev. Richard Hockman, C.S.C., Director of Campus Ministry and College Chaplain	Oversees work of OCM, OVS, and Shoval Center
Ms. Marie Lendacky, Administrative Assistant	Assists with all phases of work in OCM; directs inquiries as to programs and work of the OCM
Mr. Robert Shearn, Associate Campus Minister	Assists OCM, senior reflection seminars, coffee house & relax-a-latte, Rite of Christian Initiation (RCIA), retreats
Mr. Robert Yenkowski, Music Minister	Plans music for celebrations, trains music ministers, director of choral group, Cantores Christi Regis

<b><u>Career Planning &amp; Placement</u></b> (Admin. Bldg, Lower Level) – ext. 5874	
Mr. Christopher C. Sutzko, Director	Office management, program development, career counselor, community liaison, CARP facilitator
Ms. Kelly Lettieri, Assistant Director for Internships	Academic internships, career counselor, CARP facilitator
Ms. Jamie Guilford, Employer/Corporate Relations Coordinator	On-campus recruiting program, career counselor, CARP facilitator
Ms. Mary Alice Capezza, Career Development Specialist	Professional development seminar series, career counselor, CARP facilitator
Ms. Theresa Kinney, Administrative Assistant	Office administration, career planning program support
<b><u>Conference &amp; Events</u></b> (Sheehy-Farmer Campus Center, 1st floor) – ext. 5807	
Ms. Suzanne McCabe, Director, Conference & Events; Director, College Discovery Program	Facilitates usage of campus facilities by external clients, provides event planning support for on-campus users; provides programming for elementary & high school students
Ms. Bonny Laneski, Conference & Events and College Discovery Assistant	Coordinates summer Kids at King’s program, assists with conference & events on campus
Mr. Peter Gillott, Campus Facilities & Events Coordinator	Coordinates the reservation of all campus facilities, coordinates campus master calendar
Ms. Victoria Weaver, Administrative Secretary	Provides clerical and technical support, coordinates classroom reservation process for evening and weekend usage
<b><u>Counseling Center</u></b> (Admin. Bldg., 6th Floor) – ext. 5873	
Rev. Thomas Bertone, C.S.C., Director	Direct reports from Counselors and counsels students
Mrs. Theresa E. DaKay, Counselor	Counsels students
Rev. Genero Aguilar, C.S.C., Counselor	Counsels students
Mrs. Lorraine Nora Conway, Office Coordinator	Matters relevant to Director of Counseling Center & Counselors
<b><u>Diversity</u></b> (Sheehy-Farmer Campus Center, 1st floor) – ext. 5966	
Ms. Delight Yokley, Director ( <i>serves on the professional on call rotation for campus emergencies</i> )	Advisor to students of color on campus; facilitates educational & social cultural programming; represents the College with NEPDEC regional consortium; advises student groups: Multicultural Club and Q and A. Resides on campus as Resident Counselor in Luksic Hall.

<b><u>Financial Aid</u></b> (174 N. Franklin St.) – ext. 5868	
Ms. Ellen McGuire, Director of Financial Aid	Policy & regulations, academic progress, reduced income, aid eligibility
Ms. Donna Cerza, Assistant Director of Financial Aid	PHEAA State Grant & special programs, web updates
Ms. Marijo Elias, Coordinator of Freshman Aid	Pell grants, advising, study abroad, loans, financial aid event planning
Ms. Pauline Reedy, Financial Aid Advisor	Loans, advising
Ms. Janine Ruane, Receptionist	Primary receptionist, schedules appointments, general questions
Ms. Elizabeth Rice, Senior Secretary	Work study, receptionist, general questions
Ms. Janice Karpovich, Administrative Secretary	Verification documents, general questions, phone calls
Ms. Mary Lou Gruver, Senior Secretary	Information request letters, new student mailings, general questions
<b><u>Graduate Programs</u></b> (Admin. Bldg, 1st Floor loft) – ext. 5991	
Dr. Elizabeth S. Lott, Dean of Graduate Programs	Development, recruitment, admissions, administration, retention, and assessment of graduate programs
Ms. Briget Ford, Administrative Secretary	Administrative support for all aspects of graduate programs
<b><u>Honors Program</u></b> (Hafey-Marian, 5th Floor)	
Dr. William Irwin, Director – ext. 5493	Challenging coursework for students
<b><u>Human Resources</u></b> (181 N. Franklin St.) – ext. 5925	
Ms. Erin Savitski, Director	Develops & implements policies & programs
Ms. Lita Piekara, Associate Director	Administers College policies, implements benefit programs, processes all tax filings related to payroll
Ms. Beth Ann Kolodgie, HRIS Retirement & Training Specialist	Develops & implements HRIS retirement programs and college wide training programs
Ms. Donna Mattei, Payroll Coordinator	Processes all College payrolls, maintains payroll records
Ms. Erin Favata, Generalist	Provides support for employment, orientation, benefit admin., payroll & employment services
Ms. Kelly Gibbons, Human Resources Assistant	Provides assistance & support to Human Resources office
<b><u>Institutional Advancement</u></b> (Admin. Bldg., 5th floor) – ext. 5882	
Dr. Frank Oliver, Vice President for Institutional Advancement	Manages the IA Division & helps donors organize concepts & resources for estate planning, deferred gifts, & gifts of real estate
Mrs. Julia Bojarcik, Director of Prospect Research and Prospect Management	Identify & research donors and donor prospects

Mrs. Kimberly Cardone, Director of Annual Giving Programs	Community portion of the Annual Fund (parents, employees, & general community phases); special event fundraising (Farber Golf Tournament) & special donor recognition events such as the CC Christmas Party; employee liaison for annual United Way campaign
Mrs. Tish Last, Director of Corporate, Foundation and Government Grants	Grants for capital projects, curriculum development, special programs, and faculty research; oversee President's Dinner
Mr. William Lynn, Director of Development and Major Gifts	Fundraising campaigns, major gift donor relations
Mr. James Nawrocki, Director of Advancement Services	Tracks contributions/pledges; supervises alumni/advancement database
Mrs. Jackie Grant, Executive Secretary to the Vice President for Institutional Advancement	Details for leadership phase & community phase of the Annual Fund, President's Council, donor events, endowed scholarships, major donor acknowledgements, etc.
Mrs. Charlene Brojakowski, Stewardship Coordinator	Coordinates & schedules donor cultivation & solicitations, regional meetings & special events
Mrs. Rose Gryskewicz, Administrative Secretary	Edits grant proposals, manages grant database, writes some annual grant proposals, composes cover letters & acknowledgements, & oversees most aspects of the President's Dinner; provides support to the Prospect Research office.
Mrs. Eileen Piekutowski, Fiscal Systems Coordinator	Gift and pledge entry, donor receipts
<b><u>Institutional Research</u></b> (Admin. Bldg, 2nd floor)	
Ms. Marian Palmeri, Director Ms. Megan Nicholson, Associate Director	Government statistical reports, student & employee surveys, focus groups, external surveys for college guides.
<b><u>Information and Instructional Technology Services (IITS)</u></b> (McGowan 314) – HELP ext. 4357	
Mr. Paul Moran, Executive Director	Planning, policy, budget, and implementation of technology initiatives.
Ms. Jean Evans, Executive Assistant to the Executive Director of IITS	Provides administrative assistant services to the Executive Director and IITS team.
<b><u>IITS – Academic &amp; Instructional Technology Services</u></b> (Hafey Marian, 6th floor) – HELP ext. 4357	
Mr. William Keating, Managing Director	Educational technologies, learning management system, video-conferencing
Mr. Peter Phillips, Instructional Designer	Faculty/staff technology development and support

Ms. Bonnie Scutch, Instructional Designer	Faculty/staff technology development and support
<b><u>IITS – Management Information Systems (MIS)</u></b> (McGowan, 3rd floor) – HELP ext. 4357	
Mr. Bil Corcoran, Managing Director	Coordination & management of MIS systems projects & personnel.
Mr. Andrew Ewonishon, IITS Project Coordinator	Coordination of non-IITS campus projects.
Mr. Rick Gasper, Manager of Network Services	Management of selected network & application services.
Mr. Franklin Konek, Infrastructure Support Specialist	Design & support for campus IITS infrastructure.
Mr. James O’Meara, Systems Support Specialist	Support for network & systems services.
Mr. Chris Pasquini, Web Support Specialist	Design & support for web sites & applications.
Mr. John Pegg, MIS Services Manager	Analysis & support for administrative systems & applications.
Mr. James Ready, Systems Support Specialist (Part-time)	Support for network & systems services.
Mr. Matt Regner, Network Support Specialist	Design & support for network & systems services.
Mr. Ryan Senese, Web Systems Coordinator	Design & support for web systems & applications.
Ms. Lynn Tarnowski, MIS User Support Specialist	Support for administrative applications.
<b><u>IITS – User Services</u></b> (McGowan 302) – HELP ext. 4357	
Mr. Raymond Pryor, Managing Director	End user satisfaction, technology procurement, new product & student support development, help desk, licensing
Mr. Sam Falbo, Media Support Specialist	Campus audio/visual needs, large venue sound support
Ms. Patricia Kellar, Operations Manager	Computing center operations, course evaluations, help desk
Mr. Ronald Oley, General Support Specialist	HELP desk support
Ms. Sandra Paczkowski, Computer Operator / Help Desk Contact	HELP desk contact
Ms. Lisa Rizzo, Desktop/Lab Support Specialist	Computer troubleshooting, lab/class-room software installation, printers
<b><u>Lifelong Learning (Center for)</u></b> (Admin Bldg 108) – ext. 5865	
Mrs. Barbara S. Cresswell, Director of Adult Advisement	Meets and advises all adult students returning part-time or full-time.

Ms. Maureen E. Sheridan, Director of Evening & Weekend Programs	Works directly with dept chairs & faculty to organize fall, spring & summer schedule; responsible for all information entered into Datatel pertaining to part-time students.
Mrs. Maria Glenn, Office Coordinator	Answers & directs all incoming calls, schedules advisement appointments, greets visitors & provides appropriate information.
<b><u>Marketing and Advertising</u></b> (Admin. Bldg., 6th floor)	
Ms. Michelle Schmude, Interim Director, ext. 5947	Oversees the daily operations of the office ensuring that all work produced fits into the integrated marketing communications plan.
Mr. Brian Blight, Art Director, ext. 5930	Creates & maintains the visual appearance of all college publications
Ms. Jacquelyn Galvin, Graphic Designer/Writer/Editor, ext. 5483	Produces publications for various offices on campus by conceptualizing & designing their promotional pieces as well as writing & editing content
Ms. Jill Rozitski, Marketing Project Manager, ext. 6043	Maintains schedule & flow of all projects that are done in office; meets with outside vendors to purchase media buys.
Ms. Susan Urbanas, ext. 5418	Produces various design pieces.
<b><u>McGowan Hispanic Outreach Program</u></b> (McGowan 206)	
Ms. Isabel Balsamo, Director of the Program (ext. 5466)	Program development, implementation, supervision, and evaluation
Bro. George Schmitz C.S.C, Coordinator of After-School Partnerships, ESL Instructor (ext. 8021)	Mentoring Program, Volunteer coordinator, instructor
Mrs. Edili Lopez, VISTA Volunteer, Community Liaison	Program Development: Plaza Comunitaria Program, Middle School Program, High School Mentoring
<b><u>McGowan School of Business</u></b> (McGowan Building 2nd floor) – ext. 5932	
Rev. John J. Ryan, Dean, McGowan School of Business	Business Majors & Programs, Curriculum, Faculty Development for MSB Faculty, Student Issues.
Ms. Anne Noone, Administrative Secretary to the Dean	Assistant to the Dean

Ms. Debbie Shaw, Office Coordinator and Administrative Assistant – ext. 5700 Ms. Mary Bowditch, Administrative Assistant – ext. 5624 Ms. Janet Mead, Administrative Assistant – ext. 5785	Multitasking office; assists professors and students and visitors on a daily basis.
Ms. Patrice Persico, Director of the Family Business Forum	Provides education programs for local family businesses
<b><u>Post Office</u></b> (Mulligan, ground floor) – ext. 5693	
Mr. Tony Welgosh, Postmaster	Oversees operation of all mail services; sorting & delivery of all student, faculty & staff mail & packages; sales of all postal mailers, domestic & international
Ms. Jill Elston, Assistant Postmaster	Assists postmaster in all phases of daily operations.
Mr. Ed Keating, Part-Time Assistant Postmaster	Assists in the operation of all duties assigned to the post office.
<b><u>Print Shop</u></b> (Holy Cross Basement) – ext. 5635	
Mr. Andrew Bowen, Printshop Manager	Oversees all print shop production
Mr. Tom Cocco, Assistant	Press operator and billing clerk
Mr. Jared Holodick, Assistant	Preparing digital files for printing and finishing
<b><u>Public Relations</u></b> (Admin. Bldg., 5th floor) – ext. 5957	
Mr. John McAndrew, Director of Public Relations	Media & community relations, <i>Pride</i> magazine
Mr. Bob Ziadie, Director of Sports Information (Scandlon Physical Education Center, 2nd floor), ext. 5934	Internal & external communications regarding King’s sports programs and student-athletes, content of Athletics web site
Mr. Joseph Giomboni, Assistant Director of Public Relations	Media relations, <i>Monarch Notes</i> newsletter
Mrs. Lorraine Nora Conway, Office Manager	Photographer scheduling, News & Events web site content coordinator, Dean’s List & Graduation hometown news release distribution
<b><u>Registrar’s Office</u></b> (Admin. Bldg, 1st floor) – ext. 5870	
Mr. Daniel Cebrick, Registrar	Transfer credits, degree audit, College catalog, oversees all office processes & procedures
Mrs. Elaine Klukoske, Associate Registrar	Classroom scheduling, graduation
Mrs. Lucille Dragan, Senior Secretary	Receptionist, transcripts
Ms. Alix Besecker, Data Retrieval Analyst	Change of major/advisor, enrollment verifications, military benefits, labels & reports upon request

<b><u>Residence Life</u></b> (Sheehy-Farmer Campus Center, 1st floor) – ext. 5856	<i>There are three traditional residence halls, four apartment facilities and one theme house all housing more than 1000 students.</i>
Ms. Laurie Ann Tomsho, Director <i>(serves on the professional on call rotation for campus emergencies)</i>	Supervises Asst Dir, Hall Directors & Secretary; oversees administrative functions working with Business Office, Facilities and Dining Service. Works with the Living/Learning Communities at 187 N. Franklin St & Luksic Hall 3rd floor. Resides on campus on N. Main St
Ms. Megan Sellick, Assistant Director <i>(serves on the professional on call rotation for campus emergencies)</i>	Supervise resident counselors in Holy Cross Hall, apt assts & resident counselor in Alumni & the Living/Learning community, 11th floor, Holy Cross Hall. Serves as a student judicial officer. Resides on campus in Alumni Hall.
Mr. Steven Matusiewicz, Residence Hall Director <i>(serves on the professional on call rotation for campus emergencies)</i>	Supervises the staff in Esseff Hall & Gateway Corners. Coordinates college apt lottery & housing assignments. Works with program assessment & evaluation. Resides on campus in Gateway Corners.
Mr. Kurt Zampier, Residence Hall Director <i>(serves on the professional on call rotation for campus emergencies)</i>	Supervises the staff in Holy Cross Hall, Luksic Hall & Flood Hall. Serves as liaison to off-campus students. Resides on campus- Holy Cross Hall.
Ms. Christine Price, Administrative Secretary	Performs data entry for residence hall students & meal plans including billing, issues college identification cards, & communicates with facilities regarding maint. issues in student housing & linen service.
<b><u>Safety and Security Office</u></b> (Luksic Hall, Lower Level) – ext. 5926	
Mr. Robert Sena, Senior Director of Environmental Safety and Security	Coordinates and oversees all of the environmental safety aspects and campus security operations of the College.
Ms. Lori Godleski, Administrative Assistant	Handles front desk, parking permits, and general security questions
<b><u>Student Affairs</u></b> (John Lane House - 166 N. Franklin St.)	
Ms. Janet E. Mercincavage, Vice President for Student Affairs	Direct Reports from Athletics, Counseling Center, Health Center, and Associate Vice President for Student Affairs
Mrs. Mary Ann Chernesky, Executive Assistant to the Vice President for Student Affairs – ext. 5878	Matters relevant to Vice President for Student Affairs; Immigration

Mr. Robert B. McGonigle, Associate Vice President for Student Affairs and Dean of Students <i>(serves on the professional on call rotation for campus emergencies)</i>	Direct reports from Campus Activities, College Diversity, and Residence Life; Judicial Process (Student Code of Conduct); excessive absences reports
Mrs. Gemma Answini, Secretary to the Associate Vice President for Student Affairs and Dean of Students – ext. 5875	Process excessive absences reports & student attendance, arranges appointments, & maintains student conduct records, off campus contact information. Matters relevant to Associate Vice President for Student Affairs & Dean of Students
Ms. Michelle Leonard, Coordinator of the Widmann Gallery (part-time)	Schedules and coordinates art exhibits in the gallery
<b><u>Shoval Center for Community Engagement</u></b> (Sherrer House, N. Franklin Street) – ext. 5608	
Dr. Bill Bolan, Director of Shoval Center, Associate Campus Minister	Service learning coordinator, works with faculty to develop service learning components.
<b><u>Student Health Center</u></b> (Hafey-Marian, room 104) – ext. 5852	
Ms. Rita Cross, Director	Develop, implement, and coordinate programs in relation to health services for students
Ms. Debra McCulloch, College Nurse	Functions relating to nursing care of individuals, development & operation of the college health center.
<b><u>Study Abroad</u></b> (112 N. Franklin Street)	
Mrs. Mollie Farmer, Director – ext. 5986	Coordinates opportunities for students to study abroad for a summer, semester, or entire academic year, regardless of major.
<b><u>Volunteer Services</u></b> (Sherrer House, N. Franklin St.) – Ext. 5810	
Ms. Leanne Mazurick, Director of Volunteer Services, Associate Campus Minister	Volunteer coordinator; plans City Serve and all SERVE programs and service trips.
Ms. Kim Fabbri, Coordinator of Scholars in Service to Pennsylvania; Associate Campus Minister	Coordinates Scholars in Service to Pennsylvania Program
Ms. Ave Moran, Associate Volunteer Services, Associate Campus Minister	Assists SERVE programs, Hunger for Justice Week, Campuses That Care Program
Bro. George Schmitz, CSC, Associate Volunteer Services, Associate Campus Minister	Assists OVS Volunteer Programs, works with Flood Tutoring Program
<b><u>Writing Center</u></b> (Mulligan, Ground Floor) – ext. 5367	
Dr. Michael Little, Director	Professional & peer-tutorial assistance to students to improve their writing skills

## **B. Faculty Offices:**

Accounting	McGowan Building, 1st Floor
Biology	Parente Building, 3rd Floor
Business Administration	McGowan Building, 2nd and 3rd Floors
Chemistry & Physics	Administration Building, 3rd Floor
Computer and Information Systems	McGowan Building, 3rd and 4th Floors
Computer Science	Administration Building, 4th Floor
Criminal Justice	Hafey-Marian Hall, 3rd Floor
Economics	McGowan Building, 3rd Floor
Education	Gateway Corners
English	Hafey-Marian Hall, 4th Floor
Environmental Studies	Rear, 174 N. Franklin St.
Finance	McGowan School of Business, 2nd Floor
Foreign Languages	Hafey-Marian Hall, 5th Floor
Health Care Administration	McGowan Building, 1st Floor
History	Hafey-Marian Hall, 3rd Floor
International Business	McGowan Building, 3rd Floor
Marketing	McGowan Building, 2nd and 3rd Floors
Mass Communications	McGowan Building, 4th Floor
Mathematics	Administration Building, 4th Floor
Neuroscience	Parente Building, 1st Floor
Philosophy	Hafey-Marian Hall, 5th Floor
Photography	Hafey-Marian Hall, Lower Level
Physician Assistant	Mulligan Building, 1st Floor
Political Science	Hafey-Marian Hall, 2nd Floor
Psychology	Parente Building, 1st Floor
ROTC	Benaglia Hall
Sociology	Hafey-Marian Hall, 3rd Floor
Speech	Mulligan Building, Ground Floor
Sports Medicine	Hafey-Marian Hall, 1st Floor
Theatre	Mulligan Building, Ground Floor
Theology	Hafey-Marian Hall, 4th Floor

## **C. Institutes:**

Center for Excellence in Learning and Teaching (CELT)	Hafey-Marian Hall, 6th Floor
Ethics and Public Life	Hafey-Marian Hall, 6th Floor
Public Policy & Social Research	Hafey-Marian Hall, 2nd Floor

## **Office Services**

A number of administrative assistants work throughout the College either in centralized pools or individually in departments. Generally administrative assistants' services include document preparation, photocopying, procuring and organizing college services or the services of off-campus providers, and assistance with mailing, faxes, e-mailing, etc.

## **Office Supplies**

You are entitled to receive any supplies necessary to complete your instructional and administrative tasks. Requests for supplies may be made through your faculty or administrative assistants. The faculty assistants' offices in Hafey-Marian Hall and the McGowan School of Business maintain storerooms of the most commonly used office supplies (i.e. pens, pencils, notepads of all types, binders, markers, index cards, Post-It™ notes, staplers/staples, tape, paper clips, etc.). Items not available on campus should be requested through your department chair, program director, or supervisor.

## **Parking**

Each new employee is assigned to a parking lot and given a key card for access. A \$25.00 deposit, refundable upon leaving employment at the College, is required at the time the card is issued. A \$25.00 fee is also charged to replace lost cards. Parking assignments are based on seniority. Parking assignments may be upgraded periodically due to turnover and retirement. The map at the end of this document shows the parking lots available. Some of these lots are open for general use after 3:00 p.m. daily. Questions concerning parking should be addressed to the Director of Safety & Security, Ext. 5926.

## **Photocopying and Printing**

You may use any photocopy machine on campus; however, to do so, you will need an access code for each machine. Contact the administrative assistants for your department to obtain these codes. Photocopying is available in the Center for Lifelong Learning on the first floor of the Administration Building Monday-Thursday until 6:30 p.m. Printers are available in various locations on campus. Some are in rooms requiring a key for access. A color printer is located in McGowan 302. Any computer on campus can print to this color printer after you call Ext. 5844 to release the printout. A full-page flatbed scanner is available in McGowan 120. Other scanners may be available in individual departments.

## **Post Office**

All incoming and campus mail is received at the College post office on the first floor of the Mulligan Physical Sciences Center. Most full-time faculty mailboxes are located there; the remainder are in the McGowan Building lobby or Gateway Corners (Education Dept). Part-time faculty members have mailboxes in either the Center for Lifelong Learning, the McGowan Building, or the Education Department in Gateway Corners. Staff employees are able to obtain their mail through their supervisors. All full-time students are assigned a campus mailbox.

Resident students have mailboxes in their residence hall. Off-campus and commuter students have mailboxes in the Sheehy-Farmer Campus Center. Keys for faculty and staff boxes are available at the post office. There is a \$5.00 charge to replace a lost key. Faculty, staff, and students may purchase stamps and mail packages from the College post office which accepts packages up to 70 lbs.

The post office is open Monday - Friday: 9:00 a.m. - 3:15 p.m.  
Package pick-up is available 7:00 a.m. – 3:30 p.m.

## **Religious Services**

Daily Mass: Monday - Friday: 12:05 p.m.

Sunday Masses: 11:00 a.m., 7:00 p.m., and 9:00 p.m.

Holy Day Masses: 12:05 p.m. and 9:00 p.m. (academic year); 12:05 p.m. (summer)

Every year King's College holds a Convocation Mass at the beginning of the fall semester, a Mass to celebrate Patron's Day the third Sunday in November, and a Baccalaureate Mass on the Saturday of graduation weekend.

## **Room Reservations**

- If you have any audio-visual equipment needs for a program in the room being reserved, contact Media Services at the time you make the reservation.
- If any food is to be served, please contact Dining Services at ext. 5833.
- Unless otherwise specified, to reserve any of the following rooms, please contact Mr. Peter Gillott, Campus Facilities & Events Coordinator, Ext. 5325.

## **Administration Building**

*Gold Room – 6th Floor – 60*

*Theatre Auditorium – 1st Floor – 200*

*Susquehanna Room – Lower Level – 96 + 6 in lounge area*

*Administration Conference Room – Lower Level – A-009 - 15*

*Valley Room – Lower Level – 36*

## **McGowan School of Business**

*Burke Auditorium – 1st Floor – 220*

*Postupak Room – 1st Floor – 30*

## **Athletics Department**

*Scandlon Physical Education Center – 3,200*

## **J. Carrol McCormick Campus Ministry Center**

*Christ the King Chapel – 275 to 300*

*Moreau Auditorium – 60*

## **D. Leonard Corgan Library**

*Biscontini Auditorium – ground floor – 65 (theater)*

### **Sheehy-Farmer Campus Center**

*Snyder Conference Room – 3rd floor – 200 (theatre); 152 (19 round tables of 8)*  
*Walsh Conference Room – 3rd floor – 150 (theatre); 96 (12 round tables of 8)*  
*Fitzgerald Conference Room – 3rd floor – 75 (theatre); 64 (8 round tables of 8)*  
*Lipo Conference Room – 3rd floor – 25*  
*Marketplace Cafeteria – 2nd floor – 450*  
*Molewski Conference Room (109) – 1st floor – 25 (conference only; 50 add'l chairs)*  
*Sobieski Conference Room (115) – 1st floor – 15 (conference only; 25 add'l chairs)*  
*Friedman Conference Room (117) – 1st floor – 12 (conference); 30 (theatre)*  
*Widmann Gallery – 1st Floor – 60*  
*Connerton's – Ground Floor – 160*  
*Brooks TV Lounge – 15*  
*Morris Internet Café - 10*  
*Eydler Game Room*

### **Other Spaces**

*Esseff Hall Lobby*  
*Holy Cross Hall Lobby*  
*Mulligan Center Lobby*  
*Parente (Ground and 1st floor) Lobby*  
*Holy Cross Court*  
*Monarch Court*  
*Regina Court – 48 chairs*  
*O'Connor Park*

### **Classrooms**

To change classrooms or request classrooms for use Monday – Friday: 8:00 a.m. – 3:15 p.m.  
Mrs. Elaine Klukoske, Registrar's Office, Ext. 5471

To change classrooms or request classrooms for use Monday – Friday: 3:15 p.m. – 10:00 p.m.,  
or Saturday and Sunday  
Ms. Vicki Weaver, Office of Conference and Events Services, Ext. 5807

To reserve breakout rooms in the McGowan School of Business (Rooms 107 and 202)  
Mrs. Anne Noone, Administrative Assistant to the Dean of the McGowan School of  
Business, Ext. 5932

### **Safety and Security Service**

Anyone wishing to be escorted from his/her office to another building or a parking lot, especially after dark, should dial "0" and request the service which will be provided by either a security officer or a member of the student escort team. Anyone remaining in a building after regular operating hours should inform campus security of his/her presence in the building and intended time of departure.

## **Switchboard**

The switchboard is located in the basement of Luksic Hall. An operator is on duty 24 hours a day. From campus phones dial “0” to reach the switchboard operator, “9” for an outside line. Employees can be reached directly by dialing their extension number after the caller has reached the College number 570 208-5900. A College phone directory listing employees’ extensions is available on the King’s website.

## **Voice Mail**

Your phone includes personal voice mail with access from school or home. To access your messages from campus extensions, dial ext. 5980, then enter your password. For access from off-campus telephones, dial 208-5980. For instructions to set up your personal voice mail, call the helpline at ext. 4357 (HELP). For a complete listing of voice mail instructions, dial ext. 5980, then 8\*

## **Women’s Resource Room**

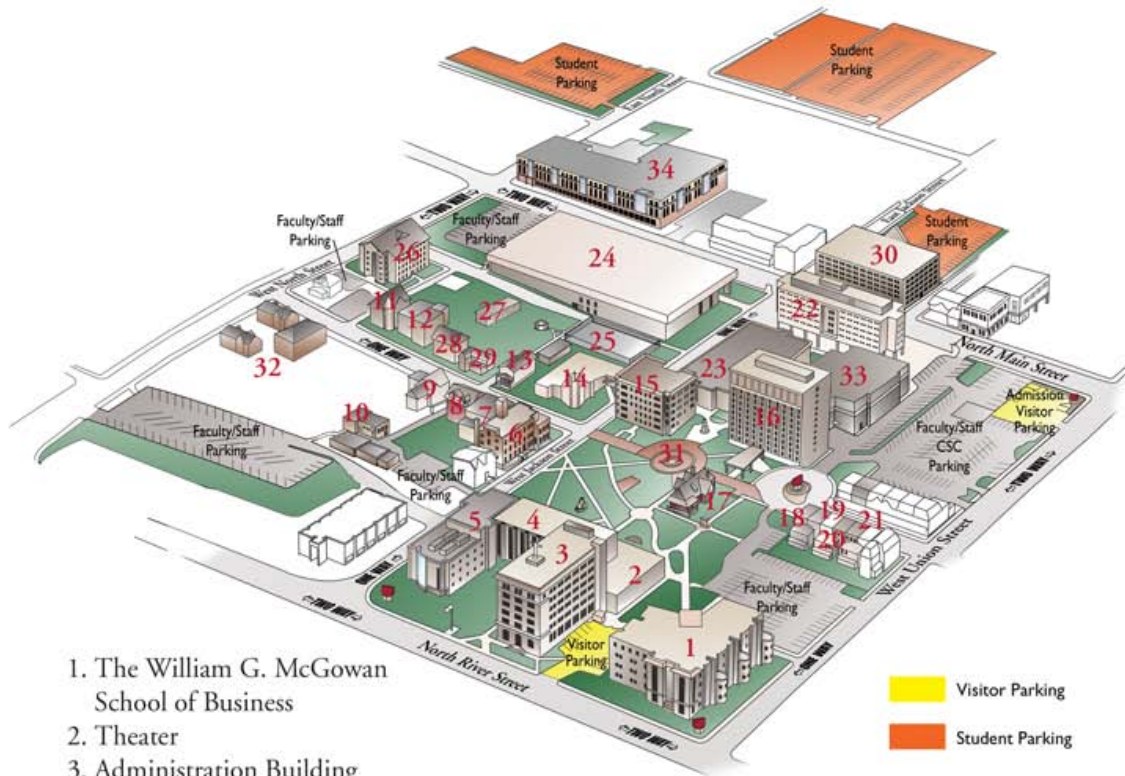
The Women’s Resource Room on the first floor of the Hafey-Marian Hall maintains a library of materials related to Women’s Studies.

## **Writing Center**

Faculty can refer students to the Writing Center which offers professional and peer-tutorial assistance with research papers, analytical essays, or other Core or major writing assignments. Hours are posted on the door and no appointment is necessary. The Center is located on the Ground Floor of the Mulligan Physical Sciences Center, Ext. 5367.

# KING'S COLLEGE

WILKES-BARRE, PENNSYLVANIA



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| <ol style="list-style-type: none"> <li>1. The William G. McGowan School of Business</li> <li>2. Theater</li> <li>3. Administration Building</li> <li>4. Mulligan Physical Science Center</li> <li>5. Charles E. &amp; Mary Parente Life Sciences Center</li> <li>6. Luksic Hall</li> <li>7. John J. Lane House</li> <li>8. Kilburn House</li> <li>9. Benaglia Hall</li> <li>10. Environmental Studies</li> <li>11. Intern Housing</li> <li>12. Holy Cross Community/ Student Housing</li> <li>13. Sherrer House</li> <li>14. J. Carroll McCormick Campus Ministry Center (Chapel)</li> <li>15. Hafey-Marian Hall</li> <li>16. Holy Cross Hall</li> <li>17. Hessel Hall</li> </ol> | <ol style="list-style-type: none"> <li>18. Athletic Recruitment Center</li> <li>19. Study Abroad and Honors Program</li> <li>20. Alumni Relations</li> <li>21. Experiential Learning</li> <li>22. Esseff Hall</li> <li>23. D. Leonard Corgan Library</li> <li>24. Scandlon Physical Education Center</li> <li>25. Basketball Court</li> <li>26. Flood Hall</li> <li>27. Maintenance</li> <li>28. Human Resources</li> <li>29. Storage Facility</li> <li>30. Alumni Hall</li> <li>31. Monarch Court</li> <li>32. Moreau Court</li> <li>33. Sheehy-Farmer Campus Center</li> <li>34. Gateway Corners</li> </ol> |
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