



# **THE UNIVERSITY OF SCRANTON**

## **Adjunct Faculty Guide**

**2024 – 2025**

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## **APPOINTMENTS**

Recommendations for adjunct faculty will originate in respective departments. These recommendations will be forwarded to the appropriate Dean. The Dean determines the salary based upon the appropriate salary schedule. Adjunct faculty must supply curriculum vitae, an official transcript and a completed application. The Dean's Office is responsible for conducting reference checks using the form contained in the search guide for full-time faculty.

### **Letter of Appointment**

Appointment to adjunct faculty positions will be made by letter and confirmed by a final computer-generated schedule distributed by the Registrar at the beginning of each academic term.

### **Salary**

Compensation for adjunct teaching in the University of Scranton normally ranges from \$500.00 to \$1,000.00 per credit hour, depending upon degree earned and years of teaching.

Adjunct faculty are expected to complete an online application form, a criminal background check, the University's Intake Form, W-4 Form, Residency Form, Local Service Tax Exemption Form, Direct Deposit Form, and Form I-9 (Employment Eligibility). The Office of Human Resources will email these forms to you. The Human Resources onboarding process will take place once the background check is complete.

Payday for adjunct faculty normally falls on the first of October, November and December for Fall Semester; and the first of March, April and May for Spring Semester. If the forms aren't turned in in time for the first paycheck, your pay will be rolled over into the following month's check. Checks will be mailed to your home address unless you request to pick them up at the Payroll Department. This request must be made in writing to the Payroll Department. Paydays for summer sessions are on the first of July and August and for Intersession, the first of February.

## **ACADEMIC CODE OF HONESTY**

Students have the responsibility for governing their own conduct in compliance with the Academic Code of Honesty, which addresses behavioral integrity in the academic work of the University. Conduct that violates the Code includes plagiarism, duplicate submission of the same work, collusion, providing false information, unauthorized use of computers, theft and destruction of property, and unauthorized possession of tests and other materials. Steps taken in response to suspected violations may include a discussion with the instructor, an informal meeting with the dean of the college and a hearing before the Academic

Dishonesty Hearing Board. Students who are found to have violated the Code will ordinarily be assigned the grade F by the instructor and may face other sanctions. The complete Academic Code of Honesty is available in the deans' offices, in the Student Handbook and on the Web at [The University of Scranton Academic Code of Honesty](#)

## **FACULTY RESPONSIBILITY TO AND FOR ACADEMIC HONESTY**

It is expected of the faculty of the University of Scranton that they will set a proper and effective tone for academic and intellectual inquiry. As role models, faculty should demonstrate characteristics which promote a sense of community within and among peers and the student body. At the heart of this community is a belief that academic honesty is derived from an appreciation for and adherence to moral integrity. Failures in the area of academic honesty strike at the heart of what is essential to the University community – the pursuit of truth.

Members of this University community, especially the faculty, should strive to guide the behavior of students through positive actions which clearly demonstrate that honesty and integrity are essential to the life of the University.

In light of these expectations the faculty should assess, accurately and effectively, the ability and achievements of their students. To do so, each faculty member should adhere to the spirit as well as the letter of this policy. Such adherence includes assessing and prosecuting to the fullest extent all violations of this code.

In order to carry out this policy properly, faculty are expected to:

- a. Familiarize themselves with this policy and its procedures
- b. Familiarize themselves with statements on plagiarism and methods of ensuring compliance
- c. Remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation.
- d. Reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessment of students.
- e. Secure tests and course materials so as to insure equal access for all
- f. Pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the formation of an academic community

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which inquiries and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity and careless identification of parties involved are not consonant with such aims.

You can access the Academic Code of Honesty in its entirety on line by using the address below: [The University of Scranton Academic Code of Honesty](#)

## **OTHER UNIVERSITY CODES AND THE CIVIL LAW**

The University's "Rights and Responsibilities..." Code proscribes conduct that will often have a direct bearing on the ability of faculty and students to achieve their academic goals. Therefore, violation of the "Rights and Responsibilities" Code will often result in a violation of academic integrity as well. For example, harassment, physical and verbal abuse, drunkenness, disturbance of the peace, etc. impair academic life. If a violation occurs which might be addressed by either code, the University will pursue action under either the Academic Code of Honesty or the "Rights and Responsibilities..." Code but not both.

If a question as to which code should be applied to a particular situation arises, the Provost and the Vice President for Student Affairs will confer concerning the particular venue of the potential violation and reach a decision.

## **WORKPLACE PROHIBITED BEHAVIORS**

Possession of firearms, explosive devices, martial arts paraphernalia, knives, or any weapon of any kind are forbidden anywhere on campus.

The University of Scranton prohibits threatening or violent behaviors directed at an individual, group of individuals, or class of individuals or relatives of those individuals. This policy applies to any threats or acts of violence related to the University of Scranton workplace. Prohibited behaviors include, but are not limited to:

- a. Threats or acts of violence made directly or indirectly by words, gestures or symbols
- b. Threats or acts of violence that are targeted at any specific class of individuals
- c. Intimidating threats or acts in any manner or form, which intimidate, coerce or cause fear of harm.

## **GENERAL ADJUNCT FACULTY RESPONSIBILITIES**

The general responsibilities of adjunct faculty members include the following:

- a. Satisfactory fulfillment of teaching duties and other assigned responsibilities
- b. Observance of promulgated academic regulations concerning class attendance, cancellation of classes, examinations and grades
- c. Preparation, proctoring and grading of student examinations; direction, reading, and evaluation of student papers and reports
- d. The academic advising and guidance of students. Minimally, it is expected that instructors will accommodate students on an appointment basis. Students are to be informed in writing of the instructor's availability for outside consultations at the beginning of the semester.
- e. Distribution of course syllabi, current copies of which are to be submitted to the department and distributed to students
- f. Cooperation with the chairperson and dean in enforcing academic regulations

- g. Maintenance of a high standard of conduct, integrity, trust and professionalism when dealing with students, other faculty, administrators and the public; and
- h. Compliance with all federally mandated policies. These policies are available for review in the Human Resources Office.

## **ACADEMIC FREEDOM FOR ADJUNCT FACULTY**

### ***The Application of Academic Freedom for Adjunct Faculty:***

Pursuant to its statement of dedication to the freedom of inquiry, the University subscribes to the 1940 and 1970 statements and interpretive comments on academic freedom of the Association of American University Professors, which declare that “the common good depends upon the free search for truth and its free exposition.”

Adjunct faculty members are entitled to academic freedom in their assigned duties. This is not, however, a license to introduce controversial material which has no relation to the subject being taught. Although every faculty member should respect the stated aims of the institution to which he or she accepts an appointment, academic freedom protects the right to express, clarify, and interpret positions, including those identified as personal positions of the teacher, which may be divergent from those of the institution.

## **SYLLABUS OUTLINE**

### **COURSE IDENTIFICATION**

Course  
Course Number  
Catalog Description  
Place

### **GOALS AND OBJECTIVES**

Course Goal  
Course Objectives/Learner Objectives  
Student Learning Outcomes

### **FACULTY MEMBER’S INFO**

Name  
Office Phone  
Office Location  
Office Hours (including evening hours if you are teaching in the evening)

### **MATERIALS**

Textbook(s)  
Bibliography  
Required Reading (note if on reserve in library)  
Supplementary Readings

## **COURSE POLICIES**

Attendance  
Conferences  
Late Assignments  
Make-up exams

Plagiarism  
Tardiness  
Cheating

## **COURSE REQUIREMENTS AND CALENDAR**

Topics/Reading Assignments  
Projects  
Tests

Papers  
Class Participation  
Presentations

## **EVALUATION GRADING**

Provisions for changing/amending course syllabus.

Adjunct faculty should check with their respective academic departments regarding any additional specifications, e.g., inclusions of accreditation standards, conceptual frameworks, etc.

*(Taken from ideas presented in **The Art and Craft of Teaching**, Margaret Morganroth Gullette Ed., and articles in **The Teaching Professor**).*

## **COURSE EVALUATIONS**

Course evaluations are administered by the Center for Teaching Excellence (CTE) and distributed to students each semester. The Center also provides support to faculty and students for the course evaluation system.

- a. All adjunct faculty should rate their course objectives using the course evaluation system. This includes full-time administrators or members of the professional staff who may be teaching adjunct. It does NOT include Emeriti Professors, who will be evaluated as full-time faculty. Rating your course objectives is very important because by not doing so it significantly decreases the validity of the comparison process. This adversely affects all faculty members.
- b. Each semester, email messages will be sent to all adjunct faculty indicating the timeframe for rating objectives and/or adding additional questions. These email messages are only sent to University of Scranton email accounts. For assistance on how to access your university email, contact the Technology Support Center at 941-4357 (941-HELP).



- c. Each department should devise a system for evaluating adjunct faculty each semester, using at least the results of the course evaluation forms, and involving full-time faculty. The system should be reported to the Dean's Office by the departmental chairperson. All full-time faculty who are involved in the department's evaluation system for adjunct faculty will have access to the adjunct faculty evaluation files.
- d. Official personnel files for all adjunct faculty are maintained in the Dean's Offices. At a minimum, the results of the course evaluations each semester and the departmental evaluation each year will be placed in the evaluation file. Additional items may be placed in the evaluation file by the adjunct faculty member him/herself.
- e. Adjunct faculty may examine items in their evaluation files in the Dean's Offices. Twenty-four hours' notice is required.

More on course evaluations - <https://www.scranton.edu/academics/ctle/oce/index.shtml>

## **OBSERVANCE OF SCHEDULE**

Schedules for classes and assignments for classrooms as issued by the Registrar's Office are to be adhered to exactly. No changes of any kind are to be made without approval of the appropriate dean.

## **FACULTY ABSENCE**

Faculty members must notify their department chair and dean when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students and if possible, these absences should be indicated on the course syllabus. It is also the faculty member's responsibility to make every effort to notify their students of unexpected absences. If faculty members are unable to contact the students enrolled in their classes, they should notify the department secretary, who will attempt to notify the students enrolled in the classes. Faculty members are still responsible for notifying their department chair and dean of their absence. The method by which the faculty member notifies these parties should be by email, unless their department specifies a different method.

It is assumed and expected that absences are rare and that faculty members will ensure that students enrolled in their classes will not suffer academically as a result of their absence(s). If possible, missed class time should be made up. If necessary, the faculty member's dean may request further information regarding the absence and material coverage to ensure that the faculty member is complying with this policy. If possible, missed class time should be made up. Departments reserve the right to form a more stringent absence expectations regarding notification, rationale, and material coverage.

An excessive number of absences, as determined by the faculty member's dean, will constitute grounds for action. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.

## **ATTENDANCE POLICY**

Students are expected to attend all scheduled meetings of courses in which they are enrolled. Every student is responsible for all material presented and announcements made during any class. Attendance policies for individual courses are determined by the instructor and must be promulgated in writing in the course syllabi.

## **CANCELLATION OF CLASSES**

Cancellations due to inclement weather will be broadcast through the Emergency Notification System, as well as local radio and television stations. The targeted notification time is by 7:00 a.m. for day classes, noon for afternoon classes and 3:00 p.m. for evening classes. The status of classes may also be checked through a recording by dialing (570) 941-5999.

### **Compressed class schedule for inclement weather**

If a delay, rather than cancellation of classes is announced during the fall and spring semesters, the compressed schedule found on the Registrar's website

[www.scranton.edu/registrar](http://www.scranton.edu/registrar) is followed. [Compressed Class Schedule for Inclement Weather | Office of the Registrar | Academics \(scranton.edu\)](#)

## **CLASS LISTS, GRADE ROSTERS AND ENROLLMENT**

### **RESPONSIBILITIES**

Instructions on how to access Preliminary Class Lists are emailed to both graduate and undergraduate faculty during the week immediately preceding the first day of classes. The names of all advance registered students are included on these lists.

You may have students show up in class whose names do not appear on the class list. These students most likely 1) did not register for the course by the day on which the class rosters were run, 2) registered for a course or section different than the one they are attending, or 3) were dropped by the Bursar's Office because they had not made financial arrangements. If the student has, in the interim, taken care of his/her obligations, the student should show you a signed and dated Schedule Change or Late Registration form. Otherwise, for registration issues, the student should be directed to the Assistant Dean or Advising Center of their college or for payment issues to the Bursar's Office. It is the student's responsibility

to correct the situation immediately; otherwise, the student will not receive a grade for the course.

All faculty are encouraged to maintain an attendance record for at least the first two weeks of class. This record will help establish a student's attendance in a class, if a question of refund arises.

A printed copy of Corrected Class Lists are sent via campus mail to all faculty two class days after the last day on which students may add classes.

The instructor is responsible for directing any person whose name does not appear on the official roster to go to his/her Advising Center or Dean's office as soon as possible. These students may continue to attend class only after presenting a signed and dated Schedule Change Form to the instructor.

Any student who attends class, but who is not properly registered will not receive credit for the class or a grade at the end of the semester. If a student is listed on the official class list but is not attending, note this on the Office of the Registrar & Academic Services copy of the official class list and return it on or before the due date. The Office of the Registrar & Academic Services will attempt to contact the student to inform him/her that the student is responsible for officially dropping the course.

***Note: Important memos and grade reminders will be sent to your University of Scranton email account -- please check your university email or route it to the email address you usually check. If you visit the Registrar's webpage at [www.scranton.edu/registrar](http://www.scranton.edu/registrar) you will find academic calendars with grade due dates as well as other helpful information.***  
***<https://www.scranton.edu/academics/registrar/academic-calendar.shtml>***

Mid-term Grades are required **only for first-year and deficient undergraduate students** and must be submitted through Self Service in my.scranton.edu. Instructions for mid-term grade submission are emailed to the faculty each semester, and it is necessary to have an active University of Scranton email username and password in order to submit grades. Even though the web grade roster will show all students registered for the courses being taught, only first-year (0-29.99 credit hours) and deficient non-first-year (i.e. deficient sophomores (30-59.99 credit hours) juniors (60-89.99 credit hours), and seniors (90 or more credit hours) are to be assigned grades in the mid-term process. Deficient grades are C-, D+, D, F, U, CD, or NC. When a deficient grade is assigned, at least one deficiency code must be assigned for the student. Deficiency codes are:

- 1= Deficient because of test grades**
- 2= Deficient because of assignments, projects, quizzes**
- 3= Deficient because of absences**
- 4= Deficient because of background/aptitude**

Final Grades are required for both undergraduate and graduate courses and are submitted through Self Service in my.scranton.edu. Instructions are sent to the faculty each semester, and it is necessary to have an active University of Scranton email username and password in order to submit grades. Once an instructor is logged into the Final Grades submission

portion, the system will automatically present the courses for which he/she is listed in the Banner system. Only those students whose names appear on the roster are entitled to final grades. An incomplete grade may be reported only if the course has not been completed due to illness or some other serious reason. Grades must be submitted by the due date and time on the academic calendar.

## GRADING AND SCHEDULE CHANGES

### Undergraduate Courses

Grades are available online for students at the end of each regular term. First-year receive mid-term grades to inform them of their progress; upper-class students receive mid-term grades **only if they are "deficient" and in danger of failing the course.** It is suggested that faculty evaluate students prior to midterm, so students can gauge their progress.

A, A-	Excellent (outstanding and/or original work)
B+, B, B-	Good
C+, C	Satisfactory
C-, D+, D	Passing but below average
F	Failure (below minimum acceptable standard)
W	Withdrew officially; deadline is one month before the last day of classes for the semester
I	Incomplete must be removed by mid-point of following semester
IP	In Progress must be removed by the last day of the following semester. (Normally for honors and thesis classes only.)
S, P	Satisfactory, Pass not figured in Grade Point Average
U	Unsatisfactory - equivalent to failure
AU	Course not taken for credit. Entry of the audit grade, AU, on a transcript assumes satisfactory attendance. The student should consult with the instructor as to what constitutes satisfactory attendance. A change to audit can be made only by passing students and before the end of the first half of a semester.

### Incomplete

If a course has not been completed because of illness or other serious reason, an incomplete may be given. To remove this grade, the student must satisfy all course requirements by the mid-point of the following semester. Any course not completed by this time will result in a grade of F.

### Pass/fail, credit/no credit

Students who have a GPA of 2.67 or better and have accumulated at least 60 credits toward their degrees may elect to take some courses on a Credit-No Credit basis.

Students choosing this option must apply by seeking approval from their dean's office and submitting the completed forms to the Office of the Registrar & Academic Services by the end of the second week of the semester (or by the second day of the summer sessions and Intersession). The option cannot be reversed after the fourth week of class (or the fourth day in the summer sessions or Intersession). Courses that the student will use to fill free elective or free cognate requirements are eligible under the Credit-No Credit Option. The following courses are not eligible: courses used to fulfill general education requirements, including Writing Intensive (W) and Cultural Diversity (D), courses in the major and required cognate, courses in a minor or concentration, and those used to fulfill requirements in the Honors and SJLA programs. Students may take no more than a total of four courses under this option and no more than one per semester (other than internships, practicums, or physical education courses).

Students would receive one of the following grades under the Credit-No Credit option:

CS (Credit Satisfactory): Notation when grade is C or higher; counts in Earned Hours for the degree but not in the GPA and Dean's List calculation.

CD (Credit Deficiency): Notation when the grade earned is passing but less than a C (such as a C-, D+, or D); counts in Earned Hours for the degree but not in the GPA and Dean's List calculations.

NC (no Credit): Notation when the grade earned is less than passing (F); does not count in Earned Hours toward the degree or in the GPA or Dean's List calculations.

### **Dropping and Adding Courses**

Students may add courses anytime between the initial registration period and the fifth class-day from the start of a fall or spring semester or the second-class day of intersession and summer terms. Students who wish to drop one or more courses, but who plan to continue attendance in at least one other course during the term, need to secure their dean's permission. A dropped course is not reflected on a student's transcript. The last day to drop a course is usually the 31st calendar day of a semester and the fourth calendar day of intersession and summer terms; specific dates are published in the official University academic calendar. A refund schedule for dropped courses applies to students paying on a per-credit basis or completely withdrawing from the University. Under this schedule, the last day for 100% tuition refund is usually the tenth calendar day from the first day of classes or semester and the second calendar day from the first day of classes for shorter terms; the refund schedule dates are published in the University's academic calendar. Add/Drop dates can be found on academic calendars.

<https://www.scranton.edu/academics/registrar/academic-calendar.shtml>

### **Withdrawal from a Course**

After the period to drop a course without having it reflected on the transcript, students may still withdraw from a course until the published deadline and receive a W grade on their transcript. In all cases, students should first discuss the matter with the course instructor.

Students who wish to withdraw from one or more courses, but who plan to continue to attend at least one course for the term, need to have a Schedule Change Form signed by their instructor and dean. Students who wish to withdraw from their last course(s) must submit

the Complete Withdrawal/Leave of Absence Form. In either case, the forms are available through the Office of the Registrar & Academic Services, the academic advising centers, and academic department chairpersons' offices. The completed forms must be submitted to the Office of the Registrar & Academic Services by the withdrawal deadline as indicated in The University academic calendar. This deadline is approximately 30 days before the last class day for the semester and a proportionate period of time for a short session. Failure to withdraw officially from a course will result in a failing grade.

### **Repeat of Course**

Special permission is not needed to repeat courses. Recording of grades for repeated courses are governed by the following conditions: 1) Credit for a course is granted only once; 2) Credit for the course is lost if the course is repeated and failed; 3) The most recent credit and grade counts toward the GPA with these exceptions: a W, I, IP, or NG grade cannot replace another grade; 4) Each attempt to complete a course will be reported on the student's transcript.

### **Appeal of Grade**

A student who believes the grade received for a course is unreasonable should first appeal the matter to the professor, whose decision is normally final. The student has the right, however, to appeal to the faculty member's chairperson, who will make a recommendation in writing to his/her dean. The student may request the dean to review the matter. The decision of the dean is final. Ordinarily, no grade change will be considered unless it has been raised to the level of the dean's office within one month from the time the original grade was made available to the student.

### **Graduate Courses**

The following grades are used in graduate course work and continue on the next page:

A	Superior/Outstanding
A-	Excellent
B+	Very Good
B	Good
B-	Fair
C+	Passing Grade
C	Minimal passing grade
F	Failure
S	Satisfactory grade if grading mode is "IS" (not computed in GPA)
U	Unsatisfactory or Fail if grading mode is "S" (not computed in GPA)
IP	"In Progress;" used only for thesis work which is not yet completed. This grade is temporary, and once the work has been completed, it must be converted to one of the permanent grade symbols.
W	Withdrawal; Note: students may not withdraw within the last four weeks of class in a semester.

I	Indicates postponement of the completion of a course. It is given at the discretion of the instructor to a student who is doing satisfactory work but who has not completed all of the course requirements at the end of a given semester. Failure to complete the necessary work within the stipulated time results in automatic conversion of the "Incomplete" to a permanent grade of F.
AU	Indicates that a student has taken a course for which permission has been granted without a grade being awarded. Students must secure such authorization prior to the start of a course. Entry of the audit grade on a transcript assumes satisfactory attendance at class meetings. The student should consult with the instructor to determine what constitutes satisfactory attendance.

Graduate students must maintain a cumulative GPA of 3.0 (B average) in order to remain in good standing. Failure to do so results in being placed on academic probation or being dismissed. Consult the current online *Graduate School Catalog* for further details.

### **Withdrawal from a graduate course**

Students are alerted that they may drop a course during the time in which they are entitled to a refund of any amount. To drop a course students must complete a "Schedule Change" form.

After the time in which a student is entitled to a refund has elapsed, students will be permitted to withdraw from a course. To withdraw from a course, students must complete a "Schedule Change" form. The student's transcript will contain the course number and title, along with a "W" for "Withdraw." Students may not withdraw within the last four weeks of class in a semester.

### **Adding a graduate course**

To add a course, students must complete a "Schedule Change" form by the time of the "add deadline" in the academic calendar.

### **Change of Grade**

If an instructor wishes to change a grade for a student, an official Change of Grade form must be completed, signed by the instructor, and approved by the Dean of the course. Hard-copy Change of Grade forms are available from the Office of the Registrar & Academic Services, located in O'Hara Hall located on the second floor. They are also available on the Office of the Registrar & Academic Services webpage. The form, once fully completed with appropriate signatures, should be returned to the Office of the Registrar & Academic Services. The grade will then be changed on the student's transcript.

**In no case should a Change of Grade form be given to a student to deliver.**

Appeal of a Graduate Course Grade Policy has been approved by the Graduate Dean's Conference and appears in the online *Graduate School Catalog*.

### **Appeal of a Graduate Course Grade**

A student who wishes to appeal the final grade in a graduate course should first contact the instructor of the course in order to remedy the situation informally. If, having met with the instructor, the student still thinks that he/she has been inappropriately evaluated in the course, he/she may make a written request that the Chair of the faculty member's department review the process by which the grade was determined. The written request must describe, in detail, the situation and reason for appealing the course grade. The Chair will attempt to facilitate a reasonable solution at the departmental level. The Chair may make written recommendation to both the student and faculty member following the review. If the matter is not resolved at the departmental level, then the student may request, in writing, that the dean of the program review the matter. The Dean will conduct a review and provide a written decision to the student and faculty member. The Dean's decision is final. Ordinarily, no grade appeal will be considered unless it has been received by the dean's office within thirty calendar days of the time the original grade was available to the student.

## **FINAL EXAMINATION CONFLICTS**

1. When a student has 3 or more examinations scheduled on the same day, according to the examination schedule issued by the Office of the Registrar & Academic Services, it is the student's option whether to take all 3 examinations on the same day or to have one rescheduled.
2. If the student wishes to have one of the 3 examinations rescheduled, the examination with the lowest priority will be rescheduled, based on the following order of priority:
  - Major course - first priority
  - Cognate course - second priority
  - Elective course - third priority
3. Where a conflict exists between two courses of the same kind (e.g., two cognates or two electives), the more senior professor -- in terms of years of service at the University of Scranton -- will have first priority.
4. If the student wishes to reschedule a conflict examination, he/she must advise the faculty member prior to the last week of classes known as Dead Week. If an appropriate resolution cannot be reached between the student and the faculty member, the student should contact his/her dean.

## **SCHOOL CLASSIFICATIONS**

A - The College of Arts and Sciences (CAS)  
H – Leahy College of Health Sciences (LCHS)  
M - The Kania School of Management (KSOM)



## STUDENT CLASSIFICATIONS

- 01 – Freshman (0-29.99 Earned Hours)
- 02 – Sophomore (30-59.99 Earned Hours)
- 03 – Junior (50-89.99 Earned Hours)
- 04 – Senior (90 or more Earned Hours)
- GR – Graduate Student

## GUEST SPEAKERS

When appropriate, faculty may invite guests to class for lectures, group presentations or demonstrations. Honorariums for guests are limited. Requests for honoraria/ presentation fees must be presented to department chairs well in advance of the session so that the chair, in turn, may obtain appropriate approvals from the Dean and Provost/Vice President for Academic Affairs.

## INTERNSHIPS

Internships are available to the students both for credit and not for credit.

For Credit Internships are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. The internship should help students gain new knowledge and apply classroom knowledge, so their knowledge becomes contextualized and operational. The internship needs to be structured according to departmental guidelines so that student, faculty member and on-site supervisor know what is expected of each so that it is truly an educational experience. Internships usually occur during the student's junior or senior year and should be on a P/F basis. Compensation will be based on number of students enrolled for the course. Guidelines and internship forms are available from the Deans' offices and from the Department Chairs.

Internships Not for Credit are experiences for which credit is not reflected on the official transcript. Through Career Services, there are opportunities for students to do paid and non-paid internships for not-for-profit and profit organizations and companies. These experiences may be reflected on the Co-curricular Development Transcript available via University's web page.

## **ACADEMIC ADVISING CENTERS**

### **The College of Arts and Sciences Academic Advising Center**

The Academic Advising Center, located in St. Thomas Hall 209 serves all first-year students in the College of Arts and Sciences. Staffed by professional advisors, the Academic Advising Center offers a comprehensive program of academic advising throughout a student's first year. Advisors are available to students from 8:30 a.m. to 4:30 p.m. Monday through Friday. They provide assistance with orientation, the preregistration process, university policies including drop/add and withdrawals, general education course selection, major changes and major declarations, and assessment of academic performance and goals. Telephone: 570-941-6323.

### **The Leahy College of Health Sciences**

The Academic Advising Center, located in McGurkin Hall, Room 111 serves all students in The Panuska College. Staff are available during the academic year, Monday through Friday from 8:30 a.m. to 4:30 p.m., to provide individual assistance with academic advising, registration, assessment of academic performance and career goals. The Center also works closely with other campus resources to provide comprehensive advisement opportunities. Faculty mentors are available to students within their academic departments. Telephone: 570-941-6390.

### **The Kania School of Management Academic Advising Center**

The Academic Advising Center, located in Brennan Hall Suite 206, serves all students in the Kania School of Management. Advisors are available from 8:30 a.m. to 4:30 p.m., Monday through Friday, to provide assistance with registration, major and general education course selection, and assessment of academic performance and goals. In addition they have an advisor that is dedicated to Graduate Programs. The Advising Center works closely with other campus resources to benefit each student. Telephone: 570-941-6100

## **OSSS/CTE**

### **Tutoring Services**

Tutoring is available for students in most academic areas through the OSSS. Students seeking tutoring services can schedule an appointment via the WC Online scheduler and are able to schedule recurring sessions up to 2 hours per week, per subject. Some subjects are offered on a “drop-in” basis held daily with no appointment necessary. For more information about tutoring, please visit our [OSSS website](#).

## **Writing Center**

The Writing Center is a safe space where students can work on their papers and assignments while receiving support from well-trained peer consultants. Students can visit the writing center at any point during the writing process. Students will work with consultants in a one-on-one setting. The Writing Center is located in LSC 582 with a satellite center in the Reilly Learning Commons. Students can make their own appointments through the Writing Center Scheduler found on the OSSS Card. For more information, contact the coordinator at [writing-center@scranton.edu](mailto:writing-center@scranton.edu).

## **Accommodations for Students with Disabilities**

The OSSS is the designated office that provides services to students with disabilities who are enrolled at the University of Scranton. The OSSS reviews and maintains disability-related documents. An ADA committee certifies eligibility for services and determines academic accommodations, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

## **Student Success Services**

The OSSS assist students, particularly those coming directly from high school and other colleges, in their academic career by providing them resources to meet their educational and vocational career objectives such as study skills, writing support, tutoring, mentoring, academic coaching and assistance in planning and coordinating follow-up academic and social activities. Along with the Student Success Specialists, our Academic Coaches assist development in the areas of time management, organization, test preparation, study strategies, and goal setting to help students stay focused and work to their full ability. Email [osss@scranton.edu](mailto:osss@scranton.edu) for more information and to make an appointment.

## **Gonzaga Program**

The Gonzaga Program aims to help students develop academic skills that are vital for success at the collegiate level. Students learn to analyze and evaluate information and identify their capabilities in these areas to strengthen them in an engaging and effective manner with the guidance of faculty and staff. Gonzaga students are part of a cohort group for the required Gonzaga coursework which provides smaller class sizes for personalized attention from professors and a collaborative peer support network. In this setting, students can grow their knowledge and skills while working as part of a community.

The University of Scranton's Center for Teaching Excellence (CTE) encourages and supports a strong culture of teaching, learning and scholarship in the Ignatian Tradition for a diverse university community. The University's CTE works with faculty and students to help create an environment that encourages and supports student learning, faculty enrichment, instructional design, and the use of technology. The CTE provides opportunities for faculty and students to work together to achieve academic success and have a positive learning experience at the University. Telephone: 570-941-4038. [www.scranton.edu/cte](http://www.scranton.edu/cte)

### **Faculty Development**

The CTE offers opportunities for faculty in mentoring programs, enhancement of pedagogy, and the use of technology to support teaching and learning. Workshops, seminars and one-on-one consultations are available to university faculty.

### **Instructional Technology Services**

The CTE provides assistance with technology for teaching and learning purposes to faculty. Technical staff and student consultants are available to assist with services such as: training on the use of the Learning Management System and its advanced features, web consulting and the development of websites, audio/video streaming services, enhancing PowerPoint presentations with sound and graphics, scanning, and with the use of other multimedia software resources.

## **THE TECHNOLOGY SUPPORT CENTER**

The Technology Support Center is available to assist you with computing and instructional technology equipment services such as resetting PINs and passwords; trouble shooting MS Office products, email, test scanning, Banner and other University supported software. In addition to these services, they can set up and troubleshoot instructional technology equipment in classrooms, etc.

The Technology Support Center also provides a technical orientation to University computing accounts for new faculty. Visit <https://www.scranton.edu/itfacultyorientation> to become more familiar with the technologies that are available to you at the University.

Contact the Technology Support Center

- Visit us in Alumni Memorial Hall
- Call us at 570-941-HELP (4357)
- E-mail us at [techsupport@scranton.edu](mailto:techsupport@scranton.edu)
- Webpage: [www.scranton.edu/IT](http://www.scranton.edu/IT)

## THE HARRY & JEANETTE WEINBERG MEMORIAL LIBRARY

The 80,000-square-foot, five-story building, named for Harry and Jeanette Weinberg, opened in 1992. The facility includes a variety of learning environments, including 45 computer workstations, large tables, soft seating, study carrels, group study rooms, quiet study areas, and the Charles Kratz Scranton Heritage Room, a large reading room on the fifth floor overlooking the campus. Four areas are available by card swipe 24/7:

- The Reilly Learning Commons, which includes lecture capture access, podcasting space, high-end computing, 7 Macs, a Writing Center Satellite, and reservable group study rooms.
- The Pro Deo Room, which includes a computer lab and café seating. The room also houses the Scranton Market, with self-service access to food and coffee.
- The Second Floor, which includes a computer lab, reservable group study rooms, quiet study space, large tables, study carrels, and soft seating. Some Reference Books, Periodicals, and Microform materials are shelved here.
- The Third Floor, which includes large tables, study carrels, and group study rooms.

The Library Services Desk has 15 laptops available for loan to students. Wireless access to the Internet, including wireless printing, is available throughout the building.

In 2023, Library holdings of 1,171,221 volumes included 325,289 print books, 742,833 electronic books, 76,500 bound journal volumes, and 26,599 volume-equivalent microforms. The Library has 79,726 unique journal titles in print and electronic subscriptions. The Media Resources Collection on the third floor holds 25,320 non-print items and provides access to 129,991 streaming media programs. The University of Scranton Archives and McHugh Family Special Collections houses the University's historical records, rare books, faculty publications, and other special collections. The library's Digital Collections are available at <https://digitalservices.scranton.edu>. In addition to the Library's collection, books are available for direct borrowing through PALCI (Partnership for Academic Library Collaboration & Innovation) EZBorrow, and journal articles may be requested through Interlibrary Loan. Special services for delivery of materials are available for students enrolled in online programs.

172 electronic databases are accessible on the Library's website. A proxy server provides remote access to databases and full-text documents for those who are off campus. Research & Scholarly Services Librarians are available in-person on the second floor and can also be reached by calling 570-941-4000, by emailing [askalibrarian@scranton.edu](mailto:askalibrarian@scranton.edu), or online via the Ask a Librarian chat box located on the Library homepage. The online Ask a Librarian chat box is staffed 24/7 and is conducted live. The Library also has a robust Information Literacy Program that instructs students in information discovery, evaluation, and use. Faculty are encouraged to schedule information literacy instruction sessions for their classes by going to <https://www.scranton.edu/academics/wml/infolit/instruction.shtml>.

Library hours are posted on campus and on the Library's website. The building is staffed 88 hours per week, with extended hours during exam periods. For information about the Library, including its services and resources, see the Weinberg Memorial Library homepage at <https://www.scranton.edu/library>. To find out what's new in the Library, visit <https://sites.scranton.edu/library>.

## **Circulation of materials**

Adjunct faculty may borrow books for the full semester for which they are under contract. The loan period for Media Resource materials is one week. Faculty may borrow “non-circulating” items (e.g., reference books, periodicals, and microfilm) with permission from the Library Services Desk (1st floor). The loan is limited to one week and subject to immediate recall if needed. Items needed for Reserve or on a waiting list are also subject to recall. Adjunct faculty receive a notice with a list of books due at the end of each semester.

## **Information Literacy**

Faculty can [request to schedule](#) information literacy instruction so that the students in your courses will become familiar with the Library’s resources and services. Library faculty will customize instruction to meet individual needs, focusing on the resources for your subject area. Your students will be introduced to strategies for searching and learn how to critically evaluate the results of their searches.

## **Databases**

The Library subscribes to 172 databases. For the full list and listings by subject, see <https://guides.library.scranton.edu/az/databases>. Your my.scranton login is required for accessing databases remotely. Librarians have created general subject Research Guides and course-specific guides <https://guides.library.scranton.edu>.

## **Reserves**

To make required or suggested readings available to your class, you may use electronic reserves (e-reserves), print reserves, or both. Based on patterns of use and to further the interest of sustainability, the Library endorses the use of e-reserves. Media materials may also be put on reserve. [How to place items on reserve](#).

There is a 48-hour processing period for reserves. Faculty will receive a notification when reserves are processed and available. Please do not announce that items are on reserve until

you receive a confirmation. The Library pays a copyright fee for the use of any item that does not fall within the fair use exemption of copyright regulation. If the Library is unable to get permission for using an article or chapter, that item cannot be placed on reserve. If you have any questions about Reserves, call 570-941-7524 for print and electronic reserves, and 570-941-6330 for Media Resources.

### **Interlibrary Loan and EZ-Borrow**

The Library provides two [Interlibrary Loan services](#) both of which are accessible from the Library's homepage and from my.scranton . PALCI EZ Borrow is used only for books and ILLiad is used for other types of materials. EZ Borrow books are loaned for 16 weeks and may not be renewed. If the book is unavailable through EZ Borrow, then borrowers can request through ILLiad.

EZ-Borrow books and Interlibrary Loan materials are picked up and returned at the Library Services Desk.

For questions concerning Interlibrary Loan call 570-941-4003.

### **Acquisitions and Collection Development**

Each academic department approaches collection development differently, so you should discuss your department's approach with your chairperson. You can also call 570-941-7811 to ask the Collections & Resources Management Librarian questions about books, serials, and standing orders. If you need video, DVD, streaming media, or sound materials not in the collection, contact Media Resources at 570-941-6330.

### **University of Scranton Archives and McHugh Family Special Collections**

The Archives maintains a collection of faculty publications, which are displayed during Scholarship Month in May. Faculty are encouraged to donate a copy of their publication(s) for preservation.

### **Faculty Study Room**

To accommodate faculty use of the Library for extended research projects, WML 419 may be reserved by current University of Scranton faculty. Up to three faculty members may reserve the room per semester. Faculty must vacate the room during the months December and May, when it is opened for student use. Any Library materials used in the room must be checked out to the faculty member so as not to be "missing" from the collection. Access to

the room is controlled by the Office of the Dean of the Library, 4th Floor. Faculty members sign out a key to the room at the time of the reservation and must return the key at the end of the semester. During the semester, the room is kept locked and is labeled “Faculty Study Room - Reserved.”

To inquire about reserving the Faculty Study Room, call the Library Dean’s Office at 570-941-7816.

## **Returning Books**

There is a book return in the Library foyer for the after-hours return of books. If you receive a recall notice, please return books other users need. Return all books if leaving employment at the University of Scranton.

## **Computers, Microfilm, and Scanning**

Computer access is password-protected. At the login screen, enter your R-number and my.scranton password.

Scanners are in the Pro Deo Room, Reilly Learning Commons, and the second-floor computer lab. These scanners can directly email documents to users.

The Library has two microfilm machines on the second floor. Scanned digital copies of microfilm can be emailed to users.

## **Seeking Assistance**

Please get in touch with the Library Services Desk at 570-941-4000 with any Library-related questions.

## **RESEARCH INVOLVING HUMAN OR ANIMAL SUBJECTS**

The University of Scranton (University) is committed to safeguarding the rights and welfare of human participants and animal subjects in all research under its sponsorship and to serving as their protector on behalf of the community of persons that comprise the University. Research activities are guided by the obligations of federal regulation and University policy, among other regulatory requirements.

All research conducted at the University of Scranton is subject to the University’s Research Misconduct Policy.



**Research Involving Human Subjects:** All research must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB), and/or other designated reviewer(s). No phase of a project may begin until approval is obtained.

All research projects using human subjects (including anonymous surveys – whether anonymous or involving identifiable personal information -, interviews, and use of pre-existing data), classroom assignments, as well as individual faculty or faculty/student research, must be reviewed and approved by the Institutional Review Board for the Protection of Human Subjects (IRB) as outlined in the [University's IRB policy](#). All individuals engaging in a human research activity must complete and maintain IRB education training.

The IRB is guided by the principles of [The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research](#) [*The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, April 18, 1979*]. University policy and procedures are designed to comply with the [Protection of Human Subjects](#) [*Code of Federal Regulations - 45 CFR 46, revised January 22, 2018 and effective June 19, 2018*]]. This is often referred to “The Common Rule”

For more information about the IRB, visit [www.scranton.edu/irb](http://www.scranton.edu/irb), or contact Kathryn Yerkes, Assistant Provost for Planning & Institutional Effectiveness and IRB Administrator, at (570) 941-6567.

**Research Involving Animal Subjects:** All research, instruction involving animal (nonhuman vertebrate) subjects, and any housing of vertebrates in an educational center (e.g., display animal) is subject to review by the University's Institutional Animal Care and Use Committee (IACUC). The animal facilities and programs of the University of Scranton are operated in conformity with the [Animal Welfare Act](#) (CFR 1985), the [Public Health Service Policy on Humane Care and Use of Laboratory Animals](#) (1996), [2010 Guide to the Care and Use of Laboratory Animals](#) (8th edition), and other applicable federal, state, and local laws, regulations, and policies.

All individuals engaging in animal research activity, use of animals as part of classroom activity, or display of animals in an educational center must complete and maintain IACUC education training. For more information about IACUC, visit: <https://www.scranton.edu/academics/provost/research/sub%20pages/IACUC.shtml>.

## THE BOOKSTORE

The Campus Book Store is located in the DeNaples Center and normal operating hours are:

Monday - Thursday: 9:00AM to 7:00PM  
Friday: 9:00AM to 4:30PM  
Saturday: 10:00AM to 2:00PM

This schedule is revised for the first two weeks of each semester. Please check with the Bookstore for the times. Textbook order forms are sent to each faculty member and should be submitted to the appropriate department chairperson in a timely manner.

## **COUNSELING CENTER**

The University Counseling Center offers free and confidential services to full-time graduate and all undergraduate students. A staff of licensed psychologists, counselors, and social workers provides individual and group counseling for students concerned about issues such as depression, anxiety, dating, family relationships, sexual abuse or harassment, alcohol and other drugs, stress management, and other developmental concerns. Other services include screenings, crisis evaluations, assessment, consultation, and referrals. Faculty, staff, and administration concerned about a student are encouraged to call and consult with one of the clinical staff regarding their concerns. We also offer limited psychiatric consultation services to students.

In addition, emergency crisis consultation services are offered after-hours and on weekends during the academic year (while classes are in session) by calling University Police at (570) 941-7777 to access the counselor-on-call.

The Counseling Center is located in O'Hara Hall, 6th Floor and is open Monday-Friday from 8:30 a.m. - 4:30 p.m. Students, faculty, and staff may call 570-941-7620 or visit the reception desk to set up an appointment. We encourage you to visit our webpage for more detailed information and resources at [www.scranton.edu/counseling](http://www.scranton.edu/counseling).

## **THE CULTURAL CENTERS**

The Cultural Centers (Jane Kopas Women's Center and Multicultural Center) are committed to fostering an inclusive campus community that advocates for the respect of the human dignity of all people. The Centers offer opportunities for awareness, education, and dialogue on issues related to diversity, identity, privilege, oppression, equity, and justice, and recognize this as essential to the formation of people for and with others. Students can engage with the Cultural Centers through work study, volunteer, intern, and service learning opportunities.

We also offer a variety of classroom presentations tailored to course content on any of the topics listed previously and are more than willing to work with faculty to serve as guest lecturers for partial or full class sessions.

## **JANE KOPAS WOMEN’S CENTER**

The Jane Kopas Women’s Center strives to engage people of all genders in advancing gender equity and inclusion. To do so, the Center facilitates meaningful dialogue, co-curricular learning, and skills development in the areas of feminism, advocacy, leadership, and empowerment so that students may become catalysts for a more just world.

The JKWC hosts programs, workshops, presentations, dialogues, and other opportunities focused on educating students about topics of gender equity, including representation, gender-based violence, body image integrity, intersecting identities, and more. The JKWC offers a resource library and gathering space for continued learning and personal development.

You may contact the JKWC by calling (570) 941-6194 or visiting 205F of the DeNaples Campus Center. Additional information can be found at [www.scranton.edu/JKWC](http://www.scranton.edu/JKWC).

## **MULTICULTURAL CENTER**

The Multicultural Center (MC) promotes intercultural learning and celebrates and honors diversity for an inclusive community. The Center engages students in the development of knowledge, awareness, and skills about multiculturalism, cultural competence, and advocacy for marginalized populations to live and thrive in a diverse and global world.

The MC offers programs intentionally designed to foster constructive and transformational learning. Through these opportunities, students are challenged to reflect on their own identities, learn about others, engage in respectful dialogue across differences, and honor diversity in all forms.

Additional information can be obtained by calling (570) 941-5904 or visiting [www.scranton.edu/Multicultural](http://www.scranton.edu/Multicultural).

## **EQUITY AND DIVERSITY OFFICE**

The Office of Equity and Diversity is central to fostering a welcoming and inclusive campus community. The Executive Director serves as the University’s Title IX Coordinator and oversees the University’s Sexual Harassment and Sexual Misconduct Policy, the Non-Discrimination and Anti-Harassment Policy, Pregnancy Accommodations Policy for Employees, Reasonable Accommodations for Individual with Disabilities Policy, Personal Evacuation Guidelines for Employees with Mobility, Auditory or Visual Disabilities, and the Religious Accommodations Policy for employees. It also handles requests for student Non-academic accommodations. The Office of Equity and Diversity receives and processes harassment and discrimination complaints, and serves to ensure campus wide anti-harassment compliance, provide harassment, prevention and bystander training. The Office also assists to advance the Diversity, Equity and Inclusion Strategic Plan, and is also resource for the various diversity initiatives, including administering the Diversity Initiatives

Grant, training and programming. The Office of Equity and Diversity is located in Institute of Molecular Biology and Medicine (IMBM) Building, Suite 315 and can be reached at Tel: 941-6645.

## **ACADEMIC SERVICE/COMMUNITY BASED LEARNING**

Community Based Learning (CBL) Statement: This course or program has a CBL component/requirement. Faculty work in partnership with community organizations to determine the best fit for student learning outcomes (SLOs) and course/curricular requirements. The University defines Community Based Learning as an academic experience that involves students working with individuals, groups, or organizations in ways structured to meet community-defined needs. Students learn to understand common challenges facing humanity, identify systemic problems, and develop a commitment to their communities.

For this course or program, students will (faculty will fill in the details of the project assignment(s) and partnership(s) that will be required for the course SLOs or program learning outcomes to be met).

[www.scranton.edu/academics/provost/cbl/index.shtml](http://www.scranton.edu/academics/provost/cbl/index.shtml)

## **THE LEAHY COMMUNITY HEALTH AND FAMILY CENTER**

The Leahy Community Health and Family Center (LCHFC) provides resources to support theoretical and applied research, faculty development, community based learning and service opportunities and support for programs that advance the cause of disabled and underserved persons and vulnerable populations who need assistance. Integral to the Panuska College of Professional Studies' mission is the belief that all disciplines should be taught and understood through a balance of theory and practice in the context of a Jesuit tradition and spirit. The Leahy Community Health and Family Center is designed with this focus in mind. The Center is dedicated to the dual purpose of identifying and meeting the health and wellness needs of underserved individuals in the greater Scranton community while providing a place where faculty guide students in a practical educational experience.

Leahy Center programs include:

- The Edward R. Leahy Jr. Center Clinic for the Uninsured provides free "non-emergency" health care to uninsured Lackawanna County residents who may otherwise forego health care due to cost or seek care in hospital emergency rooms. The Clinic strives to provide high quality care in a welcoming, respectful and compassionate environment. The Clinic offers opportunities for teaching, research, learning, and service to University of Scranton faculty, students, and volunteers. Health care services include Medical, Physical Therapy, Low Vision and Counseling Clinics. Group therapy and individual counseling for mothers, babies and children's play therapy provides additional services to the most vulnerable in our community. Nutrition and Exercise classes promoting healthy lifestyle are offered twice weekly

in the evening. Every effort is made to provide culturally competent and linguistically correct services to our community members with limited English proficiency. Services are offered by University of Scranton faculty, professional staff, and students, and community health care provides including nurses, nurse practitioners, physicians and pharmacist.

- The Alice V. Leahy Food Pantry is operated and maintained by the LCHFC staff and University of Scranton students who regularly conduct drives, along with generosity of local churches and organizations to stock the shelves with items supporting the needs of hundreds of Scranton area families.
- Peacemakers is a 6-week after school program held in the Leahy Community Health and Family Center on Friday afternoons, from 3:30 p.m. to 5:30 p.m. during the Fall and Spring semesters. The program is facilitated by University of Scranton students, mentors, and faculty of the Counseling Department and is for children between the ages of 9 and 13. The goal is for students to experience and explore the meaning, history, and vision of peacemaking and develop the skills necessary to carry their experiences and learning into the future.
- The University of Success is a pre-college program designed to provide academic, social, and cultural enrichment to high school students. The ultimate goal of this program is to assist participating students to successfully complete high school and gain entrance into a college or university. The University of Success helps students achieve this goal through a variety of activities and services from the ninth grade until they graduate from high school. Many Success students choose to apply and continue their education at The University of Scranton.

The LCHFC is available to faculty, staff and student as a service opportunity or for academic programming consistent with the mission of The University of Scranton. View webpage <http://www.scranton.edu/academics/pcps/leahy/index.shtml> or schedule an appointment by calling (570) 941-6112.

## **UNIVERSITY PARKING**

The University of Scranton has established the following parking regulations and procedures. All provisions of the vehicle code of the Commonwealth of Pennsylvania and University of Scranton are enforced on the University campus.

You must register your vehicle with the Parking Services Office. Parking permit applications must be submitted online no later than one week before fall classes begin. Log into your my.Scranton and see Parking Services on the home page. Under Parking Services click on the Parking Permit Portal. You will be directed to the portal where you can apply for a parking permit. If this is the first time you are applying for a permit you will need to send or email a copy of your vehicle registration card to the Parking Services Office. In subsequent years, you will only have to send a copy of your vehicle registration if your vehicle or license plate has changed.

Please make sure your home mailing address is correct on the parking portal, this is where your parking permit will be mailed. Email any changes to your address to the parking office

at [parkingservices@scranton.edu](mailto:parkingservices@scranton.edu) Please include your name and Royal ID number.

The receipt of a completed application and fee offers the faculty member a parking permit that must be displayed on the outside of the vehicle (see back of permit for display locations.) Parking is authorized in any non-reserved space (see the campus-parking map). Adjunct Faculty permits are not valid in Faculty parking spaces. It is recommended that vehicles be kept locked to prevent theft of valuables while parking in University parking lots. Only the current permit should be displayed on your vehicle. Vehicle insurance and/or appropriate financial responsibility as required by law is the individual's responsibility.

In order to preclude difficulties for visitors to campus, faculty members should contact the Parking Services Office (570-941-7876) to make the necessary arrangements. Any unauthorized motor vehicle (not having a current parking permit) parked on the University of Scranton campus is subject to ticketing and/or removal at owner's expense. City police also indicate that motor vehicles illegally parked on streets surrounding the University will be ticketed.

The annual fee for an Adjunct Faculty permit is \$55.00. If you only require a permit for one semester the fee is \$30 and you must email the parking office (before accessing the parking portal) with your name, Royal Id number and indicate what semester you are applying for a permit. The parking office will send a follow-up email. If you have any questions or need assistance with this process, please contact the, Parking Services Coordinator at 570-941-7876 or [parkingservices@scranton.edu](mailto:parkingservices@scranton.edu). (Note: Adjunct Faculty members are not authorized to use faculty reserved spaces/areas. Vehicles displaying an adjunct faculty permit must be parked in non-reserved spaces.)

## **OFFICES FOR ADJUNCT FACULTY**

Individual offices are not available for adjunct faculty, although a few departmental offices may be used by adjunct instructors on a space available basis. Department chairpersons should be contacted in this regard. It should be noted that adjunct faculty offices do have phones but not voicemail services.

## **PRINTING SERVICES**

Adjunct faculty can copy their class materials at our on-campus Printing Services facility, located at 315 Jefferson Avenue. Printing Services offers black-and-white and color copies, binding, laminating and other services. There is also a large-format poster printer for presentation-size posters. Fast copies are available for basic black-and-white jobs. All requests for printing must be made online through Royal Printing under MyScranton > printing card. Original documents can be attached to the order in Royal Printing, or can be dropped off at Printing Services. If you need assistance or training in using Royal Printing, if you need assistance, please call 570-941-4198

Printing Services hours are: Monday - Friday 8:00 a.m. to 4:30 p.m.

## UNIVERSITY ID CARDS

The Royal Card is the University of Scranton's campus-wide identification card and will be used to identify you as a faculty member at the University. It is also used to access academic and administrative buildings.

If you deposit funds into a Royal Card account, the card can be used instead of cash for on-campus spending in the following locations: all University dining facilities, the Bookstore, campus vending machines, Weinberg Library Uniprint, vending and copy machines, microfiche machines, printing services and Parking Services Office.

ID cards may be obtained at the Royal Card Office, located at the TSC in the Alumni Memorial Hall, Rm 102. Lost cards should be reported immediately to prevent unauthorized use of your card. To report a lost card or for information regarding the Royal Card, call 941-4357 or after hours contact Public Safety at 941-7888. Additional information regarding the Royal Card can be found at [www.scranton.edu/royalcard](http://www.scranton.edu/royalcard).

## KEYS

All key requests should be directed to department chairpersons.

## MAIL

All mail for adjunct faculty will be delivered to your respective department on the daily mail delivery run. Any deviation of this policy should be discussed with Mailing Services at 570-941-7492.

## SMOKING POLICY

The [University's Smoking Policy](#) states that a person should not ordinarily be exposed to the harmful effects of passive smoking except by personal choice. Smoking is, therefore, prohibited in all public areas, private offices and residence hall rooms of University buildings unless a requested exception is granted. The DeNaples Campus Center and Loyola Science Center are LEED certified facilities and smoking is not permitted within 50' of all building entrances.

## UNIVERSITY FACILITIES

- a. Requests for non-instructional use of facilities should be directed to department secretaries for on-line submission.

- b. Use of athletic facilities in the Fitness Center (Pilarz Hall), Byron Recreation Center and the Long Center is permitted with University ID.
- c. Eating Areas:

DeNaples Center: Food Court and Convenience Store, 1st floor

DeNaples Center: Fresh Food Company, 3rd floor

Montrone Hall: Convenience Store and Mulberry Café

Leahy Hall: Einstein Bagel

Snack and Beverage Machines: Hyland Hall, McGurrin Hall, Leahy Hall, St.

Thomas Hall, Weinberg Memorial Library, Brennan Hall, Long Center, Byron Center.

Quite a number of vending machines are located on campus. At times these machines malfunction and refunds are required. A receipt for the amount of the refund including the date of loss and the machine involved is required by the vending company and must be complete in order for a refund to be issued. Refunds are made between the hours of 2:00 p.m. and 4:00 p.m. by contacting the Facilities Operations Department, Nevils Hall, at 570-941-7650. For vending machines in a food court area please see the ARA manager.

## **RECREATION MEMBERSHIP RATES**

Yearly membership rates for adjunct faculty are as follows:

Byron Center Only: single \$50, spouse included \$125, family \$150.

Fitness Center (includes Byron): single \$125, spouse included \$250, family \$300.

### **Hours of operation:**

Monday - Thursday 6:00 a.m. to Midnight

Friday 6:00 a.m. to 9:00 p.m.

Saturday 10:00 a.m. to 9:00 p.m.

Sunday 10:00 a.m. to Midnight

Hours are subject to change during breaks, holidays and summer months. Guests, accompanied by a member, may use the Byron facility at a rate of \$5.00 /day and the fitness center at a rate of \$10.00/day. Please note: all students and faculty members must have I.D.'s to be admitted into the recreational facilities.

Because our first concern is for our students, some areas may be reserved for IM-Rec events, dorm, club, or other special activities throughout the year. For additional information regarding recreation memberships, please call the Recreational Sports Department at 941-6203.



## **LOST AND FOUND**

All articles found on campus should be turned over to Campus Police located on the ground floor of the Parking Pavilion on the Mulberry Street side. These articles may be claimed Monday - Friday from 8:30AM to 4:30PM.

## **UNIVERSITY OF SCRANTON ACADEMIC CALENDAR**

<http://www.scranton.edu/academics/registrar/academic-calendar.shtml>