



**KING'S
COLLEGE**
TRANSFORMATION. COMMUNITY. HOLY CROSS.

Young Scholars Student Handbook

King's College

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Young Scholars Program Coordinators

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Program Overview

Gifted high school seniors, and in some instances, juniors, may take up to 6 credits per semester at \$183 per class (\$61 per credit) in first-year or introductory-level courses during the academic year (fall and spring) and in the summer at King's College. Additionally, there is a parking fee of \$20 per semester. In certain cases, a grant may cover the Young Scholar program fees. This can include the fee for the course, textbook(s), and parking. In these cases, students are emailed a gift card to the King's College bookstore to cover the cost of the textbook(s) for the course.

The purpose is to orient talented local high school students to the college environment and to provide each student with an extensive, challenging experience in an academic discipline(s). To qualify for the program, high school seniors should be in the top 20% of their class and juniors in the top 10% of their class. School Counselors are permitted to submit recommendations for students who do not meet the above criteria. The recommendations will be reviewed on a case-by-case basis by King's College Office of Admission and the High School's Counseling Office.

Young Scholars will attend and participate in courses alongside King's undergraduates, and all students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all coursework included, Young Scholars may request official copies of their King's College transcript outlining courses completed and grades earned. **When applying for full-time undergraduate study, either at King's or another institution, you will be required to submit all secondary and post-secondary academic transcripts, which includes the transcript you will receive upon completing the Young Scholars Program.** As such, it is imperative all Young Scholars take coursework seriously and relay concerns to an advisor or professor immediately.

The college also offers a limited number of classes via Distance Education for students who live outside the local area. These classes are offered via videoconferencing through the high schools, so students would need to check with their high schools to see if they have the capability to receive a class via videoconferencing.

King's faculty and staff: If your child is interested in participating in the Young Scholars program, please have them register for the program and then reach out to Young Scholars program coordinator Michelle Landon for more information at michellelandon@kings.edu

Course Selection and Registration

Young Scholars are eligible to register for up to two courses per semester. Courses **must** be chosen from the list of approved Young Scholar courses. The pre-approved list of Young Scholars courses for the selected term may be found on our [webpage](#).

- I. To qualify for the program, high school seniors should be in the top 20% of their class and juniors in the top 10% of their class. School Counselors are permitted to submit recommendations for students who do not meet the above criteria. The recommendations will be reviewed on a case-by-case basis by King's College Office of Admission and the High School's Counseling Office.
- II. A high school student attends King's College (in-person or online) with approval from their high school counseling office. The school counseling/guidance office will confirm the mode of transportation students will use. Students are enrolled in a college level course taught by a King's faculty member(s) and only gets the college credit (no HS credit toward graduation obtained).
- III. Students need to complete the registration form: https://www.kings.edu/admissions/young_scholars by the deadline posted on the webpage provided (provide one or two class selections, three alternatives). We assign classes on a first come, first serve basis. The last day we can accept a late registration is also posted on the webpage.
- IV. Request your transcript be sent by your school counselor to michellelandon@kings.edu.
- V. Your class schedule will be emailed by the date listed on the webpage. Your school counseling office will also receive your schedule via email.
- VI. A few weeks later, you will get an email with the following details: Parking, Student ID, and Orientation Date.

Please note: Enrollment in a specific course is not guaranteed.

FERPA requirements also do not permit anyone other than the student to register for courses; therefore, parents cannot register for courses on their students' behalf.

Contact Young Scholars Program Coordinators with any questions related to course enrollment. Reach Michelle Landon via email at michellelandon@kings.edu or phone number 570-208-8390. Reach Marissa Traglia via email at marissatraglia@kings.edu or phone number 570-208-8386.

Academic Calendar

Young Scholars are subject to the same academic calendar, deadlines, and policies as other King's undergraduate students. Academic calendars are found [here](#) by selecting "Academic Calendar."

Academic Policies

Academic Standing

All Young Scholars must maintain a 2.0 GPA in their course(s) to be in good academic standing with the college. Young Scholars must have a minimum of a year-to-date GPA of a 3.0 to re-register for classes.

King's College has an academic alert system in which professors can submit deficiency reports and other alerts to the designated Young Scholar advisor in the Office of Admission. This information is emailed to the student's School Counselor for follow-up.

Academic Integrity

All students are required to abide by all King's College policies, including the Academic Integrity Policy. The policy may be found on page 50 of the Student Handbook: <https://www.kings.edu/sites/default/files/student-handbook-2023-2024.pdf>.

Grading System

Final grades are given in all credit courses upon the completion of the course. Grading symbols are assigned the following numerical values:

A = 4.00 grade points per credit hour.

A- = 3.67 grade points per credit hour.

B+ = 3.33 grade points per credit hour.

B = 3.00 grade points per credit hour.

B- = 2.67 grade points per credit hour.

C+ = 2.33 grade points per credit hour.

C = 2.00 grade points per credit hour.

A- = 1.67 grade points per credit hour.

D = 1.00 grade points per credit hour.

F = 0.00 grade points per credit hour.

The following symbols are also used to indicate irregular grades:

IN* = Incomplete: given in the case when extraordinary circumstances prevent a student from completing a course, such as a sudden illness. The majority of the course must be completed prior to the assignment of the "IN" grade. *(The course must be completed by the mid-term report date of the following semester at the latest, or it becomes an "F.")

IP = In progress: used for courses that legitimately extend beyond one semester, such as research or independent study courses. Completion is indicated by one of the regular grades reported in the following semester and credit is received at that time.

P = Pass

W = Approved withdrawal

AU = Audited course: 0.00 grade points per credit hour

AW = Administrative withdrawal

W* = Approved withdrawal from a Pass/Fail course

Credits and Credit System

At King's College, credit is measured in "credit hours." One credit hour is constituted by a minimum of three class work hours, where a class hour is defined as 50 minutes. Generally, this includes one hour of direct instruction and a minimum of two hours of out-of-class student work each week during the fifteen-week semester. Courses at King's College are three semester hours, or, in other words, three credits.

Credit is accepted in transfer for those courses in which the student has received the equivalent of a "C" grade or better and the course is applicable to the student's degree program at King's. The grades secured at another college or university are not included in either the general average or the qualitative average for the student's work at King's College.

Failures & Academic Grievances

An "F" grade remains on the permanent record and is reproduced on all transcripts. The student who fails to receive a passing grade in a course may secure credit for that course only by repeating it and passing it. There is no second examination in any subject. Only a teacher of a course can give a grade in that course. Only the teacher of a course can change a recorded grade, with the approval of the Vice President for Academic Affairs. Students shall have the opportunity to review any of their grades. Students may initiate this action by a request to the teacher, after they have received the official grade report. This action must be taken by the middle of the semester following the issuing of the grade.

Final Examinations

No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

Transcripts

All grades earned will be part of their official King's College transcripts, including failing grades and withdrawals. An official transcript of a student's academic record is available from the Registrar. To request a transcript, follow instructions outlined on the [Registrar's webpage](#).

FERPA Policy

As stated by Federal law, the Family Education Rights and Privacy Act (FERPA), protects the privacy of student educational records. Students in the Young Scholars Program are protected under FERPA policies. Parents/guardians do not have access to a student's progress reports, grades, assignments, coursework, or college instructors, and King's does not provide parent conferences. Instructors are under no obligation to speak to parents. FERPA requirements also do not permit anyone other than the student to register for courses; therefore, parents cannot register for courses on their students' behalf. The FERPA Policy can be found on pages 119-120 of the [King's College Student Handbook](#).

Academic Resources

Instructor Office Hours

All instructors are required to hold weekly office hours in which students may drop in with questions or concerns. Should the stated office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment. Instructors have an open-door policy as well. If their office door is open, you are welcome to drop in.

Moodle

Moodle is a learning support system utilized by courses which provides additional readings, discussion boards, videos, or resources applicable to coursework. You can log in to your Moodle account using [this link](#). Log ins occur through your King's email at Office 365. The student Moodle guide can be found [here](#). Questions can be directed by email to moodle@kings.edu.

Writing Center

The Writing Center, located on the first floor of the Mulligan Building, provides writing support, guidance, and feedback to students at any stage of the writing process. These services have no fee, and no appointment is needed. Students can simply drop in during operating hours. For updated hours, visit their [webpage](#).

Academic Skills Center

The Academic Skills Center, located on the first floor of the Mulligan Building, provides an array of no-fee services including peer tutoring, learning strategy workshops and testing center support, and accessibility, accommodations, and disability services. For more details and to schedule an appointment with staff, visit their [webpage](#).

Electronic Resources

WI-FI

Students can access campus WI-FI while on campus. There are two options students can connect to: "KC" and "Kings." Both are unlocked wireless networks for students to join. If prompted to log in, log in with your King's email credentials.

IITS

The King's College IT Help Desk is located on the third floor of the McGowan School of Business. They can be reached by phone at 570-208-4357, by email at help@kings.edu, and by stopping at the help desk in person. IITS is the college resource for all information technology and electronic matters. Their webpage is [here](#).

Multi-Factor Authentication:

If ever prompted to use Multi-Factor Authentication for a login, directions can be found [here](#).

King's Email

All Young Scholars are REQUIRED to obtain and regularly check a King's e-mail account while at King's. This e-mail address is where all official correspondence from the University will be sent (including billing statements, course communication, etc.). Instructions on logging in for first time users can be found [here](#).

King's Student ID

A King's Student ID is the school's official identification card. It is required in order to gain access to campus buildings, including the library. All Young Scholars are required to obtain a King's Student ID unless the course(s) being taken is online. Young Scholars will receive an email to submit their photo for their King's Student ID, which allows them to receive the ID Card during orientation. Young Scholars can also stop in Hessel Hall where we can take them to the Residence Life suite in the Sheehy-farmer Campus Center for one to be printed.

MyKing's

MyKing's allows students to access a variety of information and self-service. <https://www.kings.edu/mykings>

Remote IT Support

King's College IITS is also available for any Young Scholars taking a course remotely.

Participating in an Online Course

For any online courses, students receive communication from the instructor of the course regarding the structure of the course.

Tuition and Billing

The Young Scholars courses have a rate of \$183 per class (\$61 per credit). Course tuition and fees are billed by mail to the home address on file.

In the event that a grant covers the Young Scholar program fees, the students affected will not be charged for the fees.

Campus Safety & Security

The Campus Security and Safety Department endeavors to provide a safe campus environment, comprised of personnel who patrol the campus and neighborhood. Nonetheless, you must always take reasonable precautions. Students are expected to take advantage of the resources provided by the college (listed below). We want you to have a safe and happy experience at King's.

King's College Campus Safety & Security is located on Main Street, in Alumni Hall. In case of an emergency, you can contact a security officer on duty by calling "0" from any on-campus extension, activate an emergency call box, go to the college Switchboard located in D. Leonard Corgan Library or dial "911" for Wilkes-Barre City Police or Fire response. For non-emergencies, call Switchboard at 570-208-5900.

CampusShield

King's College uses **CampusShield** as our emergency notification provider. With CampusShield, you can receive and report emergencies with just a few taps or swipes on your smartphone.

Emergency Notification System

The Emergency Notification System (ENS) provides notifications via text, email, or voice call on emergencies ranging from weather delays, emergency weather incidents, suspicious activity, and more. Students should sign up to stay informed and sign up with their King's email address.

Parents - You can sign up to receive all emergency notifications by creating an account for yourself [here](#).

Inclement Weather

In the event of inclement weather, the [Snowline webpage](#) will be updated to reflect the current status of the King's operating schedule. Students will also be notified with updates, usually by text, from the college through the Emergency Notification System. College-wide emails will additionally be sent in the event that courses are cancelled or delayed.

Compressed Schedules

In the case that courses & the opening of the college are delayed, compressed schedules can be found [here](#).

Useful University Resources

Campus Map

The King's College Campus map can be found [here](#).

Library

The D. Leonard Corgan Library is open to Young Scholars with 24/7 swipe access. Study rooms are first come, first served. Switchboard is also located in the Corgan Library.

Scandlon Physical Education Center/ Intermetro Wellness Center

The facilities inside the Scandlon Physical Education Center are open to Young Scholars students during hours of operation. Hours of operation can be found [here](#).

Bookstore

The King's College Bookstore, also known as Monarch Outfitters, is located at 149 N Main St. Textbooks are not available in store but can be ordered online and picked up. Updated hours can also be found on [their webpage](#).

King's College Undergraduate Admissions

The Office of Admission handles all campus tours and visits. To register for a campus visit and see upcoming events, visit <https://www.kings.edu/visit>. The Office of Admission can be reached by email at admissions@kings.edu or by phone at (570) 208-5858.

****Young Scholars: Please stop into Hessel Hall, the Office of Admission, M-F 8:30 AM- 4:30 PM if you ever need help. ****

The College reserves the right to adopt any additional rules and regulations which it deems necessary in relation to the Young Scholars Program.