Welcome to the 2017–2018 academic school year at William Penn University! We are so happy to have you join us in the residence halls. As the directors of Residence Life, we want your experience to be safe, respectful, and fun! Our main focus this year is building community in the residence halls. As such, your Hall Directors and Resident Assistants will play an important role in your on-campus experience. We look forward to getting to know you throughout the year. Study hard, get involved on campus, and have fun!

~ Matt and Dianne

Matt Croonquist  
Co-Director of Residence Life  
croonquistm@wmpenn.edu  
641-673-2123

Dianne Burns  
Co-Director of Residence Life  
burnsd@wmpenn.edu  
641-673-1084
Meet Your Hall Directors & RA’s

Market Hall

Kendra Mouton
Hall Director
Room: 113/211
Cell: 760-885-1854

Hunter Behm (Soph.)
Resident Assistant
Room: 306C
Cell: 801-814-1029
Hometown: West Haven, UT
Major: Mechanical Engineering

Cade Hartman (Sr.)
Resident Assistant
Room: 207A
Cell: 702-427-4613
Hometown: Las Vegas, NV
Major: Business Management

Caleb Pipes-Gousbra (Sr.)
Resident Assistant
Room: 322D
Cell: 641-569-5776
Hometown: Lincoln, England
Major: Exercise Science

John Altieri (Jr.)
Resident Assistant
Room: 224A
Cell: 401-426-1621
Hometown: Warwick, RI
Major: Sociology-Criminology

Laura Cartwright (Jr.)
Resident Assistant
Room: 120C
Cell: 702-418-2093
Hometown: Brisbane, Australia
Major: Business Management

Mandy Nantz (Sr.)
Resident Assistant
Room: 103B
Cell: 563-357-7597
Hometown: Tipton, IA
Majors: Psychology, Human Services, Sociology, Music

Eltse Hall

Whitney Reber
Hall Director
Room: Director’s Apartment
Cell: 641-226-4016

Zack Peal (Jr.)
Resident Assistant
Room: 224A
Cell: 401-426-1621
Hometown: Baldwin, PA
Major: Sociology-Criminology
Meet Your Hall Directors & RA’s

Lewis Hall

**Justin Wyatt**
Hall Director
Room: Director’s Apartment
Cell: 641-660-9351

**Jeysen Delgado** (Sr.)
Resident Assistant
Room: A208
Cell: 310-493-2936
Hometown: Harbor City, CA
Major: Kinesiology

**Sofie Lund** (Jr.)
Resident Assistant
Room: B206
Cell: 515-770-7861
Hometown: Herning, Denmark
Major: Industrial Technology

Twin Towers

**Caileigh Ciepiela**
Hall Director
Room: 311
Cell: 717-283-3241

**Sabrina Bryant** (Jr.)
Resident Assistant
Room: 431
Cell: 765-432-1932
Hometown: Chandler, AZ
Major: Communications

**Matthew Cuthbert** (Jr.)
Resident Assistant
Room: 534
Cell: 720-454-2556
Hometown: Yucaipa, CA
Major: Sociology-Criminology

**Alyssa Kerry** (Jr.)
Resident Assistant
Room: 232
Cell: 541-728-4063
Hometown: Bend, OR
Major: Communications

**Hunter Russell** (Soph.)
Resident Assistant
Room: 733
Cell: 712-427-0156
Hometown: Bedford, IA
Major: Business Management

**Araceli Angel** (Sr.)
Resident Assistant
Room: C208
Cell: 641-481-0168
Hometown: Tama, IA
Major: Psychology

**Ashlyn Hubbard** (Sr.)
Resident Assistant
Room: D106
Cell: 641-420-8276
Hometown: Mason City, IA
Major: Secondary Education-English
Meet Your Hall Directors & RA’s

Rosenberger Apartments

Breanne Underwood
Hall Director
Room: 24
Cell: 402-651-1653

Peasley House

Cathy Williamson
Hall Director
Cell: 641-295-1075

Watson Hall

Charlton Benjamin
Hall Director
Room: Director’s Apartment
Cell: 678-508-8691
Hometown: Atlanta, GA
Major: Masters Business Leadership

Jason Castano (Soph.)
Resident Assistant
Room: 225
Cell: 786-390-5467
Hometown: Miami, FL
Major: Physical Education-Sports Administration

Tyler Doherty (Jr.)
Resident Assistant
Room: 625
Cell: 651-324-2766
Hometown: Johnston, IA
Major: Psychology

Justin Hagans (Soph.)
Resident Assistant
Room: 111
Cell: 641-919-2944
Hometown: Birmingham, AL
Major: Secondary Education-Industrial Technology

Nick Jackson (Jr.)
Resident Assistant
Room: 211
Cell: 918-370-4565
Hometown: Broken Arrow, OK
Majors: Biology

Charles Nelson (Soph.)
Resident Assistant
Room: 125
Cell: 573-616-8661
Hometown: Jefferson City, MO
Major: Biology, Education
LETTERS
All letter-sized mail will be placed in your mailbox located on the 2nd floor of the Dana M. Atkins Memorial Union. To receive your mail, please have your address listed as follows:

William Penn University
[YOUR NAME LISTED HERE]
201 Trueblood Ave. Box 2-[BOX # HERE]
Oskaloosa, IA 52577

DO NOT list your dorm room as your address. Any mail without a box number is put aside until there is time to find the right number.

If you are returning to the Residence Halls, please remember to update your new mailbox number with your family, medical offices, etc.

PACKAGES
All larger mail or packages will be checked in. If you get a delivery, you will receive an email similar to this one.

You will need your ID and the Package Number from the email in order to receive your item.

Please make sure that both your name & box number are listed on your package to avoid issues in identifying its owner and delaying delivery.
Vehicle Registration

Parking Permits are required at William Penn University with no charge for on- or off-campus students. We must have your vehicle information prior to the start of the new school year. Vehicles parked at the residence halls or overnight without permits will be assessed a fine of $25.

To register your vehicle at William Penn University:

1. Go to www.wmpenn.edu/vehicle-registration.
2. Fill out the form and click “Submit” at the bottom.
3. Residence Life will have your permit the following Monday afternoon. You can pick it up in the Residence Life Office at the Dana M. Atkins Memorial Union, Room 107.
Food Services by Sodexo

There are a couple of different places on campus to get food. Dining plans purchased provide meals in the dining hall while Penn Bucks can be used at the PAC Café.

Dana M. Atkins Memorial Union Dining Hall

Featuring a wide variety of fresh food designed to satisfy everyone’s appetite with food choices to rival your favorite restaurants. And you can enjoy "all you care to eat"!

**Monday–Friday:**
- Breakfast........................................ 7:30 am–9:00 am
- Continental...................................... 9:00 am–9:30 am
- Lunch.............................................. 11:00 am–1:30 pm
- Dinner............................................. 4:30 pm–7:00 pm

**Saturday–Sunday:**
- Brunch............................................ 11:30 am–1:00 pm
- Dinner............................................. 5:00 pm–6:00 pm

PAC Café

A great place to stop and grab a meal or a snack and hang out with your friends. PAC Cafe saves you time and hassle of rushing off campus and find something to eat.

**Hours**
- Monday–Thursday.................. 7:30 am–8:00 pm
- Friday............................................. 7:30 am–2:00 pm

**Penn Bucks** purchased through your dining plan or directly through Sodexo are put on your William Penn Student ID and can be used it the dining hall or at the PAC Café. Cash can also be used in either location. Only the PAC Café accepts debit or credit cards.

Try the new **Bite app** by Sodexo. It has nutritional information for the menu options offered at the Dining Hall and includes the ability to filter the menu options based on food preferences and allergens.

Be sure to download the Bite app today!

Check out [wpucampusdining.sodexomyway.com](http://wpucampusdining.sodexomyway.com) for menu offerings and more information!
Hall Safety Contacts

Emergency

911

Non-Emergency

641-672-2557

Security

641-673-1170
641-670-3431

Radio

KGIC 88.7 FM
KBOE 104.9 FM

Campus Support Services

641-673-1074

Residence Life

641-673-1083

If you are calling from a land-line on campus, you will need to dial 9 before the number.

Severe Weather

If weather conditions indicate possible danger from severe weather, the RAVE Emergency Notification System will be utilized and the warning sirens in Oskaloosa will sound. If this occurs during the night, residence hall and security staff will take steps to notify on-campus students and personnel.

Avoid wide span structures such as gyms or metal buildings. Remain in your shelter area until instructed otherwise by your hall staff, security, or local authorities. If possible, keep a flashlight and battery-operated radio to take to the shelter area.

What do the RAVE system messages mean?

WATCH

A severe thunderstorm or tornado watch indicates that such storms are possible in the Oskaloosa area.

When you become aware that a watch has been issued, tune in to a local radio station (KBOE 104.9 FM) or TV station in order to keep up to date regarding changing weather conditions.

WARNING

A severe thunderstorm or tornado warning is when weather conditions warrant actions.

TAKE SHELTER IN DESIGNATED AREAS.
The RAVE Emergency Notification System is in place for students, faculty, staff, and the entire William Penn community. You will receive notifications for:

- Weather
- Campus emergencies
- Important announcements

Messages can be received by email, text messages, cell phone, and land-lines. Each semester, all current students are added to the notification list for the RAVE System. If the student does not wish to receive these notifications, they can opt out of the text message or phone call option. They will still receive notifications through their William Penn email address as mandated by the Department of Education.

To be added to the William Penn University RAVE Emergency System or for more information, please email the Director of Security at reynoldst@wmpenn.edu. Please include:

- Your first and last name
- Email address
- WPU ID #
- Phone numbers
- Oskaloosa or Clive campus

A RAVE System test will be conducted at the beginning of the first and second semester and the notifications you will get will appear similar to the below.
Designated Safety Areas

In the event of severe weather, there are designated shelter areas around campus. When you get the notification, please head to the nearest area.

- **Barclay House**: relocate to the main gym if possible
- **Ceramics Lab/Pottery Building**: relocate to McGrew Fine Arts Center or Indian Hills Center if possible
- **Dana M. Atkins Student Union**: first floor near the restrooms
- **Eltse Hall**: first floor bathrooms are preferred; can use other bathrooms
- **Gymnasium**: locker rooms
- **Indian Hills Center**: interior bathrooms
- **Lewis Hall**: first floor kitchen or basement of Unit C
- **Market Hall**: ground floor center hall by the elevator or first floor bathrooms
- **McGrew Fine Arts Center**: Ware Recital Hall
- **MUSCO Technology Center (MTC)**: CRI office area
- **PAC**: men’s and women’s general use locker rooms or the training room
- **Penn Hall**: first floor hallway
- **Rosenberger Apartments**: first floor laundry room is preferable; can use apartment bathrooms or closets
- **Spencer Chapel**: basement hallway
- **Twin Towers**: first floor hallway and laundry rooms
- **Watson Hall**: first floor north hallway, laundry room, or stairwell by boiler room
- **Wilcox Library**: basement bathrooms and electronic classroom
Each residence hall has a designated area for evacuation. This allows the residence hall staff to ensure everyone is accounted for and to inform the first responders of any missing people. Please make your way to the areas listed.

- **Eltse Hall:** lawn east of Eltse Hall
- **Lewis Hall:** lawn south of Spencer Chapel/Trueblood Avenue
- **Market Hall:** lawn east of Market Street
- **Peasley House:** McGrew parking lot
- **Rosenberger Apartments:** football practice field (north side)
- **Twin Towers:** lawn south of the Union
- **Watson Hall:** west parking lot

**FIRES**

1. Pull the fire alarm and evacuate the building.
2. Before opening any door, feel it to see if it is warm. If so, leave the door closed and find an alternate path.
3. Call Security at 641-673-1170 or 911
4. Do not use a fire extinguisher unless you have first contacted Security and are trained in its use.
5. Stay low if you encounter smoke. Stop, drop, and roll should your clothes catch fire.

**EVACUATIONS**

1. Remain calm and exit the building.
2. Use the stairs and not the elevator.
3. Pay attention to your surroundings as you exit.
4. If you encounter a fire or hazardous materials, please select a new route.
5. Please encourage fellow residents to take an alarm or evacuation seriously. It may save their life and will reduce the risk to responding emergency personnel.
6. Stay clear of the building and entryways after exiting the building to allow responders to access the emergency.
7. Do not re-enter the affected building or area until instructed to do so by Security or emergency responders.
Other Safety Issues

Campus Support Services 641-673-1074
Security 641-673-1170

Slippery Floors

Secure or isolate the area if possible and contact Campus Support Services to inform them of the issue. Post signs in the affected area. Remind yourself and others to wear shoes with good traction in the winter months as entryways and hallways tend to get slick. Refer to the WPU Inclement Weather Announcements or call 641-673-1185 in the event of a major winter weather storm.

Flooding

In these circumstances, inform residence hall staff or your RA to have someone secure or isolate the area. Post signs to warn others and contact Campus Support Services to inform them of the situation. If your room or hallway is affected, please contact the hall director or security. Do not enter an area where electrical equipment or service may be underwater.

Power Failure

If you have lost power, contact your hall director to inform them of the outage. During normal business hours (8:00 am–5:00 pm), notify Campus Support Services of the power loss. After hours, please contact Security. Let them know of any people trapped in elevators. Residence hall staff should have flashlights available in the event of a power failure. Check unit rooms, hallways, or bathrooms to see if anyone is in need of assistance.

Odors

Contact Security immediately if you smell a strange odor in the residence halls or on campus and cannot determine its origin or cause.

Additional Items

Carbon monoxide gas can kill or injure people. Therefore, never operate a gas, kerosene, or diesel powered device or burn charcoal inside the buildings.

DO NOT burn candles or incense in campus buildings.

William Penn is a smoke free campus. Smoking is not permitted on campus grounds.
Medical Emergencies

In the event of a medical emergency:

- Keep the area clear
- Do not move the victim(s) unless other hazards pose an immediate threat to their life
- Call Security at 641-673-1170 or the Oskaloosa Police Department at 911 and state the location, nature, and severity of the medical issue
- Remain with the victim(s) while the call is made
- Notify the residence hall director or an on duty RA
- Have someone wait at the suggested entrance to direct emergency personnel
- Offer first aid if you are trained and willing to do so

*If blood is released or feel that you may have been exposed to it or other infectious materials, please contact Security for information regarding medical attention.*

Accidents

If you are a victim of or observe an accident involving an injury, contact Security or call the Oskaloosa Police Department.

Inform them of the location of the incident, the number of people involved, and any possible injuries such as a cut, sprain, open wound, or other serious trauma.

Personal Crisis

The campus offers professional counseling services for students in various states of crisis. Some examples are death of a loved one, stress, substance abuse, domestic abuse, sexual assault, self-harm or suicide attempt.

If you or another student are in need of assistance, please contact Counseling Services, Security, or Crisis Intervention.

Violence

Report all acts of theft and violence immediately to Security or call the Oskaloosa Police Department. If possible to do so safely, pay close attention to the appearance, vehicle or other information of the perpetrator and provide that to the responding authorities.

Do not physically engage the perpetrator of a violent behavior unless in personal defense. In the event of a hold-up, cooperate in every way including giving up money, wallet or other personal items.
Campus Support Services

Something broken in your room? Need a maintenance repair or help from housekeeping? You have two options:

- Call 641-673-1074
- Email campussupportservices@wmpenn.edu

Speak to your Hall Director, Resident Assistant, or Residence Life Director if there are any emergencies or security issues such as:

- Water leaks
- Running water
- Flooding
- Broken window
- Broken door

Information Services

The Information Services team at William Penn is here to assist you on various issues with your computer or mobile device and the school’s network. Please see their information or contact them with questions.

Connecting to Wi-Fi

Check your devices and make sure they are connected to wmpenn-wifi. Once you have connected, open a web browser and enter your login credentials. This is a once a year process that will keep you connected all year.

Services Provided

- Microsoft Office installation
- Anti-virus installation
- Virus/Mal-ware removal
- Password recovery
- Network connectivity

Contact Information

Phone: 641-673-2100
Location: Penn Hall, Room 112
Email: ishelpdesk@wmpenn.edu
Hours: Monday–Thursday, 8:00 am–9:00 pm and Friday, 8:00 am–5:00 pm
Campus Health Center

The clinic on campus is provided by Mahaska Health Partnership. Services are available for students, as well as faculty, staff, and their families. Please bring your Student ID and insurance card with you when you visit.

Mondays & Wednesdays, 8:30 am–3:30 pm  
Fridays, 8:30 am–12:00 pm

Services Provided

- Diagnosis and treatment for minor illnesses and injury
- Routine physical exams and chronic health problem management
- Walk-ins are welcome, appointments on the same day are accepted

Diane Nutter, ARNP-BC  
Family Nurse Practitioner  
641-676-7631

Counseling Center

The Counseling Center offers a variety of services to help students achieve their educational and personal goals. It provides confidential individual and group counseling, crisis intervention, conflict resolution and referrals.

Students can work with a counselor in a safe, supportive environment and explore concerns to gain a better understanding of themselves and work towards resolution of any difficulties.

Hours

Tuesday, Wednesday & Thursday  
8:00 am–3:00 pm

Tyne Smith, LISW  
Campus Counselor  
641-673-1703  
smitht@wmppenn.edu
Career Services

The William Penn Career Services office supports students as they transition to the workplace or onto advanced degrees. They support alumni as they pursue new career, advance in current positions, or with professional development. This office provides career exploration opportunities such as job shadowing, internship programs, part-time jobs, and help with job placement as students near graduation.

They also sponsor the Career Mentoring Program. This provides current students with an opportunity to be matched with an industry professional who will assist in the development of the skills and perspectives that are necessary to succeed in the professional world.

Additionally, Career Services, in cooperation with the Iowa College Recruiting Network (ICoRN), organizes three Career Interview Days for current students, and William Penn hosts one or two Career Fairs for students, alumni, and the community annually.

Debbie Stevens
Career Services Coordinator
641-673-2173
stevensde@wmpenn.edu

Location: Penn Hall, Room 220
Hours: Monday–Friday, 8:00 am–5:00pm

Student Success Center

The Student Success Center is a resource designated to promote independent learning within a secure environment, meeting the diverse needs of the William Penn University community. The approachable, knowledgeable staff and comfortable atmosphere make the SSC a great place for students to make strides in specific areas of study or learn more about research methods.

Student tutors are available, at no cost, to help all William Penn University students study for an upcoming test, write a research paper, assist with a presentation, and much more. Help is available for most subjects with emphasis on writing, math and computer skills. The Student Success Center also provides testing services, as well as support for students who need special accommodations for tests.

Darrell Mackaig
Director of SSC/Academic Coach
641-673-2172
mackaigd@wmpenn.edu

Location: Student Union, Room 111
Hours: Monday–Friday, 10:00 am–2:00 pm; Sunday–Thursday, 6:00 pm–10:00 pm
Library Tutors: Sunday–Thursday: 7:00 pm–9:00 pm
Travel Services

William Penn University offers transportation to area airports should you need a ride. You will need to contact the Residence Life Office at least one week in advance to make travel arrangements or you will also incur a $20 Late Notice surcharge. The cost for each location is listed below (not including the late fee).

**DES MOINES International Airport**

- Driver Fee: $25
- Gas/Wear Fee: $20
- Total: $45

**City of Iowa City**

- Driver Fee: $35
- Gas/Wear Fee: $25
- Total: $60

**Amtrak**

- Driver Fee: $15
- Gas/Wear Fee: $10
- Total: $25

**The Eastern Iowa Airport**

- Driver Fee: $35
- Gas/Wear Fee: $25
- Total: $60
# Dates to Remember

## AUGUST
- 18–19 Room Check-In & Fall Registration
- 20 New Student Orientation
- 21 First Day of 2017 Fall Semester

## SEPTEMBER
- 4 Labor Day—NO CLASS
- 7 Fall Convocation
- 28–30 Homecoming 2017

## OCTOBER
- 13 Fall Break—NO CLASS
- 30 Senior Registration

## NOVEMBER
- 6 Junior Registration Starts
- 9 Sophomore Registration Starts
- 13 Freshman Registration Starts
- 22–24 Thanksgiving Break—NO CLASS

## DECEMBER
- 6–8 Final Exams
- 9–31 Winter Break—NO CLASS

## JANUARY
- 1–7 Winter Break—NO CLASS
- 8 First Day of 2018 Spring Semester
- 15 Martin Luther King Jr. Day—NO CLASS
- 18 Dean’s Convocation

## MARCH
- 5–9 Spring Break—NO CLASS
- 26 Senior Registration Starts
- 30 Good Friday—NO CLASS

## APRIL
- 2 Junior Registration Starts
- 5 Sophomore Registration Starts
- 7 Honors Banquet
- 9 Freshman Registration Starts

## MAY
- 1–3 Final Exams
- 5 Graduation

## DORM MOVE-OUT DATES

<table>
<thead>
<tr>
<th>December 9</th>
<th>May 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must be out by 12:00 pm</td>
<td>Non-graduates must be out by 2:00 pm</td>
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## OTHER CAMPUS EVENTS

Campus Ministry provides a chapel service every Thursday at 11:10 am. Be sure to watch for more information about the guest speaker each week.

Throughout the year, there are several student events sponsored by different organizations across campus. There are community service events, group fundraisers, and game nights where you can win prizes.

Be sure to watch your William Penn email each day for information on all upcoming events!
### Finals Schedule

**Wednesday, December 6**
- 8:15 am–10:10 am  All classes meeting 8:15–9:05 MWF
- 10:15 am–12:10 pm All classes meeting 10:15–11:05 MWF
- 12:15 pm–2:10 pm  All classes meeting 12:15–1:05 MWF
- 2:15 pm–4:10 pm  All classes meeting 2:15–3:05 MWF
  - Evening  All classes meeting Monday/Wednesday or Monday Evenings

**Thursday, December 7**
- 8:15 am–10:10 am  All classes meeting 8:15–9:30 TTH
- 10:15 am–12:10 pm All classes meeting 9:45–11:00 TTH
- 12:15 am–2:10 pm  All classes meeting 12:15–1:30 TTH
- 2:15 am–4:10 pm  All classes meeting 1:45–3:00 TTH
  - Evening  All classes meeting Tuesday/Thursday or Thursday Evenings

**Friday, December 8**
- 9:15 am–11:10 am  All classes meeting 9:15–10:05 MWF
- 11:15 am–1:10 pm  All classes meeting 11:15–12:05 MWF
- 1:15 pm–3:10 pm  All classes meeting 1:15–2:05 MWF
- 3:15 pm–5:10 pm  All classes meeting 3:15–4:05 MWF
  - Evening  All classes meeting Wednesday Evenings

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**Tuesday, May 1**
- 8:15 am–10:10 am  All classes meeting 8:15–9:05 MWF
- 10:15 am–12:10 pm All classes meeting 10:15–11:05 MWF
- 12:15 pm–2:10 pm  All classes meeting 12:15–1:05 MWF
- 2:15 pm–4:10 pm  All classes meeting 2:15–3:05 MWF
  - Evening  All classes meeting Monday/Wednesday or Monday Evenings

**Wednesday, May 2**
- 8:15 am–10:10 am  All classes meeting 8:15–9:30 TTH
- 10:15 am–12:10 pm All classes meeting 9:45–11:00 TTH
- 12:15 am–2:10 pm  All classes meeting 12:15–1:30 TTH
- 2:15 am–4:10 pm  All classes meeting 1:45–3:00 TTH
  - Evening  All classes meeting Tuesday/Thursday or Thursday Evenings

**Thursday, May 3**
- 9:15 am–11:10 am  All classes meeting 9:15–10:05 MWF
- 11:15 am–1:10 pm  All classes meeting 11:15–12:05 MWF
- 1:15 pm–3:10 pm  All classes meeting 1:15–2:05 MWF
- 3:15 pm–5:10 pm  All classes meeting 3:15–4:05 MWF
  - Evening  All classes meeting Wednesday Evenings