

STUDENT INSTRUCTIONS

Registration is Sunday from 8:00 a.m. to 12:00 p.m. on the Lycoming College campus in Williamsport, PA.

You **MUST** arrive on campus **DURING YOUR ASSIGNED REGISTRATION TIME SLOT** of your scheduled week unless **PRIOR arrangements have been made with a PFEW staff member**. You will be informed of your registration time at a later date. Times will be assigned based on your distance from Williamsport, PA. This process is being followed to try and minimize the gathering of large crowds during the registration process.

If for any reason you cannot be at Lycoming College during your designated registration time slot of your scheduled Sunday, please contact the PFEW office immediately at amber@pfew.org or by calling 814-833-9576 ext. 6. PFEW reserves the right to cancel and reassign the spot of any student who does not follow these instructions.

TRANSPORTATION

Transportation to and from PFEW is **YOUR** responsibility.

CARPOOL: PFEW staff will assist with carpool arrangements as requested but cannot make any guarantees. If you are interested in a carpool, please notify the PFEW office to see if we can be of assistance.

BUS: Students arriving by bus will be picked up at the bus station by PFEW staff. Arrival/Departure times must be provided to PFEW staff as soon as possible for proper arrangements to be made. For more information on the bus schedule, visit <http://www.fullingtontours.com/> or call 1-888-847-2430.

STUDENT DRIVERS: Students who will drive their own car will need to check their keys in at registration and will not be permitted to drive their car throughout the week until ready to check out on Friday.

OTHER: If a student would arrive and/or depart by plane, the family is responsible for transportation to and from the airport due to the distance from campus.

PROGRAM REGISTRATION – Wendle Hall/Pennington Lounge

IMMEDIATELY upon your arrival at Lycoming College, Williamsport, all participants should report to Wendle Hall/Pennington Lounge (*see campus map on page 6, Star 1*). Upon arrival, further instructions and dorm information will be provided. ***Do not unload your car until you have completed the first part of registration.*** Students will go through program registration alone. No guests will be permitted. Parents will be directed to a separate area where they will be provided additional instructions as they wait for their students to go through registration.

DORM REGISTRATION – Assigned at Registration

Participants will then be directed to their assigned dormitory. Students can bring up to two guests who can assist with unloading at the dorms.

CAMPUS TOUR – Location TBD

All student participants will be taking a guided tour of Lycoming College. Tours begin at 9:00 a.m. and run until 11:30 a.m. (the final tour *departs* at 11:30 a.m.). Tours are mandatory for all participants. Therefore, you must register for the program and unload at the dorms prior to going on a tour. Please plan accordingly.

SUNDAY LUNCH – Wertz Dining Hall (for purchase)

Lunch is not provided on Sunday, however, Lycoming College is offering lunch for purchase. If time permits after registration, parents/guardians/students may purchase a lunch on campus or eat a previously packed lunch that they brought with them. **All students MUST remain on campus once they have registered.** The first meal provided by PFEW to all students on Sunday is not until 5:30 p.m., so please plan accordingly so that you can complete registration in enough time to get lunch prior to opening ceremonies. All guest must depart campus prior to the Opening Ceremony.

OPENING CEREMONY – Location TBD

The Opening Ceremony begins promptly at 1:00 p.m. Students will be directed where to attend the event based on COVID guidelines at the time of their arrival and/or weather conditions. Students MUST be at the designated area by 12:45 p.m. to find their assigned company and seat. Parents - be sure to give any belongings to students prior to them arriving at the opening ceremony. Due to the number of student participants and space limitations, parents/guardians and guests will not be permitted to attend.

OTHER IMPORTANT ITEMS

CANCELLATIONS or WEEK CHANGES

If a student becomes ill prior to his/her scheduled week at PFEW, or is no longer able to attend for various reasons, please notify the PFEW office immediately by calling (814) 833-9576. All efforts will be made to reassign students to another week. However, week assignment will be based on availability per session at the time of transfer. No refunds will be granted if your student cancels their participation.

CONTACT INFORMATION / EMERGENCY PHONE NUMBER

We will forward our phones from the Erie office to Williamsport for the summer sessions. You can always reach us at the main office number **(814-833-9576)**.

If a student needs to have an item sent to them during the week, the address is:

*Participant's Name
c/o Pennsylvania Free Enterprise Week
Lycoming College
700 College Place
Williamsport, PA 17701*

In an emergency, PFEW staff may be reached by calling: **(570) 321-4374**. **NOTE: THIS NUMBER IS FOR EMERGENCIES ONLY.** Due to the volume of calls that must be made from the office, please do not attempt to contact students via the PFEW staff except for emergencies.

DEPARTURE

Check out is from 5:00-9:00 p.m. on Friday. **All students must depart by 9:00 p.m. on Friday of their scheduled week—NO EXCEPTIONS!** If you need to leave prior to 5:00 p.m. on Friday, please contact the PFEW office (814-833-9576 ext. 6 or amber@pfew.org). (Those who will need to depart by bus will be dropped off at the appropriate time to accommodate their departure schedule.)

- Resident Assistants (RA) will be stationed in the lobby or outside each dorm to check out students.

- Prior to departure, all students MUST return keycards and room keys to the RA on duty. All lost or damaged keycards and room keys will cost \$35.00 each to cover all replacement costs due upon departure from program.
- Upon departure, all students are responsible for the condition of their residence hall room. Parents/guardians will be responsible for any and all damages to residence hall rooms or other school property caused by their student.
- No dinner is provided on Friday evening.
- Parents/Guardians should meet students at the dorms for pick up.
- NO STUDENTS WILL BE PERMITTED TO LEAVE THE PROGRAM WITH ANY OTHER INDIVIDUALS OTHER THAN WHO IS LISTED ON THEIR PAPERWORK unless prior arrangements have been made with a PFEW staff member.
- If a student checked a car in during Sunday registration, the RA will have the car keys at check-out.

DURING THE WEEK

- **ALL STUDENTS MUST REMAIN ON CAMPUS DURING THEIR WEEK AT PFEW.** If a student must leave campus for any reason after program registration, they will forfeit their graduation. Students are required to stay on campus and complete all mandatory activities from the time they arrive until the time they check out on Friday.
- At the time of registration, students will be issued a name tag with their photo and sponsor's name. It is imperative that the student wears their name tag at **ALL TIMES** while attending PFEW. This name tag is their pass for admittance to all PFEW activities and Lycoming College campus.
- No visitors are permitted on campus.
- Students will be supervised at all times by the PFEW staff and/or volunteers. PLEASE NOTE: college classes are not in session during PFEW.
- In order to gain full benefit from planned activities, students are to be in their dorm by 11:00 p.m. and in bed with the lights out at 11:30 p.m. Students must be responsible and allow for enough time to meet these deadlines. All dormitories have trained counselors in residence to supervise and assist students.
- Any student who violates any of the program regulations will subsequently be dismissed/expelled from Pennsylvania Free Enterprise Week, and it is the parent/guardian's responsibility to provide immediate transportation for the student's departure from Lycoming College regardless of time or date of dismissal.
- Three meals a day are provided for students except for Sunday (day of arrival in which only dinner will be served) as well as Friday (day of departure in which breakfast and lunch are served).

Meals are served in a "modified buffet style" so students may make their own food selections while taking into consideration any dietary modifications they may need and meeting safety protocols.

MEDICAL NEEDS AND INSURANCE

If a student should become ill while they are with us, we will notify the guardians immediately. If the ailment cannot be treated with basic first aid, we will transport the student to the local ER in Williamsport. Parents/guardians are responsible for all medical costs. If a student becomes ill and cannot participate in PFEW activities, arrangements must be made immediately to transport the student home.

It is required that any medical costs that may arise will be assumed by your medical/hospitalization insurance.

ALL PFEW PARTICIPANTS MUST BE COVERED BY MEDICAL INSURANCE. If the student won't have medical coverage during their assigned week, the family must make arrangements to purchase a temporary insurance policy.

While we do not endorse any particular company, in the past, participants have been able to purchase a 30-day short-term limited medical insurance policy from Agile Health Insurance but you are encouraged to do your research and to purchase a policy from any vendor.

To quickly obtain a policy from Agile, visit their website at <https://www.agilehealthinsurance.com/short-term-health-insurance-quotes>. The coverage **MUST** be for the duration of the student's PFEW session and coverage must begin at least one day prior to the student's scheduled session.

NOTE: Temporary insurance typically cannot be purchased until 30 days prior to the student's registration date and takes at least one to two weeks to process/receive approval. We are aware of this and ask that the family just sign and mail the acceptance forms, certifying that the student will have insurance coverage for the duration of the student's scheduled PFEW week.

Once the policy is purchased, be sure to contact PFEW (814-833-9576 ext. 6) with the policy number or copy of the emailed insurance card.

We appreciate your attention to these matters and can't wait to see you this summer. Together we will make this a summer to remember. Thank you!

CHECKLIST OF ITEMS TO PACK

Program Materials:

All program materials are provided by PFEW. The cost of your room and meals are also included.

Clothing:

Dress for PFEW is casual; HOWEVER, DRESS MUST BE TASTEFUL AND APPROPRIATE: If in doubt, wear something else. Bring enough clothes for 6 days. *Casual clothing is any clothing you'd be allowed to wear to school (i.e. shorts, t-shirts, jeans, sneakers, sandals, etc.).*

On Friday, there will be a presentation given by the students in the morning and an awards ceremony in the afternoon/evening. Appropriate dress clothes for both events will be required. Dress, skirt or dress slacks and blouse for ladies. Suit and tie or dress slacks and button-up shirt with tie for men are appropriate.

Spending Money:

Students will have an opportunity to purchase souvenirs if they choose to. The campus bookstore may be open during the week. Snacks and food may be ordered for delivery to campus during free time hours. If students choose to bring spending money, \$30-35 seems to be a reasonable amount to bring.

REQUIRED Items to Bring:

- Dress Clothing (*see above*)
- Sneakers (mandatory for activities in the gym and fitness center)
- Pillow & Linens (twin sheets- both twin and twin xl will work for dorm beds)
- Toiletries (Personal Items i.e., soap, toothpaste, shampoo, feminine products, etc.)
- Towels/Washcloths
- Fan (THE DORMS ARE NOT AIR CONDITIONED)
- Alarm Clock
- Facial coverings or masks (that cover mouth and nose at all times) – **you will want to bring more than just one for the duration of the week**

Additional Suggested Items to Bring:

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| • Watch | • Camera | • Medications/Band-Aids | • Backpack |
| • T-shirts | • Sandals/Flip-Flops (for shared bathrooms) | (Advil/Tylenol/Prescriptions) | • Folder (to keep notes you take in) |
| • Shorts/J Jeans | • Calculator | • Blanket | • Individual Hand Sanitizer |
| • Pajamas | • Sunscreen | • Laundry Bag | • Hand Soap (for dorm room bathrooms) |
| • Jacket/Sweater/Sweatshirt | • Sunglasses | • Hair Dryer/Curling or Flat Iron | |
| • Raincoat/Umbrella | | • Snacks/Drinks | |

Electronics:

- Cell phones are permitted but must be used during appropriate times (not permitted during presentations) and should remain off or on silent during major activities such as speakers and company meetings.
- Electrical appliances including refrigerators and portable air conditioning units are not permitted. Should any medications need to be refrigerated (i.e. insulin) an RA in the dorm will be equipped with a refrigerator – please see your RA upon registration.
- Students will have access to the campus Wi-Fi during the week. Laptops/iPads can be used, however, students are responsible for their safety and set-up.
- TV's and other expensive items should not be brought to PFEW.
- **PFEW will not be responsible for lost, stolen or damaged personal items.**

LYCOMING COLLEGE CAMPUS MAP

FACILITIES

- 1 Krapf Gateway Center
 - Keiper Suite for Outdoor Leadership & Education
 - Office of Admissions
 - Center for Enhanced Academic Experiences
 - Office of Alumni & Advancement
 - Troegner Presentation Room
- 2 Clarke Chapel
- 3 Fine Arts Building
- 4 Lamade Gymnasium
- 5 Natatorium (Swimming Pool)
- 6 Keiper Recreation Center
- 7 Wendle Hall (Academic Center)
- 8 John G. Snowden Memorial Library
- 9 Pennington Lounge
- 10 Penny's Plaza
- 11 Mary L. Welch Theatre

- 12 Heim Science Building
- 13 Lynn Science Center
- 14 Detwiler Planetarium
- 15 Wertz Student Center
- 16 Jane Schultz Room
- 17 Burchfield Lounge
- 18 Jack's Corner
- 19 Streeter Campus Store
- 20 John W. Long Hall
- 21 Communication Building
- 22 Mary Lindsay Welch Honors Hall
 - Shangraw Performance Hall
- 23 Building & Grounds/Maintenance
- 24 Drum House

RESIDENCE HALLS

- 25 Skeath Hall
- 26 Asbury Hall
- 27 Wesley Hall
- 28 East Hall
- 29 Rich Hall
- 30 Crever Hall
- 31 Williams Hall
- 32 Forrest Hall
- 33 The Douthat Commons

SHANGRAW ATHLETIC COMPLEX

- 34 UPMC Field (Soccer/Lacrosse)
- 35 David Person Field (Football)
- 36 Softball Field
- PS Public Safety
- VP Visitor Parking



Star 1 is where students report to register for PFEW.
VP closest to Star 1 is where you can park for registration.



**LYCOMING
COLLEGE**

www.lycoming.edu

WILLIAMSPORT, PA

IF USING A GPS

Plug in the following address to get to the PFEW Program Registration

500 Mulberry Street, Williamsport, PA 17701.

DIRECTIONS TO LYCOMING COLLEGE

FROM THE WEST:

Driving east on Interstate 80, take Exit 178 (Lock Haven) & proceed along Route 220 North. As you enter Williamsport, Route 15 South merges with I-180 East & 220 North. Take Exit 27A, Market Street, turning left at the traffic light onto Market Street. Proceed to the third traffic light & turn right onto Little League Boulevard. At the stop sign, turn left onto Mulberry Street. Wendle Hall will be on your right. Star 1 is the location of program registration.

FROM THE NORTH:

As you enter Williamsport, Route 15 South merges with I-180 East & 220 North. Take Exit 27A, Market Street, turning left at the traffic light onto Market Street. Proceed to the third traffic light & turn right onto Little League Boulevard. At the stop sign, turn left onto Mulberry Street. Wendle Hall will be on your right. Star 1 is the location of program registration.

FROM THE EAST:

Heading west on Interstate 80, exit at 212-W (I-180/Williamsport) & continue to Exit 27A, Market Street. Turn right at the traffic light onto Market Street. Proceed to the third traffic light & turn right onto Little League Boulevard. At the stop sign, turn left onto Mulberry Street. Wendle Hall will be on your right. Star 1 is the location of program registration.

FROM THE PHILADELPHIA AREA, SOUTHEASTERN PENNSYLVANIA & SOUTHERN NEW JERSEY:

Take the Northeast Extension (I-476) to Interstate 80 West. Take Interstate 80 West to exit 212-W (I-180/Williamsport) & continue to Exit 27A, Market Street. Turn right at the traffic light onto Market Street. Proceed to the third traffic light & turn right onto Little League Boulevard. At the stop sign, turn left onto Mulberry Street. Wendle Hall will be on your right. Star 1 is the location of program registration.