



## Off-Campus Programs at Liberty Place, Downtown Lancaster

### ***Information for Students and Faculty***

Millersville University is pleased to offer courses at Liberty Place, located at 1016 North Charlotte Street in Lancaster. This facility provides an “adult-friendly” environment including plenty of convenient parking, a break room with vending machines, and an on-site coordinator to answer questions and help resolve issues.

Please take a moment to review this information, which describes some of the features of the Liberty Place site and provides the guidelines in place to assure that the environment remains a safe and pleasant one for teaching and learning.

The Liberty Place site is leased by Millersville University from the Pennsylvania CareerLink. Please be conscious of the fact that other organizations make use of this space, and courteous in your interactions with Liberty Place personnel and respectful of their property, equipment and operations. The MU Site Coordinator can help you with any issues or questions that arise.

### Parking and Safety

**Parking/Entrance Information:** Please use the parking lot located on the corner of Liberty and North Charlotte Streets; the building entrance is directly across from this parking lot.

**Signing In:** *All students and faculty are required to sign in and out* when they arrive at or leave through the CareerLink entrance. This is in case of fire or other need for building evacuation.

**Fire Alarm:** If the fire alarm sounds, all staff and students should exit the site through the main entrance and walk across the street to the parking lot. The Millersville Site Coordinator will assist in the evacuation and in accounting for all staff and students. The law requires that must wait for the fire officials to arrive and give permission to re-enter the building.

### Amenities

**Restrooms:** Restrooms are located at the CareerLink entrance, in the Annex hallway (adjacent to rooms 10A-B, 12, Hospitality, 15, 17 and 18A-B) and upstairs across from the MU Site Coordinator’s Office (Room 103).

**Smoking/Cell Phone Areas:** Smoking and cell phone use are only allowed in the designated outdoor areas.

**Snack/Vending Area:** There are two vending areas available: at the main entrance and in the Annex area (snacks, coffee and soda only).

**Computer Needs/Questions:** Liberty Place is fully equipped for wireless LAN access. The MU Site Coordinator has a limited number of PC and Mac laptops which may be used while at Liberty Place. CareerLink’s computer area/resource rooms are *not* for MU use.

**Weather Closings/Announcements:** These are posted on the Millersville web site at [www.millersville.edu](http://www.millersville.edu). You may also call the MU StormLine 717-872-3101 or check websites of local broadcast stations. Sign up for MU Alerts and have these messages sent to your cell phone by text or email (see the link on the main MU website).

**MU Site Coordinator:** The University's on-site coordinator is responsible for management of the facility for MU staff and students, and provides support services as needed. The office is in Room 103.

**Site Evaluations:** Please help us continue to improve our facility by completing the site evaluation form that will be distributed at the end of each term. We use your feedback to inform our annual planning process, and we appreciate your taking the time to share your thoughts!

This facility is administered by  
Millersville University Distance  
Learning & Off-Campus  
Programs

Lyle Hall, Room 238  
Millersville University  
Telephone 717-872-3742  
Fax 717-872-2022  
Email xed@millersville.edu

Site Coordinator: Frances Wakefield  
Liberty Place Room 103  
Telephone: 717-509-7186  
E-mail: frances.wakefield@millersville.edu

## Information for Faculty

**Sign In:** All faculty are required to sign in and out upon entering or leaving the facility. This is for safety reasons.

**Equipment:** Classrooms are equipped with projection screens and whiteboards. If you require special equipment (computer/projector, overhead) or furnishings (podium, tables, etc.) please email a request to frances.wakefield@millersville.edu.

**Copying:** Copiers are located in the MU Site Coordinator's office and in Room 17.

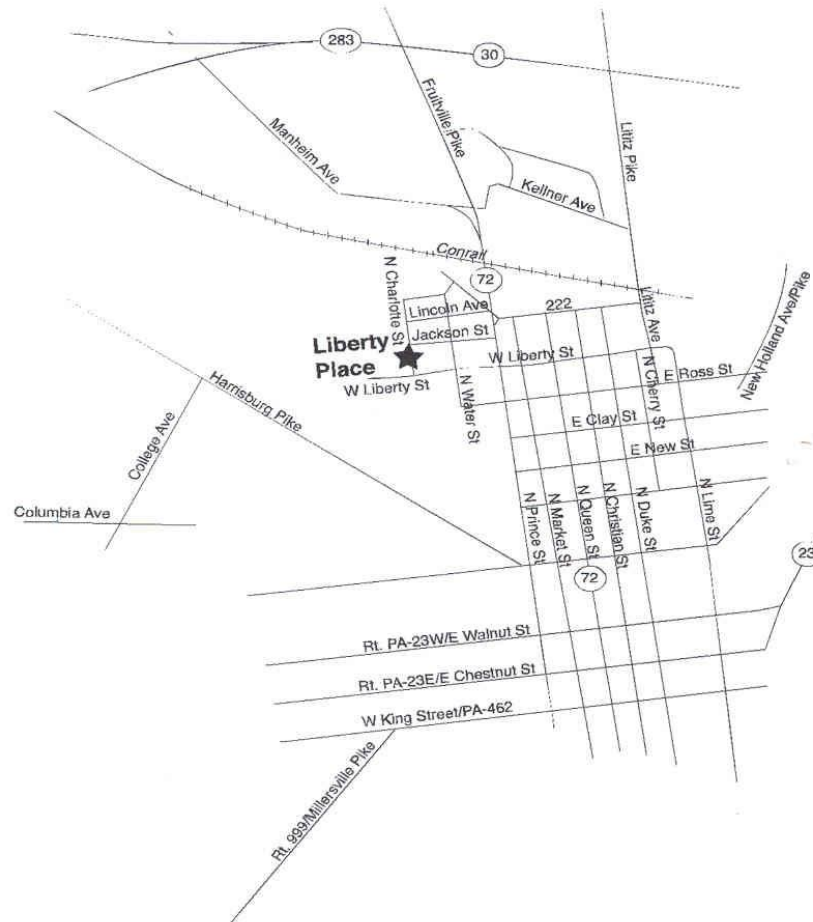
**Canceling Class:** If you need to cancel a class for personal reasons or in case of an emergency, you are responsible for notifying your students. The MU Site Coordinator will post a notice for you but many students who commute from outside the Lancaster area will appreciate advanced notice if the class is to be cancelled. You should share your course cancellation policy with students either in the syllabus or at the beginning of the semester. You should also check with your Department Secretary on how students are to be notified in case of an unexpected cancellation.

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## Map & Directions

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### Liberty Place - Career Link

1016 N. Charlotte Street  
Lancaster, PA 17603

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#### **Directions from Millersville University:**

- Turn right on Rt. 999 (Millersville Pike)
  - Follow Rt. 999 (Millersville Pike)
  - Pass Manor Shopping Center on right
  - Right onto West King Street/PA 462
- Left onto North Queen Street/PA 72 North
  - Left onto West Liberty Street
  - Right onto North Charlotte Street