

Need to

Solve an Academic Problem

See the Academic Policies section of this Good Book.

Use an ATM

An ATM is located in the University Center Commons area across from the Information Desk.

Reserve A-V Equipment

Audio cassette recorders, camcorders, laminating, die cut, photocopying equipment, and computer/video projectors are available in the library for producing class materials.

Obtain Bus Passes

Mount Mercy students may purchase monthly passes at a reduced rate by showing their IDs. The bus runs between campus and downtown, and stops at the corner of Elmhurst and Maplewood Drives. Schedules are available in the Student Life Suite located in the University Center or by calling the City Bus Service at 319-286-5573.

Send Campus Email Communications

Requests to email all Mount Mercy students are coordinated through the Office of Communications & Marketing, and are sent at the discretion of the Assistant Vice President for Communications & Marketing. The first priority is for all students to submit event information to Tunnel Talk. If extenuating circumstances exist, the information will be considered for an all-student email. Please email your short text (1-2 sentences) to campuscommunications@mtmercy.edu. Please note that email is subject to editing for length, style, consistency and clarity.

File a Complaint

Call the Dean of Students and we will help you get to the right person.

Make Copies

Copies can be made at the Mount Mercy Copy Center located in Room 120 of the University Center.

Contact the Escort Program

Public Safety personnel will escort members of the campus community to and from campus locations and vehicles at any time. Call the Safety Assistant on duty at 319-363-8213 ext. 1234 or the Switchboard (ext. 0) to arrange an escort.

Find Hours for:

Advisor or Faculty Member

Faculty members' office hours are posted on the doors of their offices. Many faculty also post this information on the myCampus section of the Mount Mercy website. You may also refer to your class syllabus.

Campus Store

The Mount Mercy University Campus Store is located on the first floor of the University Center. Books, supplies, greeting cards, clothing, and

personal items are available on a cash/charge (student ID or credit card) basis.

Campus Store Hours:

Monday - Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 8:30 a.m. - 4:00 p.m.

The first Saturday of the month: 9:30 a.m. - 12:30 p.m.

Dining Services

The dining room is open from 7:00 a.m. until 7:00 p.m. Meal Plan students will be asked to scan their ID cards. Non-board plan customers may pay with cash or use their IDs. Credit cards are also accepted as a form of payment in the dining room, the Hilltop Grill, and at Basile Beans. The Mount Mercy food service also caters special events.

The Hilltop Grill Hours*: Ext. 1572, adjacent to the Dining Room.

Monday - Thursday: 10:00 a.m. - 11:00 p.m.

Friday: 10:00 a.m. - 8:00 p.m.

Saturday: Noon - 8:00 p.m.

Sunday: Noon - 11:00 p.m. *Hours subject to change

Basile Beans / Java City Coffee Hours*:

Located on the first floor of Basile Hall, in the Graduate Student Lounge.

Monday - Friday: 7:45 a.m. - 10:00 p.m.

Saturday: 7:45 a.m. - 3:30 p.m.

Sunday: Closed *Hours subject to change

Vending machines are located in each building.

Hennessey Recreation Center

Hennessey Recreation Center's gymnasium, racquetball court, fitness area and weight equipment are available to students, faculty, staff, and alumni. Priority for use of the gymnasium is given to athletic events, practices, and intramural activities. Schedules are posted in the Hennessey upstairs and downstairs entrances, and by the weight room. Racquetball reservations may be made one day in advance by calling ext. 6472. Students will be asked to show their Mount Mercy ID to use the facilities.

Hennessey Recreation Center Hours*:

Monday - Thursday: 7:45 a.m. - 10:00 p.m.

Friday: 7:45 a.m. - 6:00 p.m.

Saturday: Noon - 6:00 p.m.

Sunday: 1:00 p.m. - 10:00 p.m. *Hours subject to change

Library/Computer Center

In addition to its collection of print and non-print materials, the library offers comfortable study areas, group study rooms, a media viewing room, and the computer center.

Library & Computer Center Hours*:

Monday - Thursday: 8:00 a.m. - Midnight

Friday: 8:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 5:00 p.m.

Sunday: 1:00 p.m. - Midnight *Hours subject to change

Obtain ID Cards

All students and employees are expected to obtain ID cards at the Information Desk. ID cards are used to check out library books, charge food service and Campus Store items, and for identification purposes. Cost of a replacement ID card is \$15.

Use a Locker

Lockers are available to commuters. They are free of charge and are located at the tunnel entrance in McAuley Hall. Anyone interested in using a locker can reserve one at the Information Desk. Items left in lockers after the last day of spring finals week will be discarded.

Locate a Lost Item

The Information Desk stores lost and found articles. Missing items should be reported to the Public Safety Office, 115 University Center. Items will be kept at the Information Desk for 90 days.

Mail Something or Get Some Stamps

A full service Mailroom is located in the University Center. Incoming mail is placed in mailboxes in the University Center.

Get the Message Out

Tunnel Talk e-newsletter is sent each Tuesday during the academic year, except during break periods. It provides weekly information on events and activities by campus organizations, as well as important notices from academic offices. Items for publication should be submitted by the Wednesday prior to distribution. Submissions can be sent to the Office of Communications & Marketing via email: campuscommunications@mtmercy.edu. Be sure to label your email "Tunnel Talk Submission."

Obtain Parking Stickers

All vehicle parking stickers are issued at the University Center Information Desk. All vehicles using campus parking must show a Mount Mercy parking sticker. Refer to the parking section in this book for more information, page 33.

Report a Crime

1. Importance of reporting: Crime prevention cannot take place without the assistance of the Mount Mercy University community. The prompt reporting of crimes and suspicious behavior as well as cooperating with the authorities during the investigation of crimes or offenses is encouraged. Your cooperation can aid us in preventing others from being victimized. The Department of Public Safety will assist anyone in filing a report with law enforcement agencies.

2. Reporting Policies: In the event that you receive criminal or emergency information, you are encouraged to promptly contact local authorities as well as the Department of Public Safety. By reporting such information to the Department of Public Safety, patterns are sometimes developed, aiding in detection and prevention of further victimization. A Mount Mercy University Safety Assistant can be contacted at ext. 1234 (on-campus) at any time. If calling from off-campus please dial 319-363-1323 ext 1234.

3. Confidential Reports: Should you be the victim of a crime which you do not choose to report, confidential assistance is available. The Mount Mercy Counseling Service and the Campus Chaplain are not required by the Clery Act to inform Mount Mercy University authorities when a crime is reported to them. However, these departments are encouraged to report limited information to the Department of Public Safety on a confidential basis so that the University may better evaluate the need for a campus safety alert and disclose the most accurate information available in its annual report. Only information relating to the nature of the crime and its location is provided to the Department of Public Safety. The identity of victims and witnesses will remain confidential.

4. Emergencies: In the event of an emergency, the police should be contacted immediately. 911 telephone service is in effect for the Cedar Rapids metropolitan area. If dialing from a campus telephone, please dial 9-911.

- Emergency medical care is provided at all hours at both Mercy Medical Center, 701 10th Street SE, 319-398-6041, and St. Luke's Hospital, 1026 A Avenue NE, 319-369-7105.

- In the event of a campus emergency or disaster, the Crisis Management Team is activated and all directives and information is disseminated from the headquarters of that team. The University has developed an extensive plan to cope with such situations if they develop.

5. Non-Emergencies: Reports should be directed to the respective police agency which has authority to file criminal charges in the geographical area in which a crime was committed. In addition, crimes occurring on or around campus should also be reported to the Department of Public Safety.

Reserve Space for Meetings and Events

Faculty, staff, students, clubs and organizations may reserve meeting/public space on campus for meetings and other activities.

1. All reservations for meeting rooms, classrooms, or public space on campus must be made through Event Services.

2. Student club and organization requests are made by completing an Event Request Form, which is available outside the Event Services office (Warde 104A) or contact the Assistant Director of Institutional Events. at ext. 1839. (Faculty and staff requests should be made through Virtual EMS, which is accessible through the Intranet).

3. Reservations must be made in a timely manner. Please request space as early as possible, but not less than 7 days prior to the event. If there is extensive set-up or planning, the request should be 30 days prior to the event. Failing to make reservations that require set-up of any type at least 7 days in advance may result in a \$50 set-up charge.

4. Requests are almost always accepted on a first come first serve basis.
5. Space is not considered reserved nor should the event be promoted until Event Services confirms availability.
6. Events open to the public or having outside attendees must have written approval by the appropriate Vice President so that Cabinet-level staff can monitor how public events will impact various activities and areas of the campus. Once written approval is received from the Vice President, Event Services will review the space request and confirm availability.
7. Changes to a scheduled event should be communicated to Event Services at least 7 days prior to the event. If changes are made within 3 business days the group is subject to an additional labor charge of \$50. Final attendance numbers are due to Event Services at least 3 business days prior to the event.
8. To cancel your event, contact Event Services as soon as possible or at least 7 days prior to the event. If the event is not canceled at least 7 days prior to the event, charges for labor, equipment and catering may still apply.
9. Off-campus groups are welcome to hold events on campus for a fee, provided that the user complies with the terms and conditions set forth in the Events Policies and contract. Reduced rental fees are available to alumni and nonprofit groups.
10. Mount Mercy does not knowingly allow events to be held on campus that conflict with the mission of the University and/or Catholic teaching. Mount Mercy reserves the right to refuse any event from occurrence.
11. Please refer to the separate policy on hosting political candidates/ groups on campus found in the Good Book.
12. It is prohibited to hold an event that will raise funds for any reason other than charities sponsored by Mount Mercy.
13. Credit card companies, banks and/or other organizations requesting space in which credit card solicitations will occur are prohibited.
14. Space reservations for personal events such as private parties are not permitted. Weddings are the exception. Please contact Event Services for details on wedding planning.

For a complete list of the Event Services Policies and Procedures, please refer to the Master/Events Calendar located on the Intranet, and in myCampus, reference the "Links" tab.

For additional information, please contact Karla Stuecker, Director of Institutional Events, at ext. 1663 or kstuecker@mtmercy.edu.

Study

Campus study areas are located in the following buildings:

Busse Center McAuley: Penthouse Study Room

Campus Ministry Lounge Warde: First Floor Student Lounge

Donnelly: First Floor Lounge University Center Commons

Talk to Someone

See Counseling in the Department section of this Good Book.

Telephone

Phones for on-campus calls are located in the Campus Ministry lobby; Busse Center near the tunnel entrance; Hennessey first and third floors; Warde dock, second, third, and fourth floors; Donnelly first and third floors; University Center dock; and Lundy. Questions about telephone service should be directed to Information Technology, ext. 4357.

Watch Television

Big screen televisions are located in the University Center and the Regina Lounge for student use.

Find a Vending Machine

Vending machines, providing a wide variety of snacks, are located in the Andreas kitchen, Basile Terrace level, Donnelly first floor, Hennessey first and third floors, Lundy upper and lower levels, University Center Terrace level near the laundry room, University Center laundry room, and first floor Warde. To report problems, call the Facilities Department at ext. 1290.

Register to Vote

Voter registration materials can be found in the Reference section of the library or in the Student Life Suite located in the University Center.