

Mission and Goals

Mount Mercy University Mission and Goals

Mount Mercy is a Catholic University providing student-focused baccalaureate and graduate education in the spirit of the Sisters of Mercy.

As a Catholic university founded and sponsored by the Sisters of Mercy, Mount Mercy welcomes women and men of all beliefs to join our community in the pursuit of baccalaureate and graduate education and service to those in need.

Mount Mercy promotes reflective judgment, strategic communication, the common good and purposeful living through a core curriculum, liberal arts and professional majors and student development programs.

We strive for excellence in accomplishing our mission through our four interdependent goals:

Using reflective judgment

The abilities to think clearly and carefully, argue coherently and evaluate competing truth claims critically are fundamental to a college education.* Reflective judgment requires a knowledge of basic fact, examination and evaluation of assumptions, adequate justification for drawing a conclusion and understanding implications of drawing that conclusion. With these skills, individuals can solve problems creatively and integrate knowledge across disciplines.

Engaging in strategic communication

Strategic communication requires selecting from a range of options in order to accomplish a chosen goal in an ethical manner.** These options include construction and interpretation of messages in the written, oral and aesthetic forms using appropriate technology.

Serving the common good

The common good is at the heart of Catholic social teaching. Because persons are social by nature, every individual's good relates necessarily to the common good, the sum of social conditions that allows all people to reach their human potential more fully.*** It includes respect for and ethical interaction with every person and the natural environment and, in the spirit of the Sisters of Mercy, service for the well-being of all humanity and action in the cause of justice in the world.

Promoting purposeful living

A liberal education enables persons to achieve a greater degree of freedom upon which to act purposefully. Since development of purpose entails planning for life based on a set of priorities,**** Mount Mercy University provides opportunities for spiritual growth, intellectual engagement, vocational clarity, social development, physical well-being, emotional maturity and responsible community leadership.

The Mount Mercy University Brand Promise

We are the regional Catholic, Mercy University that promises students of diverse backgrounds, ages and faiths a challenging, practical

education that inspires them to discover knowledge, build community and lead courageous lives.

Approved by Board of Trustees October 29, 2005

Amended by Board of Trustees April 28, 2007

Amended by Board of Trustees August 17, 2010

- * P. M. King, and K. S. Kitchener, *Developing Reflective Judgment: Understanding and Promoting Intellectual Growth and Critical Thinking in Adolescents and Adults* (San Francisco: Jossey-Bass Publishers, 1994).
- ** S. Morreale, R. Rubin and E. Jones, "Speaking and Listening Competencies for College Students"; available from National Communication Association website, http://www.natcom.org/Instruction/assessment/CollegeComp/college_competencies.htm Internet; accessed 07 March 2005
- *** Catechism of the Catholic Church (Washington, D. C.: United States Catholic Conference, 2000), sections 1905-1912.
- **** Arthur Chickering and Linda Reisser, *Education and Identity* (San Francisco: Jossey-Bass Publishers, 1993), 50

Vision Statement

Mount Mercy University will be a distinguished regional institution in the Catholic intellectual tradition and a national leader within Mercy higher education, recognized for its:

Academic Life where learning in the Mercy tradition is academically acclaimed and the university's integrated approach to the liberal arts, professional preparation and service learning creates a community and culture of free inquiry, social responsibility and purposeful living.

Student Experiences which foster a vibrant university community where a diverse student population participates in campus activities, strong residential programs, international experiences, and personal and spiritual growth in an atmosphere promoting service to the common good.

Institutional Resources with robust finances, a campus environment, and human resources to accommodate growth in quality and quantity of undergraduate and graduate students and realize the full potential and reputation of a successful small to mid-size regional university.

Community Outreach where Mount Mercy is the educational partner of choice in relationship with the business community, other educational institutions, alumni, parents, area residents, civic organizations and other local and national organizations.

Approved by Board of Trustees April 28, 2007

Amended by Board of Trustees August 17, 2010

Statement of Values

As members of the Mount Mercy University community, grounded in the tradition of the Sisters of Mercy and our Catholic identity, we are committed to:

Lifelong learning and education of the whole person

We believe that education is a lifelong experience where learning empowers the whole person, intellectually, spiritually, emotionally, and physically.

Pursuit of truth and dignity

We foster free inquiry in a compassionate culture where our dedication to faith, truth and mercy supports the dignity of each person within the human community.

Commitment to students

We acknowledge and affirm that our students' needs are central to decisions that affect community life.

Justice

We advocate for equality by actively creating just and healthy relationships in our learning community and in our global society.

Gratitude

We celebrate with humility all gifts and talents bestowed by God and faithfully share these blessings with the wider community.

Hospitality

We accomplish our work in the spirit of Catherine McAuley's graciousness and inclusion that welcomes all people and perspectives.

Service We instill a sense of responsibility and caring that calls us to serve the common good.

Approved by Board of Trustees April 28, 2007

Amended by Board of Trustees August 17, 2010

Mission and Ministry

The Division of Mission and Ministry has particular care for promoting and celebrating the mission, goals, vision and values of Mount Mercy. It identifies and reflects the key aspects of Mount Mercy's Catholic identity and mercy mission, calling forth the characteristics celebrated by the Sisters of Mercy and voicing the heritage and mission of the University.

Mount Mercy's Mission and Ministry Division is spearheaded by Sr. Shari Sutherland, a Sister of Mercy, who serves as the Executive Director for Mission and Ministry.

The Division champions Mount Mercy's Catholic identity through expressive articulations of faith, infusing mercy into core aspects of students' lives and empowering them to discover and articulate this meaning for themselves. The Division of Mission and Ministry works to introduce students to the heritage and values of Mount Mercy through a variety of experiences, including class presentations, orientation programs, Living Learning Communities for residential students, service outreach opportunities, special events, and conversations with the Sisters of Mercy.

A special week in September celebrates the mission and vision of the Sisters of Mercy, with fun and engaging activities that highlight Mount Mercy's Catholic heritage and allows the campus community to join in an expression of that meaning.

Within the Division, the Mount Mercy community has access to the Director of Campus Ministry, the Coordinator of Volunteerism and Service Learning, the Campus Minister, the Chaplain and the Music Minister – all working to create a community atmosphere where every faith and background can come together and celebrate God's

presence in meaningful ways. The staff of the Mission and Ministry Division welcomes people of all faith and non-faith backgrounds.

Departments

Academic Advising

Each student is assigned a faculty advisor who provides students with counseling on academic matters and approves each term's registration. Information regarding registration or changes in registration, course offerings, academic honors, degree requirements, academic probation, and other aspects of the academic program are provided in the Catalog. Your advisor, the Registrar, and the Vice Provost are among those available to assist you.

Academic Center for Excellence (ACE)

ACE offers helpful support programs for all students. Programs include communication assistance (writing, reading, interpersonal skills, speech), math/science assistance, testing techniques, learning style awareness, study skills, and Services to Students with Disabilities. Student Colleagues are available for peer assistance, including walk-in and scheduled times.

Services for Students with Disabilities: Students needing any type of accommodation or consultation for their academic work or environment associated with a documented disability will need to contact the Academic Center for Excellence, located at 130 University Center. Classroom accommodations are made through this office, as well.

Admissions – Accelerated

The Accelerated Admissions Office, located in 207 Basile Hall, is the central hub for student activity in the adult, evening program. Current and potential adult students come to the Advance office to turn in application materials, receive information about available majors, meet with academic advisors, go on guided campus tours, pick-up completed assignments, and learn best practices for successfully completing their Mount Mercy education. The staff is available on a daily basis to answer questions for current and potential adult students.

Admissions – Adult and Graduate

The Adult and Graduate Admissions Office is located in 207 Basile Hall. The graduate admission representative is available to potential students to answer questions about our graduate programs, process admission applications, give tours of campus and assist new students as they transition into the graduate program.

Admissions – Undergraduate

The Admissions Office, located at 260 University Center, is the first place prospective students go to learn about Mount Mercy.

Prospective students are assigned an Admissions Counselor to help them start their university experience. The undergraduate admissions office focuses on traditional freshmen and transfer students who are either new to Mount Mercy or returning to us after an absence. Students can become involved in the admissions process by helping to recruit students through the Student Ambassador program. The Student Ambassador program is a key component of showing Mount Mercy to our new students. Ambassadors might give tours, send emails, make phone calls, participate in campus wide events, host visitors, and they might even be in a video or photo shoot. We

welcome current students to visit with anyone in the Admissions Office regarding the Ambassador program.

Athletics

Mount Mercy's intercollegiate athletic programs, located in Hennessey Recreation Center, are open to all students and are designed to develop leadership, self-discipline, and sportsmanship in the academic environment of a small, independent university. Teams are members of the Midwest Collegiate Conference and the programs are governed by the rules of the National Association of Intercollegiate Athletics (NAIA). Men compete in basketball, baseball, golf, soccer, cross country, bowling and track and field. Women compete in basketball, softball, volleyball, golf, cross country, soccer, bowling and track and field.

Campus Ministry, Mission and Ministry Division

Housed within the Division of Mission and Ministry, Campus Ministry serves a vibrant and diverse community of individuals seeking to integrate faith, life, and learning through rich experiences and relationships. Campus Ministry helps provide students of diverse backgrounds, ages and faiths a challenging, practical education that inspires them to discover knowledge, build community and lead courageous lives.

Students of all faiths are invited to attend services in the Chapel of Mercy and participate in Campus Ministry activities and service-related projects. For students with a desire to dedicate their lives to serving God through praise, worship and service, the interdenominational student group Peer Ministry provides an outlet for servant leadership, and allows students to grow in their faith through involvement in faith sharing, Bible studies, liturgical life, and service to others. Peer Ministers are active in their faith and strive to encourage and enable the spiritual growth of other students while empowering them with the gift of God's merciful love. Campus Ministry programs promote faith development, the spiritual life, worship, and local and global service. Campus Ministry hosts a variety of student-generated activities that tap into people's thirst for a healthy relationship with God, others, and oneself.

The Campus Ministry Office houses the Director of Campus Ministry, Chaplain, the Campus Minister, Music Minister, and Coordinator of Volunteerism and Service Learning.

Students of all faiths are invited to attend services in the Chapel of Mercy and participate in any Campus Ministry activities:

- Sunday Eucharist (Mass) | 8:30 p.m.
- Wednesday Eucharist (Mass) | 12:05 p.m.
- Other Sacramental opportunities by appointment with the Chaplain
- Holy Days and daily Eucharist on the Hill with the Sisters of Mercy at Sacred Heart Convent (Tuesday thru Friday 8:30 a.m.)

Campus Music

There are many music opportunities available for Mount Mercy Students. Choral Ensembles include the University Choir and Jazz Connection, which are available for credit or non-credit, audition required for Jazz Connection. The University Band is open to all Mount Mercy students, staff and alumni. The University Band is an ensemble that plays regular campus concerts and Pep Band events. Choral participation is also available in the Music Liturgy Ensemble that

sings for Sunday evening Masses. The Handbell Choir is also open to all students. A string ensemble will be available for those players interested.

Career Services

Contact the Director of Career Services, ext. 1620, for assistance with career issues such as deciding on a major, changing majors, career direction, internships, job shadowing, resume/cover letter writing, interviewing, networking, job searches, and graduate school programs. Programs, courses, and workshops are held throughout the school year.

The Career Services Office, at 240CC University Center, serves as a clearinghouse for a wide range of work opportunities including internships, full and part-time employment, as well as intermittent jobs. CareerClicks is Mount Mercy's online database for current openings. Students and alumni can view and apply for opportunities directly from the database. Make an appointment to discuss and learn about effective ways to search for full-time employment, part-time employment, internships, or graduate school programs.

Career Services offers on campus events to educate students about career options and to provide opportunities to network with professionals in those industries.

Counseling

Confidential counseling is available, for a limited number of sessions, at no charge in the Counseling Center, 240G University Center. A licensed counselor assists students in setting and attaining goals, problem solving and providing support and encouragement to students. Students utilize the service for assistance with a variety of personal and interpersonal issues, such as stress management; grief and loss; family problems; gay/lesbian sexual identity challenges; social skills; physical, mental, emotional, or sexual abuse; eating and body image disorders; anxiety; and depression. When necessary, referrals may be made to other campus services as well as to appropriate community resources. To make an appointment, call ext. 1257. Evening appointments can be arranged.

Dining Services

Mount Mercy's meal plans offer 12 hours of continuous dining service each weekday to provide students with maximum flexibility in fulfilling their dining needs. All meals are provided in an all-you-can eat format and enable students to make food choices that best suit their preferences and lifestyles. The breakfast hours are filled with options such as cooked to order omelets, as well as twelve cold cereals, jumbo bagels, 100% fruit juices, and fresh baked pastries. Lunch and dinner service hours feature two hot service lines – one traditional café line and one specialty line such as a pasta or taco bar. A vegetarian entrée is served at most meals. Several times during the week, a presentation cooking station is provided and serves popular items like fajitas and Caesar salads topped with chicken.

Extended dining options always include a 24-topping salad bar with two kettle fresh soups, a selection of lettuces, dressings, and salads prepared fresh daily. A full deli provides the choice of several meats, cheeses, breads, and sandwich spreads such as tuna or egg salad. Dial our Menu Line at ext. 6368.

A customized sack lunch will be provided to students participating in Mount Mercy-sponsored activities which prohibit them from participating in a meal on campus.

Contact the Dining Service management team for any special dietary needs. A complete guide to dining services is provided to new students and additional copies are available in the Dining Service Office, University Center.

Health Services

The mission of Health Services is to promote total wellness by increasing the awareness of healthy lifestyle choices and to assist individuals to achieve and maintain physical, psychological, emotional, and spiritual health.

Health Services assists students, faculty, and staff in the process of learning to independently select healthy behaviors. Health Services assists in making well-informed choices and increases awareness of healthy life style choices by offering educational programs. Health Services also offers general acute health care services to the campus community. These include: first aid; illness assessment; vaccinations; over the counter medications; strep testing; consultation and referral services. All services offered during regularly posted office hours. Health education materials are also available. Health Services is located in the Student Life Office Suite, room 240F, second floor University Center.

Institutional Events Office

The Events Office serves as the centralized event planning office for Mount Mercy University. We coordinate the scheduling of all University facilities for university and student events, meetings, conferences and public functions. Our goal is to partner with the students, faculty, staff, alumni, friends and community members to assist with creating the highest quality event. Our dedicated team collaborates with various campus departments and offices to assist and advise on event planning, logistical coordination, facility layout, implementation and audio visual support. For more information on how to start planning your event, go to: www.mtmercy.edu/event-services. Please also reference the "Reserve Space for Meetings and Events" section found on page 16.

The University Events Office is located in Warde Hall Room 104A, ext. 1663 or 1824, and the staff is more than willing to assist you with the planning of your events.

OFFICE HOURS:

Monday - Thursday, 8:00 a.m. to 5:00 p.m.

Friday, 8:00 a.m. to 4:30 p.m.

Additional hours vary depending on scheduled events.

International Programs

Studying abroad can help you expand your horizons, meet new friends, enhance your resume, and develop leadership skills. The Office of International Programs, located at 240J University Center, offers information and advice on finding an international experience to fit your personal interests and professional plans. Mount Mercy offers a number of study abroad opportunities, including faculty-led programs to places such as Mexico, the United Kingdom, and France; exchanges with partner universities in the United Kingdom and the Czech Republic; and independent study abroad with trusted providers. Study abroad is open to students of any age and from any major. The

Office of International Programs also has information on internships and service learning activities as well as scholarships and grants for study abroad.

Intramurals

The Intramural program at Mount Mercy is an integral part of student life. It is the overall goal of the program to afford every student, faculty, staff, and alumni the opportunity to participate and enjoy the activities of his/her choice regardless of skill or ability. These programs encourage physical participation in lifetime sports and promote wellness and social awareness. The Intramural Department will host tournaments or leagues for sand volleyball, indoor volleyball, flag football, dodgeball, full and half court basketball, indoor soccer, frisbee golf, and bags. All activities are held in Hennessey Recreation Center or around campus. For questions regarding the Intramural program please call ext. 1322, contact Aaron Jennings at ajennings@mtmercy.edu or visit the Hennessey Recreation Center Information Desk.

Public Safety

Mount Mercy maintains a Public Safety program, which includes periodic checks of all campus buildings and parking areas. If you would like an escort to or from the parking area, please call the Switchboard (ext. 0) or you can reach a Public Safety Assistant by dialing ext. 1234 from any campus phone. Mount Mercy IDs and parking stickers are issued from the University Center Information Desk. Security cameras record activity many places on campus and are used by the Safety Assistants and Switchboard personnel for campus safety. If you have concerns about security, please contact the Director of Public Safety or the Vice President for Administration.

Escort Program and Courtesy Services: Public Safety personnel are available to accompany anyone to or from the parking areas or other on-campus locations. Please call ext. 1234 or come to the Public Safety Office at 115 University Center for this service. Jumper cables and snow shovels are available at the University Center Information Desk. You will be required to show your Mount Mercy ID to use these items. Mount Mercy-owned vehicles and employees of Mount Mercy are not permitted to aid persons in jump-starting, repairing, or moving vehicles.

Residence Life

The mission of Residence Life is to enhance student success, personal development, satisfaction and safety through the implementation of programs and services.

Staff: The Residence Life Team works together to provide an optimal residential experience for students. Their duties include supervising operations of the residence halls, suites, and apartments, providing programs for residents, promoting an educational environment, and helping resident students contribute to and enjoy their membership in the Mount Mercy community. Three professional Residence Life staff members live in campus housing and welcome interaction with students.

Resident Assistants: Resident Assistants (RAs) live on each residence hall floor. They are students selected on the basis of leadership experience, scholarship, and desire to assist others. RAs work with students to make residential life an enriching and educational experience. They are specially trained and are knowledgeable in many areas, including emergency and health issues, effective listening,

programming, and policies and procedures of Mount Mercy and the Residence Life program. If they are unable to assist you, they will refer you to an appropriate resource.

Student staff members are available every day for general assistance, maintenance concerns, and emergencies. An RA is on-call each evening and may be contacted by phone.

If you need assistance, contact the Residence Life Office, 240L University Center, during the day or dial "0" and request the RA on-call in the evening. When Switchboard is closed, you may dial Security at ext. 1234 to access the RA.

Student Activities

The Student Activities and Orientation Office coordinates campus activities, is a resource center for student organizations, and oversees the Mount Mercy Activities Programming (M2AP) Board. New student orientation is also coordinated through this office.

The University Center provides a place for students, faculty, and staff to relax and socialize. It is home to the Information Desk, the Student Government Association, the Game Room, the Clubs & Organizations Room, the Mailroom, Copy Shop, ACE and the Campus Store.

Numerous services are provided at the Information Desk and include but are not limited to parking stickers, IDs, ticket sales, bikes, vacuums, a copy machine, and a fax machine. A detailed list of all items that are available to be checked out is located at the desk. Students need their Mount Mercy IDs to check out any of the items.

Club Friday, sponsored by Student Activities and SGA, is hosted by a different student organization each week. It brings students, faculty, and staff together for conversation, entertainment, and refreshments on Friday afternoons.

Individuals who wish to use the space for a meeting or an event should contact Institutional Event Services by calling ext. 1663 and make a reservation.

Student Financial Services

The Student Financial Services Office is located in Warde Hall. If you have any questions about paying your tuition bill, this is the office to visit. They work with prospective students, current students and graduates to make the financial aid process as user-friendly as possible.

Every student who applies for financial aid will receive an award package, also known as an award letter. This letter will list all Institutional, State and Federal grants and scholarships you are eligible for as well as any loans you may be able to obtain. The award letter includes a Direct Cost section which assists you in determining if you have a balance due to the university.

If you have any questions regarding billing or payment options, you should also contact the Student Financial Services Office. Financial Aid Counselors are available to assist you with budgeting for expenses and answer any questions you may have regarding the financial aid process.

Prior to graduating, any student who has borrowed on Federal loans while attending Mount Mercy will be required to attend an exit counseling session. This session will explain how to pay back loans, what can happen if you default on your loans, loan consolidation and

much more. It is mandatory for all graduating students to attend an exit counseling session. The Student Financial Services Office will notify you of dates and times these sessions are offered.

You can reach the Student Financial Services Office at ext. 6467 or by email at studentfinancialservices@mtmercy.edu.

Wellness Program

The Wellness Program provides educational and social programming designed to assist students and employees in being aware of and making choices toward a more successful existence. Mount Mercy follows the Wellness Model, which includes social, occupational, spiritual, physical, intellectual, and emotional components. The truly "well" person is balanced in each of these components, and recognizes that becoming a "well" person is a lifetime endeavor.

Included in the program are fitness classes, relaxation programs, yoga and meditation, nutritional information, walking programs, education programs, and intramural sports. Education programs focus on life style choices, managing stress, relationships, and healthy life choices.

There are two major fitness areas on campus, Hennessey Recreation Center and Lundy Fitness Center. The Lundy Fitness Center and Exercise Room are open to all students and employees. Individuals must be at least 18 years of age and have a current student or employee ID in order to use the facility.

Student Governance and Communication

Resident's Housing Association

Residents of each hall floor or living area elect a president, vice president and secretary during the first month of fall classes. The presidents of each floor/area form the Resident's Housing Association (RHA). They work with the RAs to plan floor meetings and activities, promote cohesiveness, and establish an environment that is conducive to studying. RHA provides feedback to Mount Mercy and the Residence Life program. In addition, RHA plans events for campus residential students.

Student Government Association

The Student Government Association (SGA) represents the Mount Mercy student body and serves as the umbrella organization for other campus recognized student organizations. It is the official voice of the student in Mount Mercy governance. Membership is open to all Mount Mercy undergraduate students, and SGA members serve on institution-wide committees and provide students' viewpoints to faculty and staff. Officers are eager to hear from all students and to assist them in every way possible. The SGA office is located in the University Center and can be reached at ext. 1820.

Recognized student clubs and organizations are overseen by the SGA. For Mount Mercy policies pertaining to them, go to the SGA website at www.mtmercy.edu/student-government-association, or pick up a copy of the Clubs & Organizations Handbook available at the University Center Information Desk.

Student Newspaper

The Mount Mercy Times is a key source of information about campus events and issues. A student staff is responsible for writing, editing, advertising, and business management of the weekly newspaper,

published most Wednesdays during Spring and Fall semesters, and once during Winter term. The Times office is located in the Lower Busse Center. If you have ideas for a Times article, you can email the editor at mmctimes@mtmercy.edu. In addition to the newspaper, the Times produces a website – <http://times.mtmercy.edu/> – with “Times TV” news reports, photo galleries and other exclusive content.

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.
 - A. 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.
 - B. 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.