

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 120 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 Organizations

The recognized student clubs and organizations of Mount Mercy University are governed and funded by the Student Government Association (SGA). All guidelines and rules pertaining to the functioning of clubs and organizations can be found on the SGA website (<http://www.mtmercy.edu/student-government-association>). A complete list of clubs and organizations can also be found on the SGA website. Each recognized student group has a representative who attends and has a vote in the General Assembly of SGA.

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.