

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 Provost are among those available to assist you.

Academic Center for Excellence (ACE)

ACE offers helpful support programs for all students. Programs include writing assistance, math/science assistance, testing techniques, learning style awareness, study skills, and services to students with disabilities. Students can request a Peer Tutor for any class and the meeting time is arranged by the student and tutor. Walk-in assistance for writing support is available in the ACE Writing Center located in 130 University Center. If you are a distance learner or are unable to come into ACE during regular business hours, please call 319-363-1323 Ext. 1208 for assistance.

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 Disability Specialist in the Academic Center for Excellence, 130 University Center.

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 – Graduate

The Graduate Admissions Office is located in the Graduate Center*. The graduate admission representatives are 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.

*1650 Matterhorn Drive NE, Cedar Rapids, IA 52402

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 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 University Center 102, 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

Counseling Services provides confidential counseling to enrolled students, at no charge. Counseling services are intended to be short-term and solution-focused in nature. The Counseling Services offices are located on the second floor of the University Center (240G and 240H). A licensed counselor or graduate intern assists students in setting/attaining goals and problem solving, and provides 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; LGBTQ issues (lesbian/gay/bisexual/transgender/questioning); social skills;

physical, mental, emotional, or sexual abuse; eating and body image disorders; anxiety; and depression. When necessary, referrals may be made to other MMU campus services, as well as to appropriate community resources. To make an appointment, call ext. 1218. Evening appointments can be arranged. **MMU does not prescribe or manage medications.*

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. The dining room is open from 7:00 a.m. until 7:30 p.m. Meal Plan students will be asked to scan their ID cards. Non-board plan customers may pay with cash, credit cards, or use their IDs. 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 eight cold cereals, assorted bagels, 100% fruit juices, and fresh baked pastries. Lunch and dinner service hours feature a home zone, presentation, and grill service lines. Also included in our home zone service line are vegetarian entrées.

During the week, a presentation cooking station is provided and serves popular items like fajitas, calzones, stir fries and Caesar salads topped with chicken. These presentation entrees are made to order and our guests get to choose their toppings, ingredients and selections to fit their own unique tastes. 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.

For Dining Service Menus and Information please visit mtmercy.campusdish.com or download our CampusDish App for your Smartphone.

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. To participate in this option students will be required to fill out a form. Please speak with someone in the Dining Service Office for assistance with this request process.

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.

Additional dining options are provided at the Hilltop Grill, Graduate Grounds, and at Basile Beans. Mount Mercy dining services also caters special events. ****The hours listed below are subject to change.***

The Hilltop Grill Ext. 1572

Located 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.*

Basile Beans / Java City Coffee Ext. 2506

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

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

Saturday & Sunday: Closed*

Graduate Grounds / Java City Coffee Hours Ext. 2538

Monday - Thursday 4:00 p.m. - 8 p.m.

Saturday 7:45 a.m. - 1:00 p.m.

Sunday: Closed *

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.

The Health Services office is located in the Student Life Suite, room 240F, second floor University Center. Health Services assists students, faculty, and staff in the process of learning to independently select healthy behaviors through individual conversations and educational programs. Health Services also offers general acute health care services to the campus community. These include, but are not limited to**: first aid; illness assessment; flu vaccinations; over the counter medications; mono testing; strep testing; consultation and referral services. Services offered by walk-in or appointment. To schedule, call ext. 1218. Health education materials are also available in the Student Life Suite. For after hours medical/first aid assistance please call our Public Safety Officers at 319-363-1323 ext. 1234.

**MMU does not prescribe or manage medications. **Other testing is available, please call for more information.*

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 & 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 36.

The Institutional Events Office is located in Warde Hall Room 104A, ext. 1839 or 1824, and the staff is more than willing to assist you with the planning of your 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. For more information about this, please call the Director of International Student Recruitment and Integration at ext. 1713 or ext. 1543.

Intramurals & Wellness

Wellness at Mount Mercy is an integral part of the campus community.

It is the overall goal of the program to afford every student and employee the opportunity to participate in and enjoy the activities that support a healthy lifestyle. The Wellness Program provides educational and social programming designed to assist students and employees in being aware of and making choices toward a more balanced existence.

Included in the program are free fitness classes, yoga and meditation, walking programs, social events, and education programs.

The Intramural Department will host both social and physical activities throughout the year. An example of the activities include sand volleyball, indoor volleyball, flag football, dodge ball, full and half-court basketball, indoor soccer, Frisbee golf, bags, table tennis, billiards, cards and more. Activities are held in Hennessey Recreation Center or around campus. For questions regarding the Intramural program please call the Director of Recreation and Wellness ext. 1296 or visit the Lundy Fitness Center.

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.

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. Two Residence Life staff members live in on-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, community buildings, mediation, programming, and the 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 in the University Center at ext. 1218 during the day or dial "0" and request the RA on call in the evening. When the Information Desk is closed, you may dial Security at 318-363-1323 ext. 1234 to access the RA. Mount Mercy also maintains an administrator on call schedule to

provide additional support to the on campus student body, Resident Assistants, and Public Safety.

Learning Communities

Mount Mercy has three learning communities:

1. Career Pathways
2. Mercy Engagement
3. Mustang Wellness

The Learning Communities (LCs) exist to provide intentional networks between students, faculty, staff, alumni, and community members. Students are provided additional opportunities through intentional programming and the involvement of specialized staff support. Students in these programs experience a more enriched undergraduate program as it provides additional structure and exposure developed curriculums that enhance learning and academic success. Research shows that Learning Communities play a significant role in improving student retention, persistence to graduation, and career preparedness. Participants do not only experience benefits in the classroom and career paths but their overall engagement with Mount Mercy University results in deeper satisfaction and institutional loyalty.

Housing, Nontraditional and Graduate Programs

Graduate housing is offered on a space available basis. Priority is given to undergraduate students. Please note that Mount Mercy does not allow cohabitation, nor do our facilities offer married student or family housing. If you have questions or are interested in graduate housing, please contact Student Services Administrative Assistant at 319-363-1323 ex. 1218.

Student Engagement

The Student Engagement 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, student mailboxes, 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, 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 Engagement 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

For any concerns or questions about paying tuition or student loans students can contact the Student Financial Services Office located in Warde Hall room 112. Students can call ext. 6467 or by email studentfinancialservices@mtmercy.edu for support and assistance. 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.