

# Departments

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## 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. 1204 for assistance.

## 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.

## Copy Services

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

## 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](http://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 \*

## Disability Services

Mount Mercy University is committed to equal educational opportunity for all students. The office of Disability Services facilitates accommodations and provides services so that students with disabilities enjoy the same exceptional opportunities as their peers, with the greatest degree of independence possible. The office of Disability Services obtains and files disability-related documents, certifies eligibility for services, and determines reasonable accommodations for students in compliance with federal, state, and local regulations. Core functions include:

- Establishing and disseminating criteria for disability services;
- Determining eligibility for disability services through review of documentation and assessment of individual student need;
- Facilitating academic and environmental accommodations and services;
- Educating the campus community about disability issues;
- Supporting faculty and staff in meeting the needs of diverse learners.

Students seeking disability services, or those who have general questions about services, should contact the Disability Services Coordinator. Accommodations are determined on an individual basis. The need for specific documentation varies and will be determined in the initial discussion. Students who wonder if they are entitled to accommodations or services should make an initial contact as soon as possible and should not delay the process out of concern for appropriate paperwork.

The office of Disability Services at Mount Mercy University is located in The Academic Center for Excellence (<https://www.mtmercy.edu/node/1026/academic-center-excellence-1>), 130 University Center.

## 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.

### Study Abroad Policy

- Students must be in good academic standing (cumulative 2.0 or greater gpa) to participate in a study abroad program. Instructors leading a short-term faculty-led course of two weeks or fewer may waive this requirement if a student demonstrates maturity and academic progress.
- Students must be in good disciplinary standing. Students applying to a study abroad program give permission to have their disciplinary records checked.
- Students must have successfully completed at least one semester at Mount Mercy before participating in a study abroad program.
- Mount Mercy will not approve a study abroad program to any country under a U.S. State Department Travel Warning. Mount Mercy does not allow any university sanctioned/sponsored travel to Travel Warning Areas unless the State Department provides an assessment by territory/state/province. In that case, travel to areas that specifically say "No advisory is in effect." may be allowed. Absolutely no travel is allowed through any area that has an advisory (i.e., participants cannot fly into those areas, drive through them en route to somewhere else, etc.). For affected countries, program directors will be required to submit an application showing how program planning and implementation mitigate the risks involved.
- In addition to these guidelines, students must follow the process outlined on the study abroad website and submit all required documents before the relevant deadlines.

### Study Abroad Programs: Alumni Or Other Non-Students Participating On Faculty-Led Study Abroad Programs

- Alumni or other non-students must register for the course and must agree to participate fully in all aspects of the program, including academic assignments, and required pre-departure orientation activities.
- Non-students should pay tuition for the course, and any associated program costs. (If the non-student does not need academic credits for the course, we they can be charged the audit fee-\$550.)
- No currently enrolled student should be denied a place in order to offer a place to an alumnus or other non-student.
- Non-students should undergo a thorough screening process, preferably with both a written application and interview, where they can articulate their reasons for participating on the program.

Faculty leaders should have the final say on whether or not to accept alumni or other non-student participants.

## Library Services

The Busse Library is physically open approximately 95 hours per week during spring and fall semesters. It is virtually open 24/7 online with access to many electronic resources through your MyCampus account at [mycampus.mtmercy.edu](https://mycampus.mtmercy.edu). The building has 65,000 square feet; there are nearly 140,000 volumes. There are 20 computers in the Reference Area; 22 PCs in Computer Classroom; an Apple computer lab, and over 40 PCs in Computer Center. Audio cassette recorders, camcorders, laminating, die cut, photocopying equipment, and computer/video projectors are available in the library for producing class materials. More information about resources available to students, including reservation policies and equipment available, can be learned here (<https://www.mtmercy.edu/library-services-students>) . Voter registration (<https://www.mtmercy.edu/consumer-information>) materials can be found in the Reference section of the library or in the Student Services Suite located in the University Center.

## Mail Services

A full service mailroom is located in Lundy Commons, next to the fitness center ext. 2200. Incoming mail is placed in mailboxes in the University Center.

## Registrar's Office

The staff members in this office oversee registration, grade submission, transcript ordering, enrollment verification, transfer credit evaluation and graduation. They also handle veteran and athletic certification. If you have any needs you can email them at [registrar@mtmercy.edu](mailto:registrar@mtmercy.edu) .

## FERPA

Annually, Mount Mercy informs students of the Family Educational Rights and Privacy Act of 1974. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearing process. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. For more detailed information or questions concerning the Family Education Rights and Privacy Act, please contact the Registrar's Office.

More information » (<https://www.mtmercy.edu/ferpa-federal-education-rights-and-privacy-act>)

## 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](mailto: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.