

Student Services

Dean of Students Office

The Dean of Students is committed to helping all students at Mount Mercy University reach their fullest potential in and out of the classroom. MMU's Dean of Students oversees the Student Services department and coordinates individualized support for students by providing a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming and specialized resources.

The Dean of Students oversees the conduct process, Title IX investigations and all departments found on this page. The Dean of Students Office is located in the Student Life suite in the second floor of the University Center.

CARE

Chaired by the Dean of Students, the CARE team is Mount Mercy's behavioral intervention team. CARE stands for Campus Assessment Resource and Education. Living, learning, and working at Mount Mercy can be stressful and sometimes the reason behind someone who is disruptive, threatening or irrational. The CARE team provides assistance to the University community to help assess and find solutions for managing distressing, disturbing, or disruptive, and dangerous behaviors. Mount Mercy is committed to providing a quality learning environment. Faculty, Staff, friends and family will often be the first to encounter a person who is in distress. Encouraging and helping the student to seek assistance with the appropriate campus and community resources is important.

Possible topics of concern for your friend, classmate, teammate or colleague:

- Abusive relationships
- Aggression
- Anxiety
- Bias/Hate Crimes
- Bullying
- Demanding behaviors
- Depressions
- Disruptive behaviors
- Discrimination
- Disordered eating
- Grief
- Harassment
- Hazing
- Domestic/Dating violence
- Learning disabilities
- Self Harm (example: cutting)
- Sexual assault
- Substance abuse
- Suicide

If you are concerned about someone, consider submitting a CARE report. Ask yourself:

- Is this person's behavior distressingly out of the ordinary?
- Is this beyond my skill level?
- Is the behavior getting worse?

- Does the behavior place anyone at risk?
- Have I attempted to intervene with little success?

If you answered yes to any of these questions submit a CARE report (<https://www.mtmercy.edu/care-form>) and the CARE Team will work to provide support and assistance to the person in need!

Counseling Services

Counseling Services provides confidential counseling to enrolled students, at no charge. Counseling Services are intended to be short-term and solution-focused in nature. While Counseling Services does not specifically limit the number of sessions per student an average is four to eight sessions per semester. The Counseling Services offices are located on the second floor of the University Center (240G and 240H). A licensed counselor or graduate interns 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; roommate conflict resolution; family system support ; 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 319-363-1323 ext. 1218. Evening appointments can be arranged.

**MMU does not prescribe or manage medications.*

Helping those with Mental and Emotional Health

Mount Mercy is committed to the well-being of the members of the campus community. Concerning behaviors can be, but are not limited to: actions that place people at risk, change in personality, threats or disruptive outbursts, diminished participation/attendance, or threats of harm to self or others.

In the event that a student's mental or emotional health is of concern to the campus, the university CARE team will assess the situation to determine an appropriate course of action. This course of action may include but is not limited to: mandated counseling; communication with parents/legal guardians; assessment by emergency medical personnel. If students, faculty, or staff have observed disruptive or threatening behavior please contact the Dean of Students 319-363-1323 ext. 1630 or Director of Public Safety ext. 1028 during the day or Public Safety Officers at ext. 1234.

Drama

Drama opportunities at Mount Mercy University are extensive. Acting roles of all shapes and sizes, Improv, technical work in scenic carpentry and painting techniques, lighting, costume and prop design as well as sound and multimedia work are all available to our students. Whether you are an experienced actor, technician or have never participated in theatre before, we have a place for you in our department. The Drama Department at Mount Mercy University presents two mainstage performances every year as well as a series of Student Produced One Acts every spring. Our Improv Troupe, Beggin' for Mercy, holds weekly open rehearsals and performs once a month. Any student, faculty or staff member is eligible and encouraged to participate.

Drama Club

No matter what area of theatre you are interested in, be it acting, working backstage, or watching from the audience, the Drama Club at Mount Mercy has a role for you. Throughout the year,

members participate in the University's main stage productions, perform at the monthly Montage, and take theatre to the Cedar Rapids community with the Children's Theatre Troupe. The club also offers opportunities to see local theatre as well as a yearly bus trip to the theatre district in Minneapolis.

Events Services

The Events Services is 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.

Space Reservations

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 should be made through the Assistant Director of Institutional Events by calling ext. 1824. (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 3 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 3 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 3 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 3 days prior to the event. If the event is not canceled at least 3 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, faculty, staff, 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 (contact the Events office for more information on this).
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 or weddings can be made, but are subject to availability & approval from Events. Room rentals will apply.

For a complete list of the Event Services Policies and Procedures please contact Director of Institutional Events, at ext. 1839.

Campus Study Areas

- Andreas Lounge (Building B)
- Busse Center Library
- Donnelly First Floor Lounge
- Warde First Floor Student Lounge
- Campus Ministry Lounge
- Lundy Commons Area
- Regina Hall: Student Lounges (located on each floor)
- McAuley: Terrace Level, Penthouse Study Room
- University Center Commons
- Veterans Lounge (Warde 1st floor)
- Commuter Lounge (University Center 1st floor)

Events Services is located at the Information Desk within the University Center and the staff is more than willing to assist you with the planning of your events.

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.*

Immunization and Health Insurance

All new students must have an immunizations record on file with the Health Services Office by the first day of classes for the first semester in which they are enrolled. Failure to provide this information will result in cancellation of your registration. All residential students must provide proof of health insurance. If you do not currently carry health insurance, information on a student program may be obtained from the Health Services Office. The Emergency Contact, Immunization and Health insurance form may be downloaded from the Mount Mercy website at this address: www.mtmercy.edu/health.

Infectious Diseases

In keeping with the spirit of mercy and the commitment to those in need, Mount Mercy has developed the following guidelines. These guidelines are applicable to the entire Mount Mercy community. Based upon recommendations from the Center for Disease Control, they will be revised as medical and legal research results become available.

Persons diagnosed as having infectious diseases (including AIDS, a positive HIV serology, MRSA, Meningitis, etc.) and who are under appropriate medical supervision will be allowed to utilize all Mount Mercy facilities and services.

Decisions regarding persons needing to withdraw from or terminate services with Mount Mercy because of health reasons related to infectious diseases shall be made on a case-by-case basis with the institution's assistance. Sick leave and leave of absence shall be granted to all employees with illnesses according to Mount Mercy procedures for granting such leave. The medical records of any person will be considered confidential. The status of the infected person may be communicated to appropriate Mount Mercy and health personnel after consultation with the infected person. The infected person will be expected to act in a responsible manner in his/her relationships with other people and within the institution in order to lessen the chances of transmitting the disease.

Mount Mercy recognizes the need for counseling, emotional support, and valid scientific information for members of the campus community and will attempt to make appropriate referrals. Additionally, Mount Mercy recognized that its role in the control of infectious diseases is to provide ongoing educational efforts. Therefore, the institution will provide such a program and will encourage full participation. Routine screening of employees or students of Mount Mercy for infectious diseases shall not be a requirement for Mount Mercy admission, attendance, or employment.

Latex Ban

Latex allergy is a reaction to substances in natural rubber. Rubber gloves are the main source of allergic reactions, although latex is also used in other products such as balloons. Latex allergies can be a potentially life-threatening condition. As a campus, Mount Mercy is committed to providing a safe environment for students, faculty and staff to live and work in. FOR THIS REASON, LATEX BALLOONS AND GLOVES ARE NOT ALLOWED FOR USE AS DECORATIONS OR AS ADVERTISING FOR EVENTS. Balloons made of Mylar or other latex-free substance may be used.

Leadership & Orientation

Students in the Leadership Program are interested in learning how to utilize their strengths and abilities in order to contribute effectively

and efficiently to the communities where they live and work. As a leadership program we empower students to develop skills that will aid them in their college experience and life after graduation. Leadership Programs include two levels: Blue – focusing on personal development, service, diversity, campus involvement; and Gold – focusing on team dynamics, leadership positions, vocation reflection, social justice. In addition, junior and senior students can be invited to join the Servant Leadership Society. Those in the society have demonstrated a commitment to the servant leadership ideals instilled by Catherine McAuley, foundress of the Sisters of Mercy.

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.

Misappropriation or Misuse of Student Organization Funds or Property

Misappropriation includes, but is not limited to, misuse or over-extension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment. Doing so will not be tolerated and will result in an investigation being conducted by the Dean of Students Office.

Orientation

This is a new and exciting time in your life and we are here to assist with that transition. Your orientation to Mount Mercy is greater than a single event so we have developed a series of programs to help you get acclimated to the campus community. All of our orientation/welcome week events will help you become familiar with Mount Mercy; learn about the services that are available to you; and meet fellow classmates. We look forward to seeing you soon!

Public Safety

The Department of Public Safety at Mount Mercy oversees the safekeeping of the campus and its properties. We strive for a high level of safety services to the college community.

The Department of Public Safety is located in the University Center. In case of emergency, persons should call **ext. 1234** from any campus phone, or **319-363-1323 ext. 1234** from any off campus or cellular telephone.

The Mount Mercy University Department of Public Safety is operational 24 hours a day, seven days a week. In addition to full-time staff members, Public Safety utilizes work study students to assist in parking enforcement and during special events on campus. Mount Mercy operates an administrator-on-duty call system to ensure that administrative support and decision-making capacity is always available. All Public Safety staff members are trained in CPR/1st Aid/AED, emergency response, evacuation procedures and interpersonal skills. More information about Public Safety can be found here (<https://www.mtmercy.edu/campus-safety>).

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:

- Career Pathways
- Mercy Engagement
- Mustang Wellness
- Mustang Academy

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 curriculum 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 319-368-6469.

Student Engagement

The Student Engagement Office coordinates campus activities, campus wellness, intramural programs, student activities, diversity and inclusion programming, and oversees the Mount Mercy Activities Programming (M²AP) Board. Through this office Mount Mercy University provides students the opportunity to become an integral part of the campus community. According to the National Survey of Student Engagement (NSSE) there are four general themes that indicate student engagement: academic challenge, learning with peers, experiences with faculty, and campus environment.

Students are encouraged to actively participate in planning events, both social and educational, that will provide them with a meaningful experience. Listed below are ways students can become involved in their campus community.

Mustang Rides

Mustang Rides is a free shuttle service offered to Mount Mercy University students on a first-come, first-served basis. **Students will need their MMU ID card** to board the bus. *We recommend arriving to the pick-up location ten minutes prior to departure. Students who miss the bus are responsible for their own transportation.*

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. 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.

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

Intramural Programs

Intramural sports are recreational activities organized and open to all students, staff, and faculty. No formal athletic affiliation is required! Intramural Programs hosts social and physical activities throughout the year. Examples 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. Don't be fooled, these activities aren't always as they seem. Some events take place in a glow in the dark atmosphere while others are larger than life with human chess and inflatable obstacle courses. The sky is the limit! Activities are held on or around campus. For questions regarding the Intramural program please call or visit the Lundy Fitness Center.

Student Activities

Responsible for night and weekend programming, student activities, along with Mount Mercy Activities Programming (M²AP) Board work to plan, promote, and implement a vast array of opportunities for students to engage with the campus and Cedar Rapids Community. There are constantly events happening on campus that are designed to meet the diverse

needs of our student body. Events can include anything from live music performed by students to inflatable obstacle courses! The sky is the limit when it comes to involvement. If there is something **you** want to see let us know! Email us at studentactivities@mustangs.mtmercy.edu.

Traditional programming to look forward to:

- Scream Acres and Bloomsbury Farms (October)
- Ski trip to Sun Down (January)
- Pottery Nights (Fall and Spring)
- Concerts
- Hypnotists
- Comedians
- Mentalist
- Featured Student Talent
- Friday Night Flicks!
- Monthly Craft Events

Diversity & Inclusion

Diversity and inclusion are at the core of everything we do. Ensuring all students, staff, and faculty feel welcome and included is a critical concern of the Sisters of Mercy. As such programs and events are developed and implemented to intentionally cover a wide variety of activities and services to attract and benefit students from a broad range of populations.

Student Success

Mount Mercy University is dedicated to the successful transition of all students. As such the Coordinator for Student Success dedicates their efforts to serving a number of student groups including Mustang Academy, Transfer, and Commuter students. The Coordinator is located in room 240X of the Student Services suite and can be reached at extension 1625.

Mustang Academy

Developed to help students develop habits, skills and behaviors essential for success at Mount Mercy University, students who participate in the Mustang Academy will participate in activities, programs, and workshops developed to support students' adjustment to college culture and ultimately assist in retaining students to graduation. The program includes mentoring, orientation, and a linked class administered in the Fall.

Transfer & Commuter Students

Orientations, programs, and services are intentionally developed to create an inclusive community for these student populations. Ongoing feedback is solicited to aid in the refinement of services offered and provide them with the resources necessary to assist in their persistence to graduation. Specific orientations are developed and administered for these groups as well as ongoing opportunities for social interactions and developmental workshops.