

Campus **RESOURCE GUIDE**

2024-2025

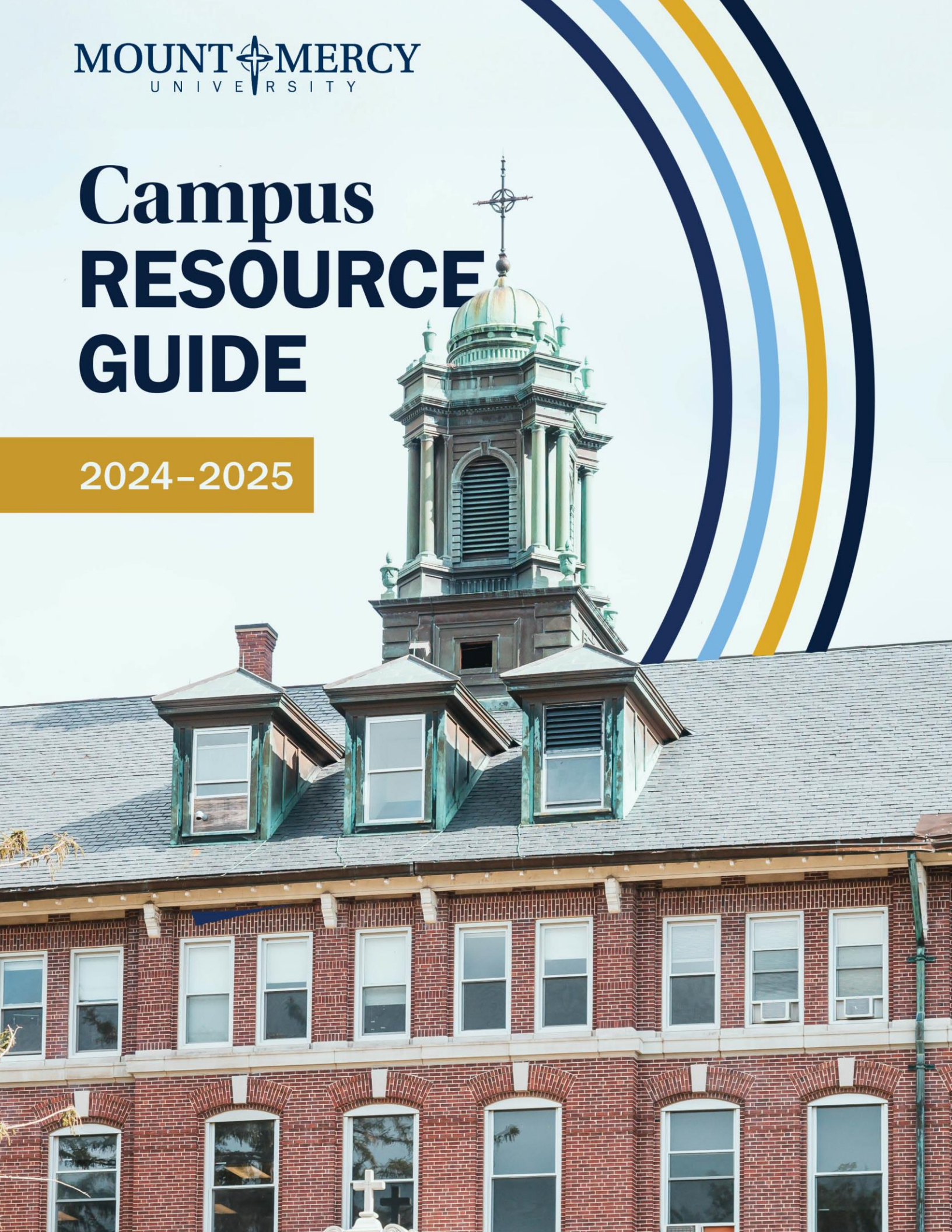


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History, Mission, & Critical Concerns

Mission: “Mount Mercy is a Catholic university that provides student-focused education in the spirit of the Sisters of Mercy and welcomes people of all beliefs to join our community in pursuit of baccalaureate and graduate education and compassionate service to those in need.”

Mount Mercy University, located in beautiful Cedar Rapids, Iowa, offers students a fulfilling education, promising all people solid preparation for a challenging world. Our 1,400+ enrolled students come from around the globe, creating a vibrant, diverse, and open-minded campus community.

The Sisters of Mercy (established in 1827, in Dublin, Ireland, by Catherine McAuley) established Mount Mercy Junior College in 1928 with the purpose of filling the need to unite people with opportunity through high-quality, value-based education.

Mount Mercy flourished as a junior college, and continued to have success as a four-year institution. Over the years, Mount Mercy has added new programs and curriculum which were reflective of the mission and values of the original institution. Today, Mount Mercy University’s available course offerings are tailored to meet the needs of those who live and work around campus in the same spirit of our founders.

Mount Mercy University’s foundation, built on the principles of Catholic School Teaching and the Sisters of Mercy Five Critical Concerns, guides students in exploring an education that reaches far beyond the classroom. Students of all faiths are encouraged to join our community, leading to intellectual development, self-reflection and spiritual growth.

Established on five critical concerns:

- Earth
- Immigration
- Nonviolence
- Racism
- Women

Mount Mercy’s curriculum guides students in exploring and working towards a more just, equal, and peaceful world. A forward-thinking undergraduate curriculum, in-demand graduate programs, and successful accelerated programs have led Mount Mercy to be recognized as a distinguished institution and national leader within the Conference for Mercy Higher Education. Hands-on work often accompanies classroom learning, giving students the experience needed to start their careers with confidence in a variety of newly-developed skills and knowledge.

Source: “Our Mercy Heritage, Mount Mercy University”



Academic Calendar & Important Dates

2024-2025 Academic Year

Fall Semester 2024- (71 Days)

Classes begin	August 21
Last Day to add classes	August 28
Last Day to declare pass/fail	August 28
Labor Day	September 2
Midterm	October 4
Fall Break	October 9-11
Last day to drop (W)	November 22
Thanksgiving break	November 27-29
Pass/fail opportunity	December 2-6
Last Day of Classes	December 6
Final Exams	December 9-12
Graduation Date	December 15

Spring Semester 2025- (70 Days)

Classes Begin	January 27
Last day to add classes	February 3
Last day to declare pass/fail	February 3
Midterm	March 14
Spring Break	March 17-21
Good Friday (no class)	April 18
Easter Monday (class)	April 21
Last day to drop (W)	May 2
Pass/fail opportunity	May 5-9
Last Day of Classes	May 12
Final Exams	May 13-16
Commencement	May 18
Graduation	May 18

Winter Term/J Term 2025- (15 Days)

Classes Begin	January 6
Last day to add classes	January 7
Last day to declare pass/fail	January 7
Last day to drop (W)	January 17
Pass/fail opportunity	January 20-21
Last Day of Classes	January 24
Graduation Date	February 8

Important Dates

First Year Roommate Decisions
New Student Move in Day
Welcome Week (required)
First day of classes

July
August 17
August 17-20
August 21

Project Connect Program
Residence Assistants
Early Move in for Selected Athletics (specified by Coach)

July 27
July 30 & August 5
August 2 & 9

J-term

J-term is a 3 week class/program which takes place in between Fall and Spring Term and immediately after Christmas break. J-term is essentially a mini term where students take a short class, travel, internship, etc., which gives students the opportunity to stay on track to graduate, travel, and take specific classes dedicated to specific majors.

Students can take three credits during Jterm (dates above). The credit costs are included in (full time) Fall and Spring term tuition.

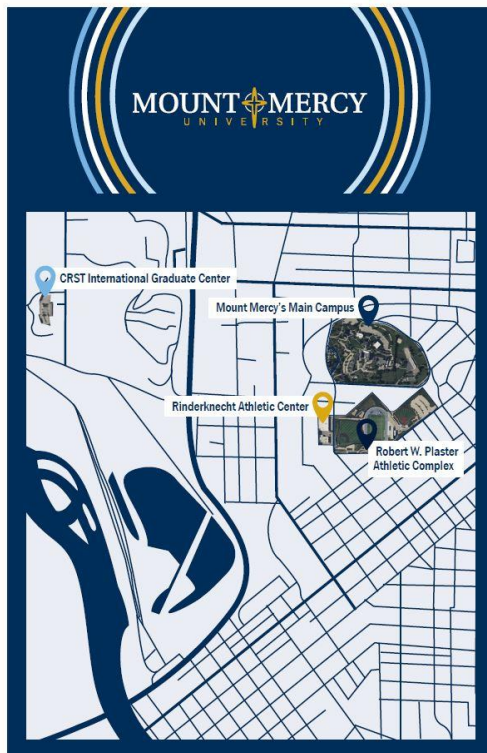
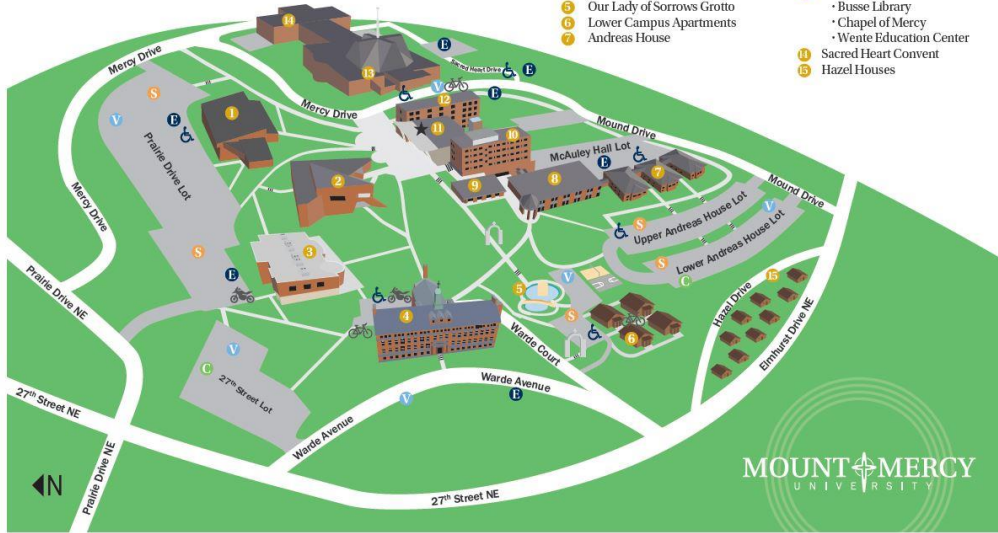
Campus Map

Campus MAP

Accessible Parking	Commuter Parking	Parking Lot
Bicycle Parking	Employee Parking	Sidewalk
Motorcycle Parking	Visitor Parking	Grotto
Stairs	Student Parking	Road

BUILDINGS & PARKING LOTS

- | | |
|---|---|
| 1 Hennessey Recreation Center | 8 Lundy Commons |
| 2 Donnelly Center
• Martin-Herold College of Nursing & Health | 9 Betty Cherry Heritage Hall |
| 3 Basile Hall | 10 McAuley Hall
• Academic Center for Excellence |
| 4 Warde Hall
• President's Office
• Development & Alumni Relations Office
• Provost's Office
• Financial Aid Office
• Registrar's Office | 11 Sisters of Mercy University Center
• Admissions Office
• Information Desk
• Student Services
• Public Safety |
| 5 Our Lady of Sorrows Grotto | 12 Regina Hall |
| 6 Lower Campus Apartments | 13 Busse Center
• Busse Library
• Chapel of Mercy
• Wenig Education Center |
| 7 Andreas House | 14 Sacred Heart Convent |
| | 15 Hazel Houses |



Directions from MOUNT MERCY'S MAIN CAMPUS

TO ROBERT W. PLASTER ATHLETIC COMPLEX

651 19th Street NE | Cedar Rapids, IA 52402

Take Elmhurst Drive NE/17th Street NE south to E Avenue NE. Turn left on E Avenue NE, and follow it until it intersects with 19th Street NE. Take another left into the main entrance/parking lot of the Robert W. Plaster Athletic Complex.

TO RINDERKNECHT ATHLETIC CENTER

939 17th Street NE | Cedar Rapids, IA 52402

Take Elmhurst Drive NE/17th Street NE south towards 1st Avenue East. Turn right into the Rinderknecht Athletic Center parking lot, across from the baseball diamonds.

TO CRST INTERNATIONAL GRADUATE CENTER

1650 Matterhorn Drive NE | Cedar Rapids, IA 52402

Take Elmhurst Drive NE/17th Street NE south to J Avenue NE. Turn right on J Avenue NE and continue to Wenig Road NE. Turn right onto Wenig Road NE, and turn left onto Matterhorn Drive NE. Turn left into the CRST International Graduate Center parking lot.

Academic Advising

Academic advising is one of many ways we aim to support students with the tools and knowledge to navigate the university. All undergraduate students will be assigned to a faculty advisor with whom they will work from their entry to Mount Mercy through graduation.

Advising takes teamwork and both parties have responsibilities.

Student Responsibilities:

- Check your Mount Mercy email to stay informed about academic policies & procedures
- Schedule appointments with your faculty advisor at key points throughout the academic year
- Attend advising sessions prepared with questions
- Use the University Catalog (QR code below) and published schedule of courses to understand Core Curriculum and major/departmental requirements
- Review midterm and final grades each semester, as well as your individualized Academic Plan in myMountMercy
- Be transparent about your academic progress and other issues
- Accept responsibility for the consequences of academic and personal choices
- Make use of referrals to campus resources to assist in achieving your academic, personal, and career goals

Faculty Advisor Responsibilities:

- Help students define academic goals and develop a path to earn an undergraduate degree
- Provide accurate information about academic requirements, policies, and procedures
- Serve as a resource for career, graduate, and/or professional school opportunities
- Provide referrals, as necessary, to other offices on campus
- Be available during office hours or by appointment and provide a safe and respectful environment to share concerns, questions, and academic or career-related issues



Academic Center for Excellence

Open Monday-Thursday 8am-8pm, Friday 8am-4pm, and Sundays 6pm-9pm.

Mount Mercy University's Academic Center for Excellence (ACE) is committed to supporting academic excellence, student success, leadership and service to the community. Providing a quality learning and studying environment, ACE is Mount Mercy's one-stop academic center for students.

Our mission is to provide academic support services for students who develop scholastic confidence through the strengthening of academic skills and habits. Working collaboratively with faculty members and other resources on campus, we assist students with identifying university supports and provide students with the guidance, encouragement, and foundation they need to be successful at Mount Mercy and beyond.

- ACE resources and support services are available for all currently enrolled students.
- Content and Writing Tutors are available on a walk-in basis throughout the week to assist students.
- Flexible appointment scheduling is also available as needed.

There is no cost to use the resources and support services available through ACE.

Our Services Include:

- Academic Counseling** Professional staff members are available by appointment to work with students one-on-one to set goals, provide encouraging support and strengthen study strategies to build academic confidence.
- Writing Assistance** A staff Writing Specialist and Peer Writing Tutors are available in the ACE Writing Center to help with the writing process, strengthen writing skills, and provide guidance for various assignments and projects. Walk-in and appointment hours are available.
- Access & Disability Services** The Access & Disability Services Office, located in ACE, is a resource for students who are seeking accommodations based on an identified disability or chronic medical condition. Students who may be eligible for an accommodation plan are encouraged to reach out to the Access & Disability Services Coordinator to set up an appointment to learn more about the accommodations process.
- Peer Educators** High-achieving, successful students who have been nominated and recommended by faculty are selected and trained as Content Tutors, Writing Tutors, and Peer Academic Coaches. Peer Educators are prepared to provide assistance in course work, college writing, study strategies, note-taking, time management, and organization
- Computer/Study Space** ACE provides an open and welcoming environment to meet a variety of student study needs. Computers, a campus printer, and an assortment of office and study supplies are available for student use. Students visit ACE to study, work on assignments, collaborate with classmates, and gather with study groups. Technical support is available to assist with printing, accessing e-mail, logging into Brightspace, and computer use.

For any questions or more information, please reach out to:
ace@mtmercy.edu or call at 319-363-1323 ext. 1208

Athletics

Mount Mercy University, a member of the National Association of the Intercollegiate Athletics (NAIA) and the Heart of America Athletic Conference, offers varsity competition in 21 sports including;

Competitive Cheer & Dance
 Men's & Women's Basketball
 Baseball
 Softball
 Men's & Women's Cross Country
 Men's & Women's Indoor & Outdoor Track & Field

Men's & Women's Bowling
 Men's & Women's Volleyball
 Men's & Women's Soccer
 Women's Lacrosse
 Men's & Women's Golf

These programs have combined for more than 50 conference team championships while sending teams and individuals to national championship events. In addition, Mount Mercy student-athletes are annually recognized as Daktronics-NAIA Scholar-Athletes and Champions of Character.

Athletic Administration

<p>Paul Gavin Director of Athletics 319-363-1323 ext. 1324 pgavin@mtmercy.edu</p>	<p>Molly Altorfer Associate Athletic Director Senior Women's Administrator 319-363-1323 ext. 1211 maltorfer@mtmercy.edu</p>	<p>Jason Furler Assistant Athletic Director for Events & Facilities 319-363-1323 ext. 1203 furler@mtmercy.edu</p>
<p>Rhonda Martin Assistant to the Athletic Director 319-363-1323 ext. 1376 rmartin@mtmercy.edu</p>	<p>Noah Porter Sports Information Director 319-363-1323 ext. 1284 nporter@mtmercy.edu</p>	<p>Seth Pennock Faculty Athletics Representative 319-363-1323 ext. 1252 spennock@mtmercy.edu</p>




CHECK OUT OUR FACILITIES

AT MOUNTMERCYMUSTANGS.COM

Billing Information

Part 1

All bills are sent out electronically!

If you have a balance due, notifications will be sent to your Mount Mercy email account when a new eBill is available

- You can forward your Mount Mercy email to another email account (i.e. gmail, yahoo, etc.)
- You can give authorization for eBills to be viewed by anyone else (i.e. parents)
- You can view your student account balance at any time. You do not have to wait for an eBill to be published.

Online Access to student billing account information

Students can view billing information by logging in to their myMountMercy account. In your myMountMercy account you can:

- Make online payments
- View your balance due on your account
- Check recent payments
- Check your bill
- Create an authorize user to view/pay your account
- Enroll in payment plans (only available in Fall & Spring Semester)
- Sign up for e-Refunds (direct deposits)
- Sign up for text alerts

Payment Plan

If unable to pay in full at the beginning of the semester, you should enroll in the Mercy payment plan:

- Detailed instructions can be found at: www.mtmercy.edu/admissions-aid/financial-aid/billing-payments
- An enrollment fee of \$75.00 per semester will be charged in order to enroll
- The balance due is split into four payments during the semester (see “payment dates” below)
- Payment plans are NOT offered during Winter (Jterm) and/or Summer term
- NO LATE** enrollments are allowed

Late Fee

Late fees are assessed to the student account for late or missed payments. Payment plan late fees of \$10 are received 15 days after the missed due date. The specifics of late fees are spelled out in the Terms & Conditions of the payment plan. Late fees are received on the 15th of the month for students not enrolled in a payment plan. The amount of the late fee for students not on the payment plan is based on the total outstanding balance:

Outstanding Balance	Late Fee
\$100-\$2,500	\$30
\$2,501-\$5,000	\$50
\$5,001-\$7,500	\$75
\$7,501-\$10,000	\$100
>\$10,001	\$200

Billing Information

Part 2

Payment Dates

Fall 2024

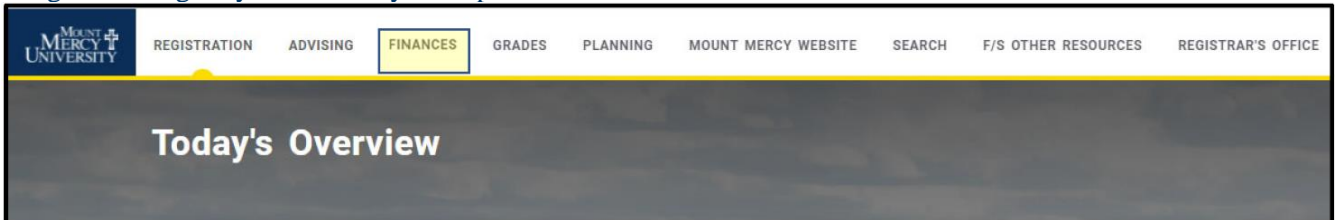
August 28th	Last day to drop fall courses without financial obligation
September 10th	Full semester payment or first installment of payment plan due
October 10th	Second installment of payment plan due
November 10th	Third installment of payment plan due
December 10th	Fourth and final installment of payment plan due

Spring 2025

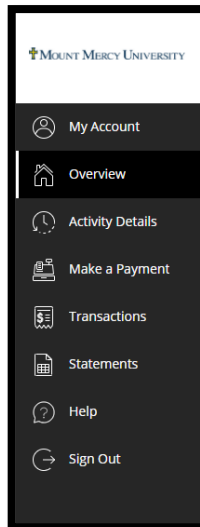
February 3rd	Last day to drop spring courses without financial obligation
February 10th	Full semester payment or first installment of payment plan due
March 10th	Second installment of payment plan due
April 10th	Third installment of payment plan due
May 10th	Fourth and final installment of payment plan due

Instructions for Setting up a Payment Plan

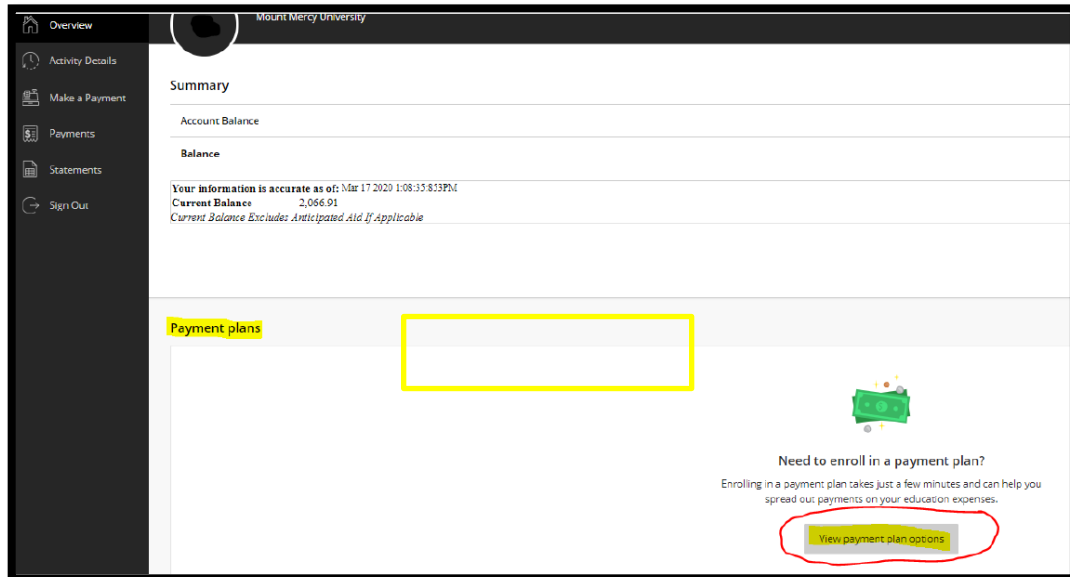
1. Sign in through myMountMercy and open the Finances tab and then select CashNet



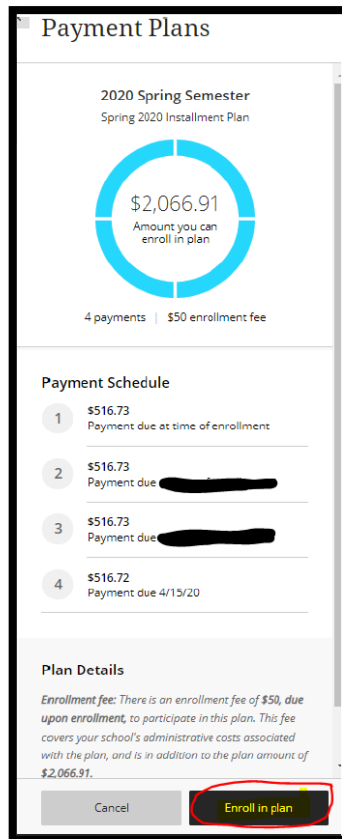
2. On the overview page, select "Make a Payment" on the menu



3. Select "View payment plan options"



4. Select "Enroll in Plan"



5. Please read the information on the next screen that is up carefully:

- a. The next screen will detail your total budget amount, enrollment fee (\$50 which is due at the time of your enrollment in the payment plan), and your installment payments. Please note: the Due Date for your payment. After reading the Terms and Conditions, indicate your agreement by checking the agreement checkbox at the bottom of the screen. Select “continue”.

Review the finance information, payment schedule, and terms and conditions below.

ANNUAL PERCENTAGE RATE The dollar amount the credit will cost you.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you pay off the loan.
142.84%	\$50	\$2,066.01	\$2,116.01

Payment Schedule

Payment Number	Amount	Due Date
1	\$516.73	Payment due at time of enrollment
2	\$516.73	Payment due [REDACTED]
3	\$516.73	Payment due [REDACTED]
4	\$516.72	Payment due 4/15/20

Late charge: If a payment is late, you will be charged a fee as specified in the Terms and Conditions.
 Prepayment: If you pay off early, you will not be entitled to a refund of the finance charge.
 See your terms and conditions for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Itemization of Amount Financed
 Amount paid on your account \$2,066.01

E-Sign Disclosure and Consent

This E-Sign Disclosure and Consent ("Disclosure"), applies to all communications for the tuition payment plan offered by Higher One, Inc. on behalf of Mount Mercy University. The words "we," "us," and "our" refer to Higher One, Inc. As used in this Disclosure, "Plan" means your tuition payment plan service by High One. "Communication" means any customer agreement or amendments thereto, disclosures, notices, responses to claims, transaction history, privacy policies and all other information related to the Plan, including but not limited to information that we are required by law to provide to you in writing.

- Scope of Communications to be Provided in Electronic Form: When you enroll in a Plan, you agree that we may provide you with any Communications in electronic format and that we may discontinue sending paper Communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to (i) all legal and regulatory disclosures and Communications associated with the Plan; (ii) notices or disclosures about a change in the terms of your Plan or associated payment feature; and (iii) any privacy policies and notices.
- Method of Providing Communications to You in Electronic Form: All Communications that we provide to you in electronic form will be provided either (1) via email, (2) by access to a website that we will designate in an email notice we send to you at the time the information is available, or (3) via the system permissible by law, by access to a website that we will generally designate as a device for such purpose.
- How to Withdraw Consent: You may withdraw your consent to receive Communications in electronic form by contacting us at 877-440-4937. At such time, we may require the provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic Communications. We will not impose any fees to process the withdrawal of your consent to receive electronic Communications; however, your access and use of the Higher One website and your Plan will be terminated. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal.
- How to Update Your Records: It is your responsibility to provide us with true, accurate and complete email address, contact and other information related to this Disclosure and your Plan and to maintain and update promptly any changes in this information. You can update information such as your email address through the student portal at my.usmcgo.edu.
- Hardware and Software Requirements: In order to access, view and retain electronic Communications that we make available to you, you must have: (a) an internet browser that supports 128-bit encryption; (b) sufficient electronic storage capacity on your computer's hard drive or other data storage unit; (c) an email account with an internet service provider and email software in order to participate in our electronic Communications programs; (d) a personal computer (PC) or laptop (1024MB or higher RAM; minimum 1.5 GHz base or higher); (e) a working system and telecommunications connection to the internet capable of receiving, accessing, displaying and other printing or saving Communications received from us in electronic form via a plain text formatted email or by access to our website using one of the browsers specified below; (f) we recommend that you use our website with a supported browser. The following is a list of browsers supported by Higher One, Inc.: Internet Explorer (or Windows Versions 8.0 and 10.0; and Firefox (or Windows Version 30.0; Safari (on OS X); or Netscape (on OS X).
- Requesting Paper Copies: We will not send you a paper copy of any Communication unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic communication by printing it yourself or by requesting that we mail you a paper copy, provided the such request is made within a reasonable time after we first provided the electronic Communication to you. To request a paper copy, contact us by 877-440-4937. We may charge you a reasonable service charge for the delivery of paper copies of any Communication provided to you electronically pursuant to the authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any Communication that you have authorized us to provide electronically.
- Communications in Writing: All Communications in either electronic or paper form from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.
- Retention: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the Federal Electronic Signature in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to enable our ability to conduct business with you by electronic means.
- Termination/Change: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.
- Consent: By selecting "I agree," you hereby give your affirmative consent to provide electronic Communications as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

The featured words and symbols used to identify the source of goods may be the trademarks of their respective owners.

I have read the Terms in the preceding disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

6. The next screen shows what needs to be paid to complete the Payment Plan enrollment. It also gives you the payment options available: credit card, debit card, or electronic check. Please note: there is a 2.85% convenience fee on domestic cards and a 4.25% convenience fee on international cards. There are no fees for electronic checks or bank accounts.

7. Enter your payment information. You can save the payment method for future use by providing a name at the bottom.

Credit card payment

Electronic Check payment

The screenshot shows a form titled "How would you like to pay?". The payment amount is \$516.73. The payment method is set to "New credit or debit card". Below this, there are icons for American Express, Discover, Mastercard, and Visa. The form includes fields for "Card number", "Expiration date" (MM/YY), "Security code", and "Zip/Postal code". At the bottom, there is a checkbox labeled "Save card for future use".

The screenshot shows a form titled "How would you like to pay?". The payment amount is \$516.73. The payment method is set to "New bank account". The form includes fields for "Account holder name", "Account type" (with radio buttons for Checking and Savings), "Routing transit number", "Bank account number", and "Confirm bank account number". At the bottom, there is a checkbox labeled "Save bank account for future use".

8. On the next screen you will acknowledge and accept the Terms and Conditions of the payment being processed. Confirm the payment data and amount are accurate and submit the payment.

The screenshot shows a confirmation screen titled "Last step! Let's make sure we have your correct information." It includes an "Email address" field, a "Summary" section with "Account Balance" and "Amount" of \$516.73, and a "Payment details" section with fields for "Account holder name", "Account type" (Checking), "Bank account number", and "Saved payment method". At the bottom right, there are "Cancel" and "Pay \$516.73" buttons, with the latter highlighted by a red circle.

9. For your convenience, the next screen allows you to enroll in automatic payments using a saved payment method or another payment method. If you do not elect for automatic payments, you are responsible for going online each month and paying the installments. If you are choosing to set up automatic payments, you will be asked to name the payment source and reenter the email address. You may also enter an additional email for payment confirmation.

10. On the final screen, you will be asked to review and select "submit" to complete enrollment in the automatic payment plan

11. Finally, you will receive confirmation that you are enrolled in the payment plan.

Outstanding Balances

If you have an outstanding balance with Mount Mercy University, the following may occur:

- You will be held from registration for future semesters
- Your registration for the next term will be cancelled
- May be sent to a collection agency
- You will not be able to obtain a copy of an official transcript

Financial Responsibility Agreement (FRA)

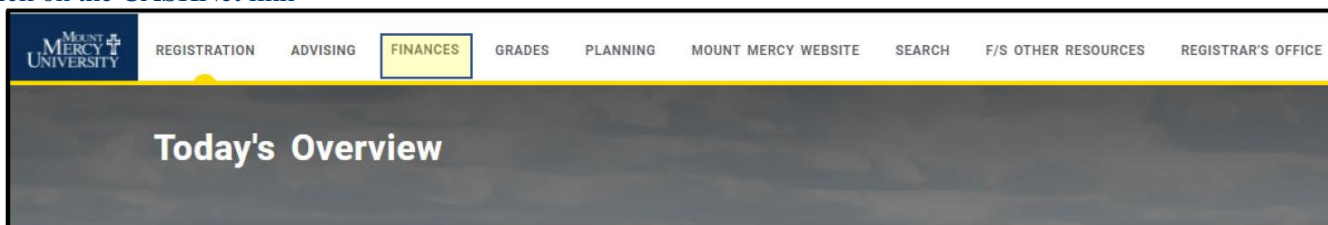
The Financial Responsibility Agreement is a disclosure agreement between you and Mount Mercy University that states you agree to pay all charges that result from your registration and services you receive from the university.

The student will receive a checklist for them to complete from Admissions. One item on the checklist will be the link to read and electronically sign the agreement. The agreement is signed once, and valid as long as you maintain consistent enrollment within the same program with the university.

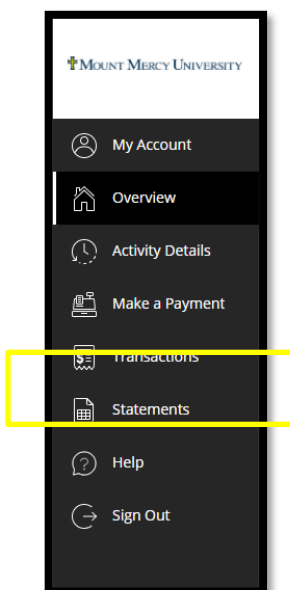
Authorizing Logins & Making Payment Accounts

Making Payment Accounts

1. Log into your myMountMercy account
2. Click on the finance tab
3. Click on the CASHNet link



4. Click on the “make a payment” button



5.Type in the amount you will be paying in the “Amount” box

6.Click on the “checkout” box

How much would you like to pay?

Account Balance

Amount

\$1,500.00

Maximum \$1,000,000 QR

Balance \$5,000

7.Select a “Payment method”

* Payment method

New credit or debit card

New bank account

8.Fill in the payment information (please note: if paying with a debit/credit card, there is a 2.85% processing fee on domestic transactions and 4.25% processing fee on international transactions. Paying via electronic check or bank account is free.

*** Payment method** [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

Please enter your credit card information and click on the 'Continue Checkout' button.

*** Card number**

① Card number required

*** Expiration date** *** Security code** ①

*** Zip/Postal code**

International cardholders may input "N/A"

Save card for future use

*** Payment method** [Change](#)

New bank account

Please enter your bank account information and click on the 'Continue Checkout' button.

***Account holder name**

(i) Account holder name required

*** Account type**

Checking

Savings

*** Routing transit number** (i)


*** Bank account number** (i) ***Confirm bank account number**

Save bank account for future use

Bank account terms and conditions

By checking the box below, you authorize Mount Mercy University to withdraw payment for the amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date.

I agree

 **Nationwide** 123

YOUR NAME DATE _____
 1234 Main Street
 Anywhere, OH 00000

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

044072324 **000123456789** **123**

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**


Billing Information

Part 3

Authorizing Parent Logins

(Only the student can add, resent, edit, or remove payer access.)

Students may set up another individual (i.e. a parent or guardian) to make a payment on their account or view their balance. This individual is deemed an 'Authorized User' in CashNet. An authorized user **MUST** be created by the student before it can be used. Follow the steps below to create an Authorized User:

1. Log into your myMountMercy account
2. Click on the finance tab
3. Click on the CASHNet link
4. Once on the CashNet site, under menu click on "My Account"
5. Under Payers click on "Send a payer invitation"
6. A screen will pop up on the right-hand side of the screen for the student to enter the new authorized user's information (first and last name and email address). The default setting is that authorized users have access to statements. If this access is not wanted, uncheck the box
7. Click "send invitation"
8. The new authorized user will receive an email with information on how to set up an account and can make a payment on the student's behalf
9. A student's profile can be accessed by clicking on the  which is before the student's name

The university cannot reset the parent PIN logins and passwords

If an authorized user needs a password reset, the student **MUST** perform the reset. To add, resend, edit, or remove an authorized user follow the steps below.

1. Log into myMountMercy/self-service portal
2. Click on the Finance tab
3. Click on the CashNet Link
4. Once on the CashNet site, under menu click on "My Account"
5. Under "Payers" click on the pencil icon on the authorized user who needs to have the password reset. A screen will pop up on the right-hand side with that payer's information
 - a. The student can "resend payer invitation" which will reset the payer's PIN and resend an email to the payer
 - b. The student can also "remove payer"
 - c. The student can edit the payer's access by removing/granting access to the student's statements
6. Choose "save"

Billing Information

Part 4

For any questions or more information, please reach out to:
studentaccounts@mtmercy.edu or call at 319-368-6467

Business Hours:

Regular Business Hours: M-TH 8 a.m.-4:30 p.m., F 8 a.m.-4 p.m.

Summer Business Hours: M-TH 8 a.m.-4 p.m., F 8 a.m.-noon

US Postal Service:

Mount Mercy University | Student Accounts

1330 Elmhurst Dr NE

Cedar Rapids, IA 52402

Brightspace

Mount Mercy's Learning Management System

At Mount Mercy University, we value an education that is built upon a flexible and powerful learning innovation platform that provides our learners with access and support no matter where, how, or what course/program they desire.

Partnered with D2L's best-in-class service and support, our Brightspace tools empower our instructors to create high-quality, customizable content that can unlock a learner's potential and provide personalized learning. Whether a course is face-to-face, hybrid, or fully online, Brightspace helps meet the diverse needs of our students and reinforce learning outcomes that lead to mastery.

If you are looking for a way to keep on track, the Brightspace Pulse App helps you stay organized with one easy view of course calendars, readings, assignments, evaluations, grades, and announcement items. The Brightspace Pulse app is available for download from any global Apple Store or Google Play store.

Benefits for the student:

- Unlimited access to course content anywhere and anytime on any device
- Access to course materials from diverse formats
- Collaborations with fellow learners via projects, discussion boards, and assignment folders
- Ability to organize your work via checklists, a calendar tool, and notifications of when assignments are due
- Ability to check grades and review feedback from instructors



For any questions or more information, please reach out to:
brightspace@mtmercy.edu

(When sending an email, please provide the full course number & name, along with the tool, content area, and assignment name where you are having issues.)

Campus Engagement

Student Government Association

Part 1

Campus Engagement

There are plenty of ways to get involved on campus! Mount Mercy has 25+ student organizations, fun and engaging evening/weekend activities, and plenty of campus traditions to keep you busy. You can easily find what is going on around campus through weekly communications, social media, the MMU app, and various displays on campus. In addition to having fun, students are also presented with many leadership opportunities through student organizations.

Registered Student Organization (RSOs)

Student Engagement empowers and works alongside our 25+ Registered Student Organizations (RSOs). They can range anywhere from pre-professional, to leadership, to advocacy. If there is not a current RSO that you are interested in, it is a simple process to start a new one. If there is not a current RSO that you are interested in, it is a simple process to start one. Email studentengagement@mtmercy.edu and we will help you through that process.



Communication | MMU App

Student Engagement helps keep students in the know about events and opportunities on campus through different communication platforms. The MMU app is a tool that students can access and use at any point as a student. The app can be downloaded to your phone via the Google Play or Apple Store. Student Engagement also sends out a weekly newsletter “Happenin’ on the Hill”.



Campus Engagement

Student Government Association

Part 2

Student Government Association (SGA)

The Student Government Association (SGA) exists first and foremost to represent the student body of Mount Mercy University. The organization gives support to all student clubs, organizations, and committees. SGA also promotes activities that will ensure growth and provide leadership opportunities to all.

The SGA believes in leading through service and works to develop leadership in its members as well as the entire student body.

SGA's Purpose

As the official body of clubs, organizations, and student representation on the Mount Mercy campus, SGA's purpose is:

- To serve as the official voice of all students in matters pertaining to the Mount Mercy community
- To serve as a liaison between students, faculty, and staff on issues that affect students on campus(es) at local, state, and national levels
- To promote student growth and awareness through direct supervision of all appointed or elected representatives by the SGA Executive Council



Events & Campus Traditions

Welcome Week

Welcome week marks the beginning of each semester. We welcome back our students with a full schedule of activities the week that classes begin. This is REQUIRED for all new students on campus.

Stress Busters Week

We understand that college can both be fun and stressful. To help decrease some stress we are committed to bring stress busting events to campus each semester before finals. Some past stress busters include; lucky bamboo growing, oxygen bar, donuts/snacks, fidget toys, and self care packages.

Homecoming Week

Homecoming is unique at Mount Mercy because we center our Homecoming around our soccer teams. We have a week full of different events and competitions each day. We end the week by cheering on our Mustangs at the double-header soccer games and crown our Homecoming royalty!

Campus Ministries & Service

Division of Ministry & Mission

Rooted in our Catholic identity and Mercy tradition, we empower the Mount Mercy University community to live and share the Gospel through faith and service. Campus Ministry and Service & Volunteerism make up 2/3 of the Division of Mission & Ministry. The other piece is to share the wisdom of the Sisters of Mercy who founded our university (History, Mission, & Critical Concerns; page 3) and have had a positive impact on the Cedar Rapids area as a whole.

Campus Ministry

We encourage and support all students on their spiritual journey exactly where they are. All are welcome! The Campus Ministry Lounge is a great place to do homework, socialize with others, enjoy a cup of tea, and play games. We have student leaders who help provide social and spiritual opportunities on campus.

Service & Volunteerism

From working with Kids Against Hunger, packing boxes of food at food pantries, building beds for children in Linn County, or performing service at the House of Hope; there is no shortage of ways to get involved and make a positive impact in the community. In fact, each student club, organization, and team provide at least one service project each year. From local volunteer opportunities to service trips (both international & domestic), you can make an impact while fostering personal growth and helping those in need.

Services offered to students:

- Mass on Sundays, Tuesdays, & Thursdays
- Weekly Bible Studies
- Social Events
- Spiritual Direction
- Prayer Opportunities
- Retreats throughout the year
- Service Trips over Fall & Spring Break
- Volunteering at local non-profit organizations

“Be Joyful in hope, patient in affliction, faithful in prayer. Share with the Lord’s people who are in need. Practice hospitality.” -Romans 12: 12-13



Campus Store

And Slingshot

The campus store is the place to get three things on campus:

- Mount Mercy merchandise
- Course materials via Slingshot
- Mail and packages



The Campus Store is open Monday-Friday, 9 a.m.-4 p.m., and special hours for events like Homecoming/Spirit Week, Spring Break, Summer Break, etc.

We can be reached via email at: mountmercy@slingshotedu.com

Merchandise

The Campus Store carries an assortment of name brands from Under Armor, Columbia, Nike, League, Camp David, etc. From tees, to hoodies, sweatpants, key rings, and notebooks; we have the best Mustang merchandise you can find. If you shop online, you can go to mmugear.com. The Campus Store ships orders same/next day and offers in store pick up as well.

Mail

The Campus Store is a fully-functioning Post Office. You can mail letters or packages from the Campus Store, even if you don't have a stamp or shipping label. The Campus Store also receives all mail and packages for the university, and we will email your student email when your package is ready to pick up (by 1 p.m.).

Make sure to include your FULL name (First & Last) and refrain from alternate, preferred, or nicknames. Do NOT include any buildings, room numbers, or Personally Identifiable Information (PII) on your shipping address.

Your mail or package should be addressed in this simple way:

Full Name
Mount Mercy University
1330 Elmhurst Dr NE
Cedar Rapids, IA 52402

Course materials via Slingshot

Slingshot is a free service to all students, and all new students will be opted in for a rental preference for their books. We will provide every book, to every student, at an affordable price, all before the first day of class.

Orders are delivered to residence halls prior to the first day of classes and anything not needed can be returned for a full refund in the first week of the semester starting.

All Slingshot orders are charged to student accounts, where any available financial aid can be applied, making it easier to cover the cost, and skip lines getting what you need for the semester.

Career Services

Our Career Services office is dedicated to supporting the vibrant spectrum of our community; from first-year undergraduates to doctoral candidates, from on-campus residents to online learners, and our proud alumni. We're here to propel you forward in your professional ambitions, offering personalized guidance every step of the way.

What we offer:

Personalized Support: One-on-one meetings with our Career Services Director, tailored workshops, and engaging presentations designed to polish your skills in resume crafting, job search strategies, mastering interviews, negotiating salaries, and much more.

Career Development

Dive deep into your career possibilities with our comprehensive services:

- Discover your strengths with aptitude and interest assessments
- Explore majors and career paths suited to your passions
- Craft standout resumes and cover letters with our expertise
- Hone your interview skills through coaching and virtual mock sessions
- Navigate job searches with strategic insights and access to our exclusive Handshake platform
- Elevate your LinkedIn presence and personal branding
- Benefit from personalized career coaching for your unique journey

Campus Collaboration

We're in sync with faculty across all departments to bring you:

- Department-specific career fairs each semester
- A robust student-alumni mentorship program aligned with your interests
- Orientation sessions for newcomers to familiarize themselves with our services
- Tailored classroom presentations across a wide range of disciplines
- Workshops on salary insights and negotiation techniques

Community Connections:

Our strong ties with professional bodies and local businesses open doors to:

- Real-world job shadowing and internship placements
- Direct employer interactions and information sessions right on campus
- Vibrant networking events and company tours
- Exclusive access to the Handshake platform for job, internship, and opportunities
- Joint career events with neighboring colleges and collaborations with the Cedar Rapids Metro Economics Alliance

For any questions or more information, please reach out to Kalindi Garvin, Director of Career Services: kgarvin@mtmercy.edu or call at 319-363-1323 ext. 1620

Counseling Services

And Crisis Management

Part 1

Occasionally academic, personal, and social pressures can feel so overwhelming that it becomes hard to function as usual- we understand. Mount Mercy University Counseling services is here to enhance your academic life and university experience.

All enrolled students can utilize Counseling Services. Counseling Services' main office is located on the 2nd floor of the University Center (UC 210) while the director's office is located inside Student Services. Counseling Services is open during the weekdays from August to May and offers trainings and resources to student groups, faculty, and staff.



FAQ

What do I do if there's an Emergency?

Call Public Safety if you are on campus (319-360-4839) or the National Suicide and Crisis Line at 988. Counseling Services is here to support you and we also recognize that we are not here all the time. Use these resources and follow up with Counseling Services when you are able.

What kinds of things does Counseling Services help with?

Counseling Services provides support for all students who may be experiencing a wide variety of issues including:

- Stress Management
- Interpersonal Conflict (i.e family or roommate issues)
- Depression/Anxiety
- Building healthy relationships
- Assertivness and self-worth
- General mental well-being
- Indecision about future/career
- Dating or marital relationship issues
- Homesickness
- Many more

Do I need a diagnosis to recieve counseling?

No. We do provide support for students with mental health diagnoses, but our support services are very broad. Sometimes, students just need a neutral person to talk things through with, especially when they are away from home for the first time.

Counseling Services

And Crisis Management

Part 2

What about confidentiality?

Student conversations with counselors are strictly confidential and the use of Counseling Services does not appear on student's transcripts. Because of our confidentiality policy, information will not be shared (even with parents) without a proper signed release form.

Do I need an appointment?

Yes, you do need an appointment. You can request an appointment by filling out the request form on page 24. One of our staff members will contact you via your Mount Mercy email address in a few business days to schedule an appointment. We also send students links to online forms, so they can complete intake paperwork in the comfort and privacy of their own space.



What is the cost?

Counseling Services are free of charge to all currently enrolled Mount Mercy University students.

Do I need Insurance?

No, insurance information is not utilized.

Who staffs the Counseling Services?

The office is led by the Director of Counseling Services who oversees graduate-level interns.

Our interns have completed in-class training in counseling skills and applied clinical theories, and provide one-on-one counseling to students under the supervision of the Director of Counseling Services. We partner with the Olson Marriage & Family Therapy Clinic at Mount Mercy's CRST International Graduate Center to ensure students receive the best care.

For any questions or more information, please reach out to:

Dr Caroline Gimarc at cgimarc@mtmercy.edu or call at 319-368-1323 ext. 1655

Counseling Services

And Crisis Management

Part 3

Crisis Management

In case of Mental Health Emergency

On Campus During Business Hours	1. Come to Student Services (second floor of University Center) Someone will assist you
On Campus After Business Hours	1. Contact the RA on call 2. Call Public Safety on campus University Phone: Call 1234 Cellular/Personal Phone: 319-360-4839
Off Campus	1. Call the National Suicide Hotline at 988 Cellular/Personal Phone: 988 2. Visit the Mental Health Access Center Open 24/7, 7 days per week 501 13th St NW Cedar Rapids, IA

Local Emergency Departments & Urgent Care

In case of All Health Emergencies

Mercy Medical Center 701 10th St SE Cedar Rapids, IA 319-398-6041	Hiawatha Medical Park 1195 Boyson Rd NE Cedar Rapids, IA 319-832-3950	Unity Point Hospital 1026 A Ave NE Cedar Rapids, IA 319-369-7105
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Dining Services & Meal Plans

Part 1

Contact the Dining Service management team for any special dietary needs.

Mount Mercy's meal plans offer dining service each weekday to provide students with maximum flexibility in fulfilling their dining needs. Students on meal plans will be asked to scan their ID cards when entering the cafeteria. Non-board plan customers may pay with cash, credit cards, or purchase declining balance dollars online through Dining Service Office. All meals are provided in an all-you-can eat format and enable students to make food choices that best fit their lifestyles.

Dining Services will allow students to take a meal to-go if students are unable to make a mealtime. If Mount Mercy sponsored activities prohibit them from participating in mealtime on campus, they can stop in early and make their own to-go meal. The policy is an either-or policy; you are not allowed to eat in the cafeteria for a meal and then take an additional to-go for the same meal period.

For Dining Service menus and information please visit the QR code below or download the CampusDish App.



McAuley Cafeteria

Monday- Friday

Breakfast: 7:15 a.m.-9:15 a.m.

Lunch: 11 a.m.-1 p.m.

Dinner: 4:45 p.m.-7 p.m.

Saturday- Sunday

Brunch: 10:30 a.m.- noon

Dinner: 4:30 p.m.-6 p.m.

The Hilltop Grill

Monday-Friday

8 a.m.-4 p.m.

Dining Services & Meal Plans

Part 2

Residential Meal Plans

VIP Meal Plan

This is the assigned meal plan from the 1st & 2nd year residential students who live in McAuley or Regina Hall

Access to:

- Unlimited Access to Catherine McAuley Dining Hall
- \$100 Declining Balance Dollars per Semester
- 5 Guest Passes Per Semester

Mustang Meal Plan

This is assigned for 3rd & 4th year students that live in Andreas or Lower Campus Apartments and have access to suite kitchens

Access to:

- 7 meal per week to Dining Hall
- \$125 Declining Balance per Semester
- 3 Guest Passes per Semester

Commuter Meal Plans

20+ Meal Plan

For \$120, you receive 20 board access swipes to the McAuley Cafeteria. This cuts the cost of an all you can to eat meal in the cafe from \$8/entry to \$6/entry.

\$200 Declining Balance Dollars Plan

Add \$200 Declining Balance Dollars to your student ID card and receive an additional 10% bonus of \$20 to use in either The Hilltop Grill retail location or McAuley Cafeteria.

Any student, faculty, or staff member can add the \$200 Declining Balance Dollars to their student/employee IDs at any time during the academic year.

Diversity, Equity, & Inclusivity

Mount Mercy University Department of Diversity, Equity, and Inclusivity ensures that everyone feels safe in their identity, safe on campus, engaged, and is represented. The Department of DEI advocates, consults, provides guidance, and works across campus resources. Some DEI sponsored events include: Multicultural Fair and Dr. Martin Luther King Jr. week.

The Department of DEI expects the Mercy heritage is extended to all:

- Abilities
- Genders
- Races
- Nationalities
- Sexes
- Orientations
- Economic Statuses
- Religions

J.E.D.I Room

The JEDI Room (Justice, Equity, Diversity, and Inclusivity) is located on the first floor of the Sisters of Mercy University Center. The room includes a community wall, work stations, and a panel commemorating the Sister Cora Marie Billings Diversity Endowment. The endowment (a student-led project funded by Mount Mercy's Student Government Association) will support various programs on campus that foster community involvement and unity.

Mount Mercy Historically Underrepresented Student Organizations

Department of DEI | Instagram: @mmu_dei

The Department of Diversity, Equity, and Inclusivity (DEI) is committed to creating and sustaining a safe and welcoming environment for all at Mount Mercy!

Black Student Union (BSU) | Instagram: @mount_mercy_bsu

Black Student Union is a student-led organization focused on creating and sustaining a sense of community for historically underrepresented populations of students.

Alliance | Instagram: @mmu_alliance

Alliance is a safe space here at Mount Mercy for anyone who identifies as LGBTQ+ or is an ally of LGBTQ+ community.

SOMOS MMU

SOMOS MMU (We Are MMU) seeks to promote and enhance the understanding and appreciation of Latin American cultures of Spanish-speaking countries.

International Club | Instagram: @international_club_mmu

The International Club facilitates fun and educational programming to encourage a globally conscious campus.



FERPA

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is legislation which guarantees students certain rights regarding the student's educational records.

Student Rights

- The right to inspect and review your educational records.
- The right to request amendment of education records the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Mount Mercy University to comply with the requirements of FERPA.

Release of Non-Directory Information

Students may request non-directory information in their educational records (including disciplinary records) be released through authorization, in writing, and specifically including the student name, recipient's name, which record to release and the signature of the student. Examples would include the request to send an academic transcript or the request to release grades to a parent of a student.

Exceptions Under FERPA

Mount Mercy may disclose, without consent, personally identifiable information contained in the student's educational records to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff person (including Public Safety & Health staff); a person or company with whom the university has contracted; a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

As required by law, Mount Mercy may also respond to requests for information under the Soloman Amendment, the USA Patriot ACT, and the Violent Crime Control and Law Enforcement Act of 1994 by disclosing educational records to parties authorized to collect such information under those laws.

More information about FERPA can be obtained from the U.S. Department of Education website.



Financial Aid

Where do I access my financial aid award?

As an incoming student, your financial aid award will be mailed to you. Financial aid awards can also be accessed online at: <https://netpartner.mtmercy.edu/student/>. You can check the netpartner website for all forms needed to complete your financial aid portal.

How do I receive my financial aid?

Once your financial aid file is complete, which means all requested documents have been returned, each semester your financial aid is applied directly to your student account shortly before the beginning of each semester by the Financial Aid Office. This does not include work study.

How do I report outside scholarships that I might receive?

Outside scholarships are considered part of your financial aid award. They must be reported to the Financial Aid Office once you know the amount you will receive. This usually happens during the spring or summer months. Checks for these scholarships should be sent to the Financial Aid Office. If the scholarship requires enrollment verification, please contact the Registrar's Office.

What happens next year?

You must file a FAFSA each year prior to July 1st. If you do not plan on filing a FAFSA, but would like to receive your Institutional Scholarship and Grants, you must notify the Financial Aid Office by May 1st that you will not be filing a FAFSA.

Loan Questions

How do I receive my Federal Direct Stafford Loan?

Students will go online to sign the Federal Direct Stafford Master Promissory notes and complete the Entrance Counseling. Instructions for this process are included in the initial financial aid packet that the student has received. Loans will not be disbursed until both the promissory note(s) and entrance counseling are complete.

Do I receive the full Federal Direct Stafford Loan that I have been awarded?

No, an origination fee is deducted prior to disbursing the loan. You will receive a disclosure statement from the Direct Loan Servicing Center detailing origination fees and the net amount of your loan.

When will I receive my Federal Direct Stafford Loan?

Direct Stafford Loan proceeds are applied to the student's account no more than 10 days prior to the start of each semester providing that the student has completed their promissory note and entrance counseling.

What if I need an additional loan to pay my balance?

Direct Parent PLUS loans and various private loans are available for the student and parent. The PLUS information would have been included in your initial financial aid packet. Please contact the Financial Aid Office if you have questions about these loans.

How do I know how much I will need in a private loan?

To help determine how much you need in a private loan, please refer back to your Award Offer. On this award offer, you will see how much you have already received in aid and an estimated remaining balance due to Mount Mercy. This estimated balance only covers directly billed costs from Mount Mercy and estimated amount for books. If extra funds are needed please request more than our estimated balance from the private loan company. Please reach out to the Financial Aid Office for help in determining how much to borrow.

For any questions or more information, please reach out to: finaid@mtmercy.edu or call at 319-363-1323 ext. 1258

Graduate Programs

For admission questions or more information, please reach out to:
 Graduate Admissions Recruiter- Jorie Dillman at jdillman@mtmercy.edu

Graduate Programs

<p>Master of Business Administration (MBA) Rogan Stoops rstoops@mtmercy.edu</p> <p>Online (Live & On-Demand) & On-Campus</p>	<p>Master of Strategic Leadership (MSL) Rogan Stoops rstoops@mtmercy.edu</p> <p>Online (Live & On-Demand) & On-Campus</p>	<p>Master of Science in Supply Chain Management (MSSCM) Rogan Stoops rstoops@mtmercy.edu</p> <p>Online (On-Demand)</p>
<p>Master of Science in Nursing (MSN) Julie Shaw jshaw@mtmercy.edu</p> <p>Online On-Demand</p>	<p>Master of Arts in Education (MAEd.) Dawn Behan dbehan@mtmercy.edu</p> <p>Online Live</p>	<p>Master of Arts in Marriage and Family Therapy (MA-MFT) Doug McPhee dmcphree@mtmercy.edu</p> <p>On-Campus</p>
<p>Doctor of Nursing Practice (FNP-DNP) Julie Shaw jshaw@mtmercy.edu</p> <p>On-Campus</p>	<p>Master of Science in Education (MSEd.) Dawn Behan dbehan@mtmercy.edu</p> <p>Online Live</p>	<p>PHD in Marriage and Family Therapy (PHD-MFT) Doug McPhee dmcphree@mtmercy.edu</p> <p>On-Campus</p>



Health Services

Part 1

Open daily by appointment or walk-in | Monday-Friday from 11 a.m. – 1 p.m. (hours may change)

Night or Weekend emergencies: Students should seek treatment at one of the local urgent care clinics or Emergency Departments (all listed under part 2). Public Safety can be contacted after hours at 319-360-4839

Non-emergen: For medical needs before or after office hours, students, faculty, and staff can use the video visit option. This visit will be billed to your personal health insurance plan.

Students must have a MyChart account to schedule a visit, which can be created with the QR code below. These visits will be billed to your personal health insurance plans.



Mount Mercy University Health Services is a comprehensive outpatient clinic which can meet the most basic health needs of students. Medical problems that are beyond the scope of Health Services staff are referred to appropriate off-campus facilities.

Mount Mercy University Health Services is staffed by licensed Physician Assistant (PA) who is a provider contracted through Mercy Medical Center in Cedar Rapids. Physician Assistants have a graduate degree, advanced education and clinical training. They are licensed to practice by the Iowa Board of Physician Assistants.

Health Services offers general acute health care services to the campus community. The services provided in Health Services are available to all Mount Mercy University students, faculty, and staff.

First Aid kits and AED's are maintained in all residence halls and other various locations throughout campus. Please ask your Resident Assistant (RA) for assistance or call Public Safety at 319-360-4839

Health Services

Part 2

Health Services

Health Services provides the following services:

- Health promotion
- Assessment, evaluation, diagnosis, and treatments of minor illness/injury
- Diagnosis of medical conditions
- Diagnostic tests (strep, mono, flu, Covid, STI screening, pregnancy, urinalysis, blood sugar screenings, etc)
- Prescriptions for medications when appropriate
- Initial evaluation for mental health conditions and referrals
- Physical exams (pre-employment, athletic requirements, pre-nursing requirements)
- Reference materials on a variety of health topics
- Medical referrals as necessary
- Medical screening exam (free of charge)
- Covid testing (free of charge)

If the student requires more specialized care requiring imaging studies, prescriptions, labs, point of care testing to include UA, strep, mono, or the flu, the patient's insurance is utilized. (see lab work and/or imaging studies on part 2 for more information)

Prescriptions & Over the Counter Medications

A limited selection of over the counter medications and supplies throat lozenges, antihistamines, cold medication, Tylenol, ibuprofen, antacids, ace bandages, ice packs, and menstrual products are available in Health Services. These are all complementary.

Prescriptions will be sent to the student's pharmacy of choice and will be billed to insurance. The student is responsible for the medical copay.

Lab Work and/or Imaging Studies

Labs and/or imaging studies will be obtained at a local lab, urgent care or hospital. The cost for these prescriptions and studies will be the responsibility of the patient and billed to insurance. It is the responsibility of each student to carry a form of medical insurance on them when they come to campus. Many students are covered by family health insurance plans as long as they are in school. Students must check to be certain they have medical coverage and know the procedures for using their insurance.

Confidentiality & Medical History Forms

Confidentiality

All health records are maintained as strictly confidential and securely filed. Information is released only when a student's permission is given by written consent.

Immunizations & Medical History Forms

This information will be submitted by the student during the admissions process.

Students must have a MyChart account to schedule a visit, which can be created with the QR code on page 31. These visits will be billed to your personal health insurance plans.

Health Services

Part 3

Local Emergency Departments & Urgent Care

Emergency Departments: Open 24 hours

<p>Mercy Medical Center 701 10th St SE Cedar Rapids, IA 319-398-6041</p>	<p>Hiawatha Medical Park 1195 Boyson Rd NE Cedar Rapids, IA 319-832-3950</p>	<p>Unity Point Hospital 1026 A Ave NE Cedar Rapids, IA 319-369-7105</p>
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Urgent Care Clinics: Hours may vary

<p>Mercy Care: North 5264 Council St NE Cedar Rapids, IA 319-221-8444</p>	<p>Mercy Care: South 2815 Edgewood Rd SW Cedar Rapids, IA 319-396-9097</p>	<p>Mercy Care: Marion 3701 Katz Dr Marion, IA 319-373-3022</p>
<p>PCI Speciality Care Now 275 10th St Suite 1120 Cedar Rapids, IA 319-247-3333</p>	<p>UI Health Urgent Care 411 10th St SE Suite 2300 Cedar Rapids, IA 319-731-1430</p>	<p>Unity Point: Marion 2992 7th Ave Marion, IA 319-730-8300</p>
<p>Unity Point: Westside 2375 Edgewood Rd SW Cedar Rapids, IA 319-396-1983</p>	<p>Unity Point: Lindale 153 Collins Rd NE Cedar Rapids, IA 319-826-2972</p>	<p>Unity Point: Pecks Landing 1940 Blairs Ferry Rd Suite 104 Cedar Rapids, IA 319-393-0178</p>

Other Resources: 24 hour service

<p>Public Safety Always contact for emergencies 319-360-4839</p>	<p>Emergency Ambulance 911 National Suicide Hotline 988</p>	<p>Ask-a-Nurse 1-800-593-1414 319-369-7105</p>
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Information Technology (IT Help Desk)

The Mount Mercy Information Technology department is responsible for managing the technological infrastructure that supports the academic and administrative activities of the institution. The department's primary objective is to ensure that faculty, staff, and students have access to the resources and services they need to carry out their work effectively.

How can I contact the IT Help desk?

The IT department/help desk is located in the lower level of the Busse Library next to the copy shop. If you need technology assistance you can visit the help desk in person, email the help desk at help@mtmercy.edu, or call at 319-363-1323 ext 4357

What are the help desk hours?

Monday – Thursday, 7 a.m. – 5:30 p.m.

Friday, 7 a.m. – 4 p.m.

What kind of issues do you help students with?

- Issues with your Mount Mercy accounts
- How to install Office 360 (aka Microsoft Office applications) on your computer
- How to connect devices to the campus wide WI-FI
- Password resets
- General technology issues

Do I need an appointment?

-While an appointment is not required, scheduling one can increase the likelihood of receiving timely assistance from one of our technicians

You can make an appointment with this QR Code:



For any questions or more information, please reach out to:

help@mtmercy.edu or call at 319-363-1323 ext. 4357

International Student Services

Mount Mercy is a diverse and welcoming community, with students from all other the world attending classes and experiencing the benefits of our small campus.

Mount Mercy enrolls students from 30+ countries which represent six continents. Each country's flag is displayed proudly in the University Center. The flags are updated yearly to represent the home countries of the students enrolled on campus.

<p>Amir Hadzic Director of International Recruitment & Primary Designated School Official ahadzic@mtmercy.edu</p>	<p>Josh D'Amico Admissions Counselor of International Recruitment & Designated School Official jdamico@mtmercy.edu</p>	<p>Dr Charles Martin-Stanley Director of Diversity, Equity, and Inclusion & Designated School Official Cmartin-stanley@mtmercy.edu</p>
<p>Danielle Rudd Dean of Students & Designated School Official drudd@mtmercy.edu</p>	<p>Ben Jones Men's Golf Coach & Dessignated School Official bjones@mtmercy.edu</p>	



Library Services

Part 1

The library's online resources are available to Mount Mercy students through the library link in Brightspace. It is found in the toolbar close to the top. (see image)



This link follows you across classes and will always be available in your toolbar. It provides access to our library catalog (QR code provided) (also known as WorldCat) and databases. You can also find our handouts, video tutorials, and other useful information.



Research and Citation Assistance

Our helpful librarians are always eager to assist you with a research question or a challenging or unique citation. You can email/call to set up an appointment or stop by the desk for an impromptu meeting.

Interlibrary Loan

When our collection doesn't have what you need for your research, we can request it from another library on your behalf. To begin this process, complete the ILL (Inter Library Loan) request form (QR code provided) found on the library's homepage through Brightspace or by emailing the library. We strongly suggest not waiting until the last minute as delivery time can vary depending upon the item and where it is coming from, with some physical items, taking weeks to arrive. This service is free to students.



Library Services

Part 2

[Courses with Low Cost/No Cost Textbooks: Open Education at Mount Mercy](#)

To help reduce college expenses, faculty may provide links to free or low-cost class materials. This choice is part of open education, a movement to make college affordable and accessible to everyone. To learn more about Mount Mercy's open education classes, check your myMountMercy and Brightspace accounts for regular campus updates.

Library Hours

Current library hours are always posted on Brightspace, the website, and the building. Hours will differ over breaks and during holidays. Sudden changes in hours are announced on Brightspace with as much notice as possible. In the event of campus closing due to weather, the library will be closed. If you live off campus and are planning a trip to the library, check Brightspace to ensure the library is open.

For any questions or more information, please reach out to:
library@mtermcy.edu or call at 319-368-6465

MMU Plus

Do you want a head start on your Master's Degree? Current Mount Mercy students can take up to four advanced courses in any of our graduate programs during their undergraduate career. Eligible Mount Mercy students can participate below when requirements are met.

Advantages of MMU+

1. Fulfill electives in your bachelor's program
2. Use your current financial aid toward graduate-level classes (Savings may vary by program)
 - Business, Leadership, or Nursing Programs may save up to \$9,600
 - Students in Education or Marriage & Family Therapy may save up to \$7,600
3. Make connections for job placements

2024-2025 Mount Mercy University Graduate Programs

- Master of Science in Supply Chain Management
- Master of Business Administration
- Master of Arts in Education
- Master of Science in Nursing
- Master of Arts in Marriage and Family Therapy
- Master of Strategic Leadership

Eligibility Requirements

- Permission to enter the program via appropriate/assigned graduate program director
- Junior or Senior academic status (minimum of 60 credit hours completed)
- Business & Leadership, Education, and Marriage & Family Therapy: GPA 3.0+
- Nursing: GPA of 3.5+

For any questions or more information, please reach out to:

Your assigned academic advisor

Music Involvement

All Mount Mercy students are welcome to join our campus music community!



<p>University Choir Tuesday & Thursday 3:30-4:50 p.m. Stello Performance Hall & Warde Hall Dr. Gerald Kreitzer gkreitzer@mtmercy.edu</p>	<p>Jazz Connection Tuesday & Thursday 2:30-3:20 p.m. Stello Performance Hall & Warde Hall Dr. Gerald Kreitzer gkreitzer@mtmercy.edu</p>	<p>Show Choir Monday 3:30-4:50 p.m. Tuesday 7-8:30 p.m. Lundy 107 Kent Keating kkeating@mtmercy.edu</p>
<p>Voice Lessons Times as Arranged Lundy Stephanie Michalicek smichalicek@mtmercy.edu</p>	<p>University Band Monday 7-8:30 p.m. Wednesday 3:30-4:50 p.m. McAuley Auditorium Jack Frank jfrank@mtmercy.edu</p>	<p>Jazz Band Monday 4:30-5:30 p.m. McAuley Auditorium Jack Frank jfrank@mtmercy.edu</p>
<p>Pep Band Time & Locations TBA Jack Frank jfrank@mtmercy.edu</p>	<p>University Strings Wednesday 5:30-6:30 p.m. Stello Performance Hall & Warde Hall Joshua Reznicow jreznicow@mtmercy.edu</p>	<p>Jazz Piano Lessons Times as Arranged Lundy Melinda Westphalen mwestphalen@mtmercy.edu</p>
<p>Piano Lessons Times as Arranged Lundy Kent Keating kkeating@mtmercy.edu</p>	<p>Other Lessons Offered Strings, Woodwinds, Brass, & Percussion Times as Arranged Lundy Jack Frank jfrank@mtmercy.edu</p>	

myMountMercy

myMountMercy can be used to register for classes, view academic plans, print unofficial transcripts, and manage financial aid billing information.



For any questions or your password reset, please reach out to:
helpdesk@mtmercy.edu or call at 319-363-1323 ext. 4357

Online Programs

Undergraduate

Applied Management (BAS)	Business (BBA)	Health Care Administration (BS)
Health Care Leadership (BAS)	Human Resource Management (BBA)	Liberal Studies (BA)
Management (BBA)	Marketing (BBA)	RN-BSN

For any questions or more information, please reach out to:
Director of Academic Operations- Christine Feit at cfeit@mtmercy.edu



Project Connect

Project Connect is a free program that equips students from diverse backgrounds with the knowledge, skills, and resources needed to achieve success at Mount Mercy. This program provides academic preparation, personal growth, community engagement, and leadership development during a three-week, on-campus experience.

Project Connect participants get to:

- Move to campus three weeks before the rest of the first-year class
- Earn credits toward graduation by successfully completing our three-week Psychology of Adjustment course
- Build strong community of support before the fall semester even begins

To be eligible to participate, students must:

- Be a new first-year student
- Live on campus for the academic year
- Identify as at least one of the following:
 - First-Generation college student (i.e. neither parent/guardian has completed a four-year college degree)
 - Pell Grant eligible according to your filed FAFSA
 - A student from a historically under-represented racial or ethnic group

Benefits of Participation:

- Three-week, summer, residential experience
- Free textbooks for your first year at Mount Mercy (after meeting program milestones)
- A strong support network during your transition between high school and college
- Personal growth and leadership development
- Guaranteed inclusion in the College Success Program during the fall and spring semesters; which include:
 - Intensive and individualized mentoring, and panel discussions to assist in overcoming obstacles, and connecting campus resources
 - Monthly workshops, presentations, and panel discussions to assist in overcoming obstacles and connecting with campus resources
 - Ongoing access to the Project Connect textbook lending library

Deadline to sign up

While there is no absolute deadline, we encourage students to apply for the program before July 1. Registration is a first-come, first-serve basis, since space is limited.

What are the costs associated with Project Connect?

Project Connect is a free program for all those who are eligible. Participants will also receive their first-year textbooks for free! So you will even save money.

Am I able to keep my part-time job during the three-week summer program?

Because there are so many experiences that we'll be sharing with you AND because you'll be taking a 3-credit hour class; working during the summer program is not realistic. Everyday of the program (including weekends) is filled with scheduled activities.

For any questions or more information please reach out to, Jennifer McNabb- Director of Student Success Program: jmcnabb@mtmercy.edu or call at 319-363-1323 ext. 1396

Public Safety

To Contact Public Safety:

University Phone: dial 1234
Cellular/Personal Phone: 319-360-4839
Emergency: 911
National Suicide Hotline: 988

At Mount Mercy, we strive for a high level of safety services to the college community. Mount Mercy University's Department of Public Safety is located in the Sister's of Mercy University Center. In addition to full-time security officers, the department utilizes work-study students to assist in parking enforcement and during special events on campus.

Mount Mercy's campus falls under the jurisdiction of the Cedar Rapids Police Department, Linn County Sheriff's Office, and the Iowa Department of Public Safety.

Mount Mercy operates on an administrator-on-duty call system to ensure that administrative support and decision-making capacity is always available.

All Public Safety Officers are trained in:

- CPR
- First Aid
- AED
- Evacuation Procedures
- Interpersonal Skills
- Emergency Response

The protection of students, employees, guests, and Mount Mercy property is Public Safety's priority.

Public Safety provides the following services:

- On-campus escort program
- Securing and unlocking buildings
- Vehicle unlocks
- Student Education (fire safety, alcohol, and other drug programs)
- Lost & found
- Assistance with parking issues
- Violent Incident Preparation (VIP)

RAVE Alerts

Remember to take all RAVE alerts seriously.

Campus-Wide Safety Alerts for the following situations:

- Shelter in Place
- Timely Warning
- Lockdowns
- Campus Closings/weather related

To sign up for RAVE alerts (students, parents, faculty, and staff) email Director of Public Safety, Joe Cerruto: Jcerruto@mtmercy.edu



Public Safety

Parking & Parking Permits

Mount Mercy property is the Department of Public Safety's priority.

All students, faculty, & staff must register for a new parking permit each year!

All parking on Mount Mercy's campus is free to currently enrolled students, faculty, and staff.

Parking passes are to be placed in the front window and hanging on the rear-view mirror. All parking passes have to be updated with the Parking Permit form (QR code below) each year that a student, faculty, and staff member is at Mount Mercy.

Parking passes are picked up and processed at the information desk on the first floor of the Sisters of Mercy University Center.



Residence Life

Moving into your new home and starting your college career can be a little hectic, but we hope the Move In Guide (provided in the QR code) will help minimize some of the stress and answer any questions you have about residence halls at Mount Mercy. The Move In Guide contains information on our campus residence halls, amenities, activities, and our staff members.



Campus Housing Options:

- Regina Hall (First year housing)
- McAuley Hall (First year & Second year housing)
- Andreas House (Upperclass housing)
- Lower Campus Apartments (Upperclass housing)

Roommate & New Student Housing Decisions

In July, ResLife notifies incoming students of their housing assignments (sent to your MMU email addressess ONLY). Roommate contact information is included in these emails, and we strongly encourage you to reach out to your roommate ASAP to discuss Move In Day and coordinate belongings.

If you find a roommate you would like to live with prior to Housing Decisions:

If you find a roommate on your own (ZeeMee Roommate Finder, Coach, Friend, Social Media, etc) you and your roommate will need to contact both your assigned admissions counselor and ResLife via email. You and your roommate will need to update the housing application in your prospective student admissions portals.

Resident Assistants (RAs)

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 residents to make residential life an enriching and educational experience. They are specifically trained and knowledgeable in many areas including; emergency response, effective listening, community building, mentoring, programming, and policy & procedures.

For any questions or more information, please reach out to Residence Life Offices at:
reslife@mtmercy.edu

Schedule Changes

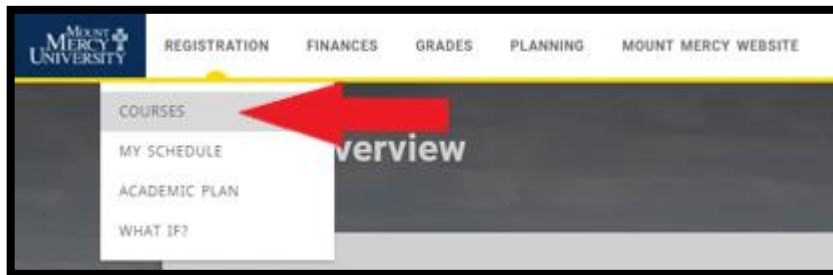
Adding/Dropping Classes

Before a course begins, students should use myMountMercy to add and drop courses from their schedule. Once a course begins, students should use the following forms listed on mtmercy.edu website:

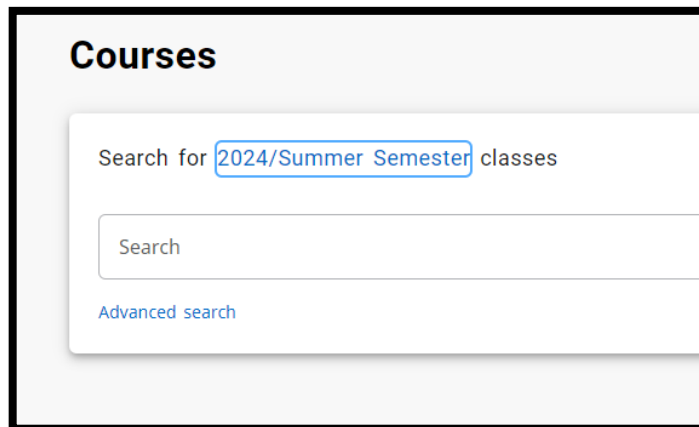


To add a course using myMountMercy:

1. Go to your student Self-Service Account and log in: <https://selfservice.mtmercy.edu/Home/LogIn>
2. Hover over the “Registration” tab and click on “Courses”



3. Click on the term



Schedule Changes

Adding/Dropping Classes

4. Change it to the term you are wanting to register for and click “select”


What term do you want to search? X

Terms open for registration

- 2024/Summer Semester
AUTHORIZATION NEEDED
- 2024/Spring Semester
- 2024/Winter Term
- 2023/Fall Semester
- 2023/Summer Semester
AUTHORIZATION NEEDED

Terms not currently open
You will not be able to register in these terms.

- 2023/Spring Semester

 **SELECT**


5. Enter the course you’re looking for into the search bar.

Note: the course code must be typed with a space between the letters and numbers (i.e PS 101).

Search for 2023/Fall Semester classes

Advanced search New search

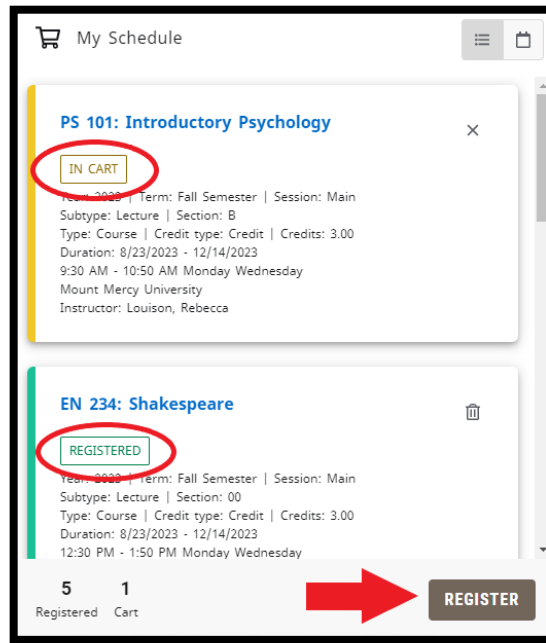
6. This will bring up all offerings for the term you selected. Find the selection of the course you’re wanting to register for and click “add”.

<p>PS 101: Introductory Psychology Year: 2023 Term: Fall Semester Session: Main Subtype: Lecture Section: B Type: Course Credit type: Credit Duration: 8/23/2023 - 12/14/2023 9:30 AM - 10:50 AM Monday Wednesday Mount Mercy University</p>	<p>L Louison, Rebecca</p>	<p>3.00 Credits</p>	<p>25 Seats Left</p>	 ADD
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Schedule Changes

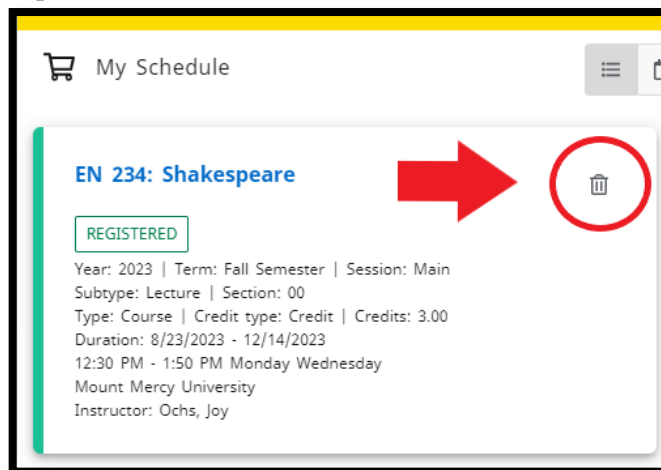
Adding/Dropping Classes

7.This will add the course to your cart. Click “Register” to register for the course. This will send a notification to your advisor for their approval. Once your advisor approves your course addition, it will show as “registered”.



To Drop a course using myMountMercy:

- 1.Follow steps 1-3 above.
- 4.Once you see your cart, find the course you’ve been wanting to drop.
- 5.Click on the trash can icon to drop the course.



Schedule Changes

Adding/Dropping Classes

Advanced Search

You can also use myMountMercy’s Advanced Search option to search for courses that meet at a certain day/time, meet specific core curriculum (i.e Holistic Health, Math, etc), or a specific instructor. Click “Advanced Search” and manipulate the search values:

The screenshot shows a modal window titled "Advanced Search" with a close button (X) in the top right corner. Below the title is the instruction "Search and add classes to your schedule." The form is organized into several sections:

- Keyword and Course:** Two text input fields for "Keyword" and "Course".
- Period and Session:** Two dropdown menus. The "Period" dropdown is set to "2023/Fall Semester". The "Session" dropdown is set to "Select...".
- Time and Location:** A section header followed by:
 - Starts from and Ends by:** Two date pickers. The "Starts from" picker is set to "Select...". The "Ends by" picker is set to "Select...".
 - Meeting and Campus:** Two dropdown menus. The "Meeting" dropdown is set to "Select...". The "Campus" dropdown is set to "Select...".
- Course Details:** A section header followed by:
 - Status and Subtype:** Two dropdown menus. The "Status" dropdown is set to "Select...". The "Subtype" dropdown is set to "Select...".
 - Credit type and Instructor:** Two dropdown menus. The "Credit type" dropdown is set to "Select...". The "Instructor" dropdown is set to "Select...".
 - Program and Class level:** Two dropdown menus. The "Program" dropdown is set to "Select...". The "Class level" dropdown is set to "Select...".

At the bottom right of the form are two buttons: a "CLEAR" button and a "SEARCH" button with a magnifying glass icon.

For any questions or more information, please reach out to the Registrar’s Office at: registrar@mtmercy.edu or call at 319-363-1323 ext. 1845

Student Services Department

Dean Of Students

The Dean of Students is committed to helping all students at Mount Mercy University reach their fullest potential in and out of the classroom. Mount Mercy's Dean of Students oversees the Student Services Department (located on the second floor of the Sisters of Mercy University Center), they coordinate individualized support for students by providing a variety of support services along with opportunities to reflect, engage, serve and live a life of purpose.



Student Services Department includes the following:

- Student Success Programs
- Student Engagement
- Residence Life
- Diversity, Equity, & Inclusivity
- Career Services
- Health Services
- Counseling Services
- Event Services
- International Student Services

For any questions or more information, please reach out to the Student Services Department at: studentservices@mtmercy.edu or call at 319-363-1323 ext. 1218

Dean of Students

drudd@mtmercy.edu or call at 319-363-1323 ext. 1857

Work Study/Student Employment

Student employment is a win-win for both the student and the on-campus employer. Mount Mercy University offers numerous student employment positions to help maintain daily campus operations and for students to develop skills for future employment all while earning additional financial resources.

Federal Funded Work Study

The Federal Work Study Program is based on financial need, which is determined by filing the FAFSA. Student eligibility depends on the need for employment to defray expenses, with preference given to those with the highest financial need. Many students are offered employment as part of their financial aid award. Awards generally range between \$1,000-\$3,000 per year with students working 6-10 hours per week. The student is expected to work during the hours agreed upon with the supervisor.

Student Employment

Even if not eligible under the Federal Work Study Program, students still have the opportunity for employment. The procedural guidelines for campus employment are the same for the Federal Work Study Program.

All students (Federal Work Study or Student Employment) can work up to 20 hours/week on Mount Mercy's campus.

FAQ

When will I receive my work study assignment?

Work Study assignments will be mailed by July 1st. Included with it will be Federal and Iowa W-4 forms, a Federal I-9 form, and a direct deposit form. All of these forms are required to be completed prior to starting work. Students will also need to submit a copy of their driver's license, social security card, and a voided check or direct deposit authorization from their bank of choice. International students will need a bank in the United States, a social security card, and their US Student Visa in order to participate in Work Study on campus.

How will I be paid for Federal Work Study or Student Employment?

Federal Work Study and Campus Employment payroll is paid once a month by direct deposit. Remember, you will not receive your entire award amount on the first check; you must work the hours to earn the dollars.

Can I keep my Work Study paycheck?

Yes, however, if Federal Work Study is listed on your financial aid award letter, we are assuming you will be applying what you earn to your student account. If you earn less than the \$3,000 awarded, you are responsible for making the difference in another form of payment.

What if I do not like my job assignment?

At the time the assignments are made, there will be no additional openings available. If you decide to resign from your position you will not be automatically placed in another position. You are expected to provide a two week notice to your supervisor if you decide to resign.

Can my work study pay check be deposited directly to my student bill?

No, it can not.

For any questions or more information, please reach out to the Financial Aid office:

finaid@mtmercy.edu or call at 319-363-1323 ext. 6467

