2018–2019 SPRING UPDATED
PARENT HANDBOOK

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Letter from the Vice President

MISERICORDIA UNIVERSITY

Dear Parents /Guardians:

Welcome to the Misericordia family! This handbook has been designed to provide you with information that may be helpful to you as your son/daughter makes his/her transition from high school to college.

The Student Life Staff works with all new students, commuters, and residents alike to help them adjust to their new environment. Whether through personal contact with an RA, a staff member or through First Year Experience, all first year students will have the opportunity to develop new relationships and get answers to all of their questions. They will assume new responsibilities and overcome new obstacles. This is a time of change in their lives; a time for taking charge of their lives. We encourage students to become self-reliant and work at resolving issues themselves. Our goal is to help students develop the skills necessary to function as an adult once they graduate from Misericordia.

As a parent I am sure that you are concerned about the safety of your son or daughter and we are too. Our Campus Safety Department operates 24 hours a day and the University has instituted an emergency alert process for everyone on campus. Specific information on safety can be found throughout this handbook.

If at any time you become concerned about your son/daughter or have questions, please feel free to contact any member of the Student Life Staff. Names and telephone numbers can be found in the back of this handbook. However, our goal will be to work with you to become a mentor/coach to your son/daughter so you can encourage him/her to take the steps necessary to resolve issues as they arise.

Misericordia University would like to take this opportunity to welcome your family to our community.

Best Wishes,

Kathleen A. Foley

Kit Foley
Vice President of Student Life

Advice to Parents

As your child moves towards adulthood, here are some suggestions that may help to move your daughter/son forward.

1. Encourage your student to be a self-advocate. When issues arise, it is important for your child to learn how to resolve them. At the end of this handbook is a list of people that your daughter/son can contact if they have a problem.
2. Encourage your student to take responsibility for their safety. Although Misericordia tends to be a safe environment, students still need to be careful. Remind them to lock their doors when they are out of their rooms and not to give their keys or access cards to anyone else. They should become familiar with the location of safety phones on campus and please encourage them to program Campus Safety's phone number (570-674-6300) into their cell phone.
3. Encourage your student to attend class (even if their professor doesn't take roll) and to read their textbooks. Many students believe that college is like high school; if you take good notes you don't have to read then they are unpleasantly surprised by the test.
4. Remind your daughter/son that the legal age to consume alcohol is 21. However, their safety is most important so if they are going to a party, encourage your child to stay with their friends and limit the amount of alcohol they consume. Remind them never to leave their drink unattended, drink from an open common container (punch bowl) or accept a cup from someone else. If they see someone in trouble because they have consumed too much alcohol, please tell them to call campus safety or notify the Residence Life staff. It is better to be safe than sorry and the University has an amnesty policy for those who report a medical emergency. Finally, remind them if they are underage and caught on or off campus, there will be consequences both on and off campus.
5. Encourage your student to make the most out of their college experience. Suggest they join a club or organization so they can further develop their interpersonal and leadership skills. Challenge them to broaden themselves by attending lectures and cultural events. Remind them that fun is an important part of staying healthy so encourage them to attend programs and events sponsored by Student Activities, Intramurals and Residence Life.
6. College is preparation for the future so remind your daughter/son to take advantage of the Guaranteed Placement Program and the Student Leadership Transcript through the Insalaco Center for Career Development. Students have a better chance of being hired if they have participated in an internship so challenge them to begin thinking about this early so they can get the best internship available.
7. Talk to them about how they present themselves on social media sites. Too often students don't think before they post or upload pictures and it can come back to haunt them, especially if they are looking for a job. Today most employers are looking at social media sites for information on their applicants. Remind them that social medial sites are not as private as many people think they are.
8. Encourage your student to get to know their academic advisor. Advisors have a wealth of knowledge about the institution and the information they can provide is invaluable.
9. Encourage your student to familiarize themselves with University policies and community expectations. All students should review the Academic Catalog and the Student Handbook, both are found online and on myMU.

10. Teach them how to do laundry. It will make your life easier and give them a valuable life skill.
11. Finally, and most importantly, encourage your daughter/son to take responsibility for their actions. We all make mistakes, but taking responsibility forces us to look at our behavior, good or bad, and make the necessary changes.

Welcome to the Misericordia family!

Amy Lahart
Dean of Students

Misericordia University Policy Statement

Misericordia University accords students of any race, color, religion, sex, sexual orientation, ancestry, national origin, or disability all the rights, privileges, programs, and activities generally made available to students of the University.

Misericordia University does not discriminate on the basis of age, race, color, religion, ancestry, national origin, marital status, sex, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, or other University-administered programs. Inquiries concerning the application of Title IX and its implementing regulations may be referred to our Title IX Coordinator, Pamela Parsnik. The Coordinator can be reached at 301 Lake Street, Dallas, PA 18612, 570-674-6310, or at pparsnik@misericordia.edu.

Diversity Statement

We at Misericordia University recognize the importance of living the mission in our words and our deeds, demonstrating mercy, service, justice, and hospitality and supporting the ideals of a democratic society. Therefore, we are dedicated to promoting a diverse community in an atmosphere of mutual respect and appreciation of difference.

We believe, as members of a democratic society, individuals have not only the right to live their lives according to their own values and beliefs but also the obligation to respect the right of others to do the same.

We believe all people should be treated with civility, deserving to be heard without demeaning judgments of others.

We believe, as an educational community, we have the responsibility to learn about each other in order to benefit from our diverse population.

Student Privacy Rights, Under the Family Educational Rights and Privacy Act of 1974, as Amended

Misericordia University recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. No information from records, files, or data directly related to a student shall be disclosed to individuals or agencies outside the University without the express written consent of the student. FERPA does authorize disclosure without consent to school officials with legitimate educational interests who need to review an education record in order to fulfill their professional responsibilities. The following people or agencies are also allowed access to records without consent: persons or companies with whom the University has contracted (such as attorneys, auditors, or collection agents); students serving on official committees, such as disciplinary or grievance committees, or assisting other school officials in performing their tasks; persons or organizations to whom students have applied for financial aid; persons in compliance with a lawful subpoena or court order; and persons in an emergency in order to protect the health or safety of students or other persons.

The University considers the following to be public information which may be made available, at its discretion, without prior consent of the student:

- Student name

- Hometown and state
- Electronic mail address
- Dates of attendance
- Degrees
- Awards and honors received in the curricular and co-curricular life of the University
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent previous educational institution attended by the student
- Individually identifiable photographs of the student solicited by or maintained directly by Misericordia University as part of the educational record.

A student wishing to prevent the public disclosure of any or all of the above information may request so by notifying the Registrar's Office, where she or he may obtain the form prohibiting disclosure.

Except where prescribed by law, information regarding a student's educational records may not be disclosed to a parent, guardian or spouse without the student's written authorization on file in the Registrar's Office.

FERPA affords students the right to inspect and review their educational records within 45 days of the day the University receives such requests. Students should submit to the Registrar official written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students have the right to request the amendment of any educational records that they believe are inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision.

Additional information regarding the appeal will be provided to the student when notified.

For more information regarding FERPA, please contact the Office of the Registrar in Mercy Hall, Room 115. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Misericordia University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records— including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and private information without your consent to *any* third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation

may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and private information without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your private information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent private information from your education records, and they may track your participation in education and other programs by linking such private information to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Notification of Parent or Guardian

The University encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the University reserves the option to notify a student's parent or guardian for the benefit of the student's well-being or educational progress. They are:

- The student, due to illness, is not able to make a decision regarding contacting his/her parents.
- The student is a potential threat to self or others.
- The student is admitted to a hospital or treatment center.
- The student is placed on disciplinary probation, residential probation, residential suspension, or dismissal.
- The student is being detained by local or state authorities.
- The student is found in violation of the University alcohol policy and is under the age of 21.
- The student is found in violation of the University drug policy.

Amnesty Policy for Medical Emergencies Involving Drugs/Alcohol/Hazing

The health and safety of the members of the Misericordia University community is of primary concern. Students need to seek immediate attention for themselves or others when someone's health/safety is at risk. The University understands that students may be reluctant to seek assistance for fear of consequences. Misericordia seeks to remove the barriers when possible, so that students will receive the medical help they need.

TO SEEK MEDICAL ATTENTION IMMEDIATELY CONTACT:

- Campus Safety at 570-674-6300
- Resident Assistants (RA) on-call
- Call 911

Amnesty Policy

In times where a student seeks assistance for a student in need, due to intoxication/overdose of drugs/alcohol or due to hazing, neither the student who is intoxicated nor the student(s) who is seeking assistance will be charged with violations of alcohol, drug, or hazing policies.

All students involved will be contacted by a Conduct Officer to discuss the incident. Students may be required to complete an assessment and/or education within a timeframe determined by the Dean of Students or designee. Failure to do will result in moving the incident into the conduct process.

Repeated violations of this policy may result in disciplinary action by the university.

Exceptions and Other Information

This policy does not apply to highly intoxicated students discovered by University employees (Campus Safety, Residence Life Staff, other employees).

This policy does not preclude disciplinary action regarding other violations of university policy as a result of the consumption (causing or threatening harm, harassment, sexual misconduct, damage to property etc.). Amnesty may not apply to students who refuse to cooperate with medical, law enforcement, or University personnel at the time of initial contact and beyond.

If a student is transported to the hospital, a parent/guardian will still be notified under this policy. Please refer to the Notification of Parent or Guardian section for more information.

Documentation of the incident and all follow up will be placed in the student's disciplinary record. This allows the Dean of Students Office to recognize patterns of behavior and possible health concerns. While the incident is recorded in the student's file, it will not be reported out as a part of the student's disciplinary record.

Please see the Amnesty Policy for Medical Emergencies Involving Drugs/Alcohol/Hazing section for amnesty related information for complainants related to the Sexual Misconduct and Sexual Harassment Policies.

This policy only provides amnesty from violations of University policy related to the consumption of alcohol and drugs and/or the anti-hazing policy. It does not grant amnesty for criminal, civil or legal consequences for violations of Federal, State or Local law. Please see the exceptions to Pennsylvania law below (18Pa.C.S.§ 6308.1. and PA Act 139).

PA State Law Regarding Alcohol Amnesty - **18Pa.C.S.§ 6308.1. Safe Harbor**

PA State Law Regarding Drug Amnesty – **PA Act 139 Section 13.7**

Anti-Hazing Policy

Misericordia University is committed to providing a learning environment that is free of violence and supports the health and well-being of its students. Our core values guide and govern the actions of our community. Intentional behaviors that put a person at risk of physical and/or emotional harm are an affront to the dignity of the individual and are at odds with the values and mission of the University.

This Anti-Hazing Policy applies to behaviors that take place on the campus, at University sponsored events, and may also apply to off campus events, when the administration determines, in its discretion, that the off-campus conduct affects a substantial University interest. Sanctions can be applied to individuals, and/or organizations, clubs and athletic teams.

Prohibited Conduct

Hazing

Misericordia University has no tolerance for hazing. Hazing is defined by Pennsylvania law*, and for purposes of this Policy, as follows: When a person "intentionally, knowingly or recklessly," for the purpose of initiating, admitting, or affiliating a student into or with a club, organization, or athletic team, or for the purpose of continuing or enhancing a student's membership or status in a club, organization, or an athletic team, causes, coerces, or forces a student to do any of the following:

- Violate federal or state criminal law
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment
- Endure brutality of a sexual nature (link to definitions section of Title IX)
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

The above types of behavior will be considered hazing even if the student consents to the activity or if the conduct was sanctioned by the club, organization, or athletic team.

* See PA State Law: Timothy J. Piazza Antihazing Law

Aggravated Hazing

Aggravated Hazing is defined by Pennsylvania law*, and for purposes of this Policy, as follows:

A person, club, organization or athletic team commits aggravated hazing when the hazing results in serious bodily injury or death to a student and:

- the person, club, organization, or athletic team acts with reckless indifference to the health and safety of a student; or
- the person, club, organization, or athletic team causes, coerces for forces the consumption of an alcoholic liquid or drug by the student.

(Note: Aggravated hazing is a felony of the third degree and will automatically result in the University contacting local law enforcement as well as utilizing the University Conduct System. The University retains the right to contact law enforcement in all hazing incidents.)

* See PA State Law: Timothy J. Piazza Antihazing Law

Organizational Hazing

An organization, club, or athletic team that intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing commits the offense of organizational hazing and will be held accountable by the University. Organizational hazing is also violative of Pennsylvania law*, and subject to penalties as set forth in the law.

* See PA State Law: Timothy J. Piazza Antihazing Law

Sanctions

Individuals and/or clubs, organizations or athletic teams can be found responsible for hazing or aggravated hazing. The following is a list of sanctions that can be applied by the University if a violation of this policy occurs:

- Educational Sanctions (link to list of educational sanctions)
- Status Sanctions (link to list of status sanctions)
- Club, Organization or Athletic Team Probation
- Club, Organization or Athletic Team Suspension
- Revocation of the club or organization charter

This listing does not include those sanctions that an individual, club, organization, or athletic team could also be subject to pursuant to law, including, but not limited to, the Pennsylvania Antihazing Law, 18 Pa.C.S. § 2801, et seq.

Safe Harbor

Under certain specific conditions, and consistent with PA state law, when a student seeks medical assistance for another student who is believed to be in need of immediate medical attention to prevent death or serious bodily injury due to hazing, neither the student who is in need of medical attention nor the student who has reported it will be charged with violations of the Anti-Hazing policy.

See Amnesty Policy for Medical Emergencies Involving Drugs/Alcohol/Hazing for more information.

Reporting

Anyone can report concerns related to hazing by submitting a form online. This Incident Reporting form can be found here.

Campus Community Policies

As our charism of hospitality calls us to, Misericordia works hard to develop a strong caring community where everyone feels welcome. Our students are an integral part of this community and we expect them to be good citizens. The University has developed a Student Code of Conduct to clarify our expectations. We also have a process to address conduct that does not conform to our policies.

Each year all students are notified where to find the Student Handbook that contains student life policies. Academic policies can be found in the University catalog. All students are expected to know university policies. First year students also receive policy information at orientation, and through their First Year Experience. Student Life professionals and academic advisors are available to answer questions about policies. Students will also be expected to know and to adhere to policies in their academic major. Parents can find the Student Handbook at www.misericordia.edu/studenthandbook.

We understand that everyone makes mistakes; however, we believe strongly that everyone is accountable for their actions. If a student gets involved in our conduct process, it is important for the student to handle the situation by themselves. We have designed the process to be educational in nature with the goal of having students change their behavior. However, if a student is unwilling to change, then more serious consequences can occur. We ask that you support us in this process and don't intervene. If your son or daughter gives permission for us to speak with you regarding an incident we will, but we do not notify parents of the results of a conduct hearing unless the student is found

responsible for a violation of the alcohol or drug policy. Please see Notification of Parent or Guardian section.

The use of alcohol and/or drugs is a concern to our community. When students become too involved with either, it can affect their academic performance and their well-being. Use of alcohol and drugs also impairs the ability to make good decisions and this can impact the rest of the community. It is important for you to know that if a student is found with any type of drug paraphernalia or drug, including marijuana on campus, the local police are called and the student may face charges by the police.

It is also important for students to remember that they are part of the larger community of the Back Mountain. We encourage our students to be good citizens everywhere. We require all first year students to complete an online alcohol education program before they return in August. Below is a list of programs we utilize for students who are found responsible for violating our polices.

Substance Abuse Education Programs

Alternatives

This is a full-day alcohol and other substance education class scheduled on campus 4-5 times per semester on a Saturday. There is a $50.00 fee for this class and students who are found responsible for a first time alcohol violation on campus or are cited by the police and have not attended this class are required to attend.

Under the Influence

This is an online alcohol education program. There is a $35.00 fee for this program, paid online with a credit card.

Marijuana 101

This is an online marijuana education program. There is a $35.00 fee for this program, paid online with a credit card.

Individual Addiction Education (alcohol, other drugs, gambling, etc.)

An individual exploration through standardized testing and individual sessions with an addictions specialist, to assist the participant in taking an honest look at his/her use/abuse patterns and make some decisions about future actions. Students may self-refer or are referred through the conduct process. Contact Darcy Brodmerkel at dbrodmerkel@misericordia.edu.

Referral Service

A process facilitated by an Addictions Specialist to assist the individuals to take a look at their actions and make some decisions about treatment. The student will be referred to the appropriate level of care including outpatient, intensive outpatient, inpatient, and hospitalization treatment programs. Students are referred through the conduct process or may contact Darcy Brodmerkel, the Addictions Specialist, directly at dbrodmerkel@misericordia.edu.

Adult Children of Alcoholics

This is an opportunity for individual counseling for those affected by growing up in an alcoholic family. Students will learn how it has affected or continues to affect their personality and behavior and most

importantly, how to overcome the limitations it has caused. For more information, contact Darcy Brodmerkel at dbrodmerkel@misericordia.edu.

Off-Campus Behavior

Misericordia University is an integral part of the Back Mountain community. Respect and concern for the dignity, well-being and property of members of the local community are essential. All Misericordia University students are obligated to exhibit exemplary citizenship at all times. Excessive or unreasonable noise, possession, use and/or sale or distribution of alcohol or drugs in a manner that violates the law or University policy, excessively large parties, and/or disrespect for neighbor and community are incongruent with students' obligations. The University's jurisdiction in disciplinary matters extends to any conduct that adversely affects the University community, the University's reputation, and/or the pursuit of its mission and objectives regardless of where it occurs. Accordingly, the University reserves the right to refer students involved in the aforementioned behaviors, as well as other disruptive behavior, to the Assistant Dean of Students for disciplinary action.

Sexual Misconduct and Sexual Harassment Policies

According to a study on sexual assault on college campuses:

20-25% of women are victims of rape or attempted rape during their time in college. Approximately 6.1% of men experience an attempted or completed sexual assault while in college.

The Campus Sexual Assault Study Final Report (Krebs, Lindquist, Warner, Fisher & Martin, 2007)

90% of all campus rapes occur when alcohol has been used by either the assailant or the victim. (National Institute of Justice, 2008)

These statistics are startling. The federal government has mandated all colleges and universities to provide education and a comprehensive sexual misconduct policy for all members of its community. The finalized policy is posted on the Parent Web page.

Prevention is crucial. The University requires all first year students to complete the Alcohol-Wise Program online, prior to their return in August. This program not only provides education on alcohol, it also includes education on sexual misconduct prevention. In September, all first year students will be required to participate in the Promoting Awareness of the College Transition (PACT) Program. This program is presented to small same sex groups and is facilitated by trained Student Life professional or a faculty member. Topics in this program include; healthy relationships, the Red Zone, consent, bystander intervention, on and off campus resources and options for reporting. Over 95% of the students who participated in this program last year agreed that we should continue to require this program.

In addition to these efforts, the University offers awareness and prevention programs to all students throughout the academic year. We ask that you reinforce the importance of attending all of these programs.

If your daughter or son should disclose that they have been a victim of a sexual misconduct, please encourage them to seek assistance through the Dean of Students. If they would like to talk to a confidential resource please refer them to the Counseling and Psychological Services (CAPS) Center.

Academic Affairs

Academic Policies

All University academic policies are detailed in the University Catalog, available online at https://catalog.misericordia.edu.

Co-Curricular and Extracurricular Activities

Misericordia University through its mission recognizes the importance of personal development through participation in co-curricular and extracurricular activities. The University endorses, supports, and takes pride in these co-curricular and extracurricular activities in which students represent the institution in authorized activities on and off campus.

Faculty and staff are committed to on-going collaboration for the purpose of continuing rapport, joint problem-solving, and the ultimate benefit of the individual student's overall learning and development. However, there may be times in which the academic class schedule and the co-curricular or extracurricular activity conflicts.

It is the responsibility of the student to be aware of the attendance policy of each faculty member in whose classes they are enrolled. It is the responsibility of the student to consult with the appropriate faculty member prior to a necessary absence to determine and confirm arrangements for make-up work.

Student Academic Support Services

Student Success Center

The Misericordia University Student Success Center (SSC) enhances learning through our collaborative, compassionate, and personalized approach. We seek to empower students through the development of academic and social skills, connection to resources, and the encouragement of self-efficacy. As campus liaisons, we strive to create an environment that welcomes all, and to develop relationships that promote student persistence and success.

The SSC houses a variety of services including the Tutoring and Writing Centers, and the Office for Students with Disabilities. The SSC is located in the lower level of Alumnae Hall. All services are free of charge.

Student Alert

The Student Alert Program is a referral process used to enhance the retention of our students. Faculty, staff, or parents who are concerned about a student submit referrals to the SSC at 570-674-6408 for intervention assessments. An initial assessment will be completed by the appropriate College Liaison. The student will be directed to the appropriate services (i.e., academic support, tutoring, personal counseling, Insalaco Center for Career Development, Writing Center, etc.). Follow-up meetings are typically scheduled to reassess student needs and progress in order to continue support.

Academic Support

The SSC offers a variety of options to assist students in achieving academic goals. Individual and group tutoring is provided in most core curriculum courses and some professional courses in the Tutoring Center. Students also have access to Smarthinking, an online 24/7 tutorial service.

Peer paper review is available for all courses in the Writing Center. Academic coaching assists those students who wish to improve their academic skills such as notetaking, study strategies or time management. Academic intervention and recovery programs are also offered for students on academic probation.

Office for Students with Disabilities

504

Misericordia University is committed to creating an environment where all are welcome and does not discriminate in the recruitment, admission, educational process, or treatment of students. In the spirit of hospitality and justice, we comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended. In order to receive services, students must self-identify their disability and provide documentation from a healthcare professional. Eligibility for accommodations such academic adjustments and/or auxiliary aides is determined through an individualized, interactive process in the Office for Students with Disabilities (OSD).

The OSD is located in the SSC, on the lower level of Alumnae Hall. Individuals seeking accommodations may call 570-674-6408 or email Kristen Ricardo, Assistant Director SSC/Office for Students with Disabilities at kricardo@misericordia.edu.

ALP

The Alternative Learners Program (ALP) is a fee-based program of services offered in addition to the services Misericordia University is required to provide students with disabilities under 504. ALP services include an eight-week course in Learning Strategies and an individualized Accommodation Plan. Additional support may include writing support instruction, access to a dedicated study room, and time management skills. Each student meets individually with a Program Coordinator on a weekly basis.

The 2018-2019 fee schedule is as follows:

- First year students: $2,250 (first semester)
- Second semester first year students and all upper-classmen: $1,750 semester

Library Services

The Mary Kintz Bevevino Library, named in honor of the alumna who graduated in the class of 1987, is located at the heart of the campus between Mercy Hall and the McHale and Gildea Residence Halls.

The library's mission: we welcome all in the tradition of Mercy and guide those who gather information, raise inquiry and embrace discovery.

Whether patrons are seeking research assistance, available computer workstations, group study areas, or just a quiet place to read and reflect, the library facilities are designed to meet your needs.

Library Hours

The library's schedule accommodates the academic schedule of the University. Library hours are posted on the library website. Hours are subject to change during semester breaks and University holidays.

Holdings

The Mary Kintz Bevevino library contains more than 80,000 volumes of books which include a juvenile literature collection. The library also holds more than 4,000 DVDs. The library subscribes to

approximately 92 print journals and provides full-text access to over 52,000 electronic journals through the library's licensed databases. The Misericordia community also has access to streaming videos and e-books through the library's databases. Access to databases is available both on and off campus for Misericordia students, faculty, and staff.

Library Catalog

The library's online catalog, available from the library's webpage at library.misericordia.edu can be searched by author, title, subject, keyword, and advanced searching. Students may also use the library catalog to search for materials that professors put on course reserves.

Circulation

Students must present a valid Misericordia University ID at the circulation desk in order to borrow library materials. Information on loan periods and borrowing privileges is available on the library's website.

Librarians

Librarians are available to provide research assistance. They can assist with constructing a search strategy, identifying appropriate resources, and helping to find information in the collection, in electronic resources, or on the Internet. Students can contact a librarian by visiting the library or by contacting their assigned librarian by email, phone, or through the University's course management system.

Laptops and iPads

The library has laptops and iPads that can be checked out by Misericordia students, faculty and staff for a 7-day loan period or for use in the library. Students wishing to use their personal laptops in the library may connect to the internet by borrowing an Ethernet cord at the circulation desk or having their laptops configured at the Student Help Desk in Mercy Hall for Wi-Fi use in the library.

Printing

Printers are available for student use. Computer workstations in the library are networked to printers, and printing is available through the wireless network for laptops. A scanner and color laser printer are also available.

Reciprocal Borrowing

Misericordia students may borrow books directly from several of the local academic and public libraries. The student will need to present a valid Misericordia ID and proof of residence at the lending institution. Materials must be returned directly to the lending library. Overdue charges are the responsibility of the individual borrower.

Interlibrary Loan

The Mary Kintz Bevevino Library offers interlibrary loan services to current students, faculty and staff. When a specific resource is unavailable in the library, it may be requested from another library via the online Tipasa request forms for journal articles and books or through the E-ZBorrow direct patron borrowing system for books. Patrons will be notified through their Misericordia email account when materials have arrived. Books and DVDs can be picked up at the library's circulation desk. Most articles are delivered directly to the student's ILL account or via email. While most materials arrive within a few

days, others may take a considerable amount of time. Students are encouraged to plan their research accordingly. Though most materials are obtained free of charge, occasionally the lending library has a fee. The patron must accept these fees before the materials are requested. The loan period for returnable materials is 21 days, usually with the option of a 21-day renewal period. The borrowing patron is responsible for any fees accrued. Interlibrary loan policies and procedures can be accessed through the library webpage.

Traditional Reserves

Selected library materials, DVDs, and books from the collection and items belonging to instructors may be placed on reserve in the library for ease of student access. These materials may be checked out at the library circulation desk with a valid ID card. Depending on the directive of the instructor, loan periods may range from two hours to seven days. These items accrue fines when not returned at the designated time.

Electronic Reserves

Articles and book chapters selected by the instructors are directly loaded into the University's course management system. If applicable, direct links are supplied to journal articles owned by the library.

Archives

The Sr. Mary Carmel McGarigle Archives, named for Misericordia's first archivist, are located on the third floor of the library. The archives consist of materials relating to the founding and history of Misericordia University.

The Campus Safety Department

Campus Community Violence Policy

Misericordia University is committed to providing a work and educational environment that is free from violence. Threats or acts of violence towards persons or property will not be tolerated. Any person(s) engaging in "campus community violence" will be subject to discipline, up to and including termination, arrest, suspension, dismissal, and other civil or criminal liabilities. Threats or acts of violence severely affect the open dialog and free exchange of ideas inherent to higher education along with the well-being or safety of University community members. Therefore, the University has established a policy of zero tolerance for violence against members of its community.

This policy applies to all employees, students, clinical and practicum supervisors, contracted services employees, and the visitors of the University. It covers conduct occurring both on campus and at off-campus related events.

Campus Community Violence Description

For purposes of this policy, "campus community violence" includes, but is not limited to the following:

- All threats or acts of violence occurring on University property, regardless of the relationship between the University and the individual involved in the incident.
- All threats or acts of violence not occurring on University property, but involving someone who is acting in the capacity of a representative of the University.
- All threats or acts of violence not occurring on University property, but involving an employee or student of the University if the threats or acts of violence affect legitimate interests of the University.

- Any threats or acts of violence resulting in the conviction of an employee or student of the University, or of an individual performing services on the University's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests of the University.

Examples of Prohibited Conduct

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- Physically harming or threatening to harm an individual, group of individuals, or relatives of those individuals.
- The possession on University property, including the parking lots and in personal vehicles or at University sponsored activities, of a weapon or any kind of incendiary device, or the brandishing of any object that could reasonably be perceived as a weapon even if the employee, student, clinical supervisor, practicum supervisor, contracted service employee or visitor has a permit to carry a concealed weapon.
- Loud, angry, or disruptive behavior that is not appropriate to the University environment.
- Callous or intentional disregard for the physical safety or well being of others.
- Intentional destruction of University or employee or student property.
- Commission of a felony or misdemeanor on or off University property.
- Any other conduct that a reasonable person would perceive as constituting a threat of violence.
- Off-site threats, which include but are not limited to via telephone, fax, electronic, or conventional mail, or any other form of communication.
- Disorderly conduct and other violent and inappropriate aggressive behavior.

Firearms, Fireworks, and Weapons

The possession or use of firearms, ammunition, fireworks, major and minor explosives, or any lethal weapon is strictly forbidden anywhere on University properties, facilities and grounds even if an employee, student, clinical supervisor, practicum supervisor, contracted service employee or visitor has a permit to carry a concealed weapon. This includes, but is not limited to, guns, stun guns, knives or swords (except for kitchen knives possessed and used in their intended manner), martial arts weapons and brass knuckles. It also includes all air rifles/air pistols (a.k.a. BB guns) or any other type of instruments capable of hurling a potentially lethal projectile (slingshots, dart guns, paintballs, bows and arrows, etc.), or brandishing of any object that could be reasonably perceived as a weapon. Violation of this policy will result in disciplinary action.

Exceptions

All persons covered by this policy are strictly prohibited from carrying firearms or any weapons as defined and described above except for the following:

- Law Enforcement Officials
- Campus Safety Personnel designated as armed in accordance with university job requirements
- Officials in conjunction with a sanctioned athletic contest where the weapon (starter pistol) is required for the activity.
- Participants in connection with historical displays, military ceremonies, and theatrical performances where the weapon is required for or is a central part of the activity provided that prior authorization is granted by the President or his/her designee.

Procedure

All complaints of campus community violence are treated seriously. Anyone may seek advice, information or counseling on matters related to workplace violence without having to lodge a complaint. Persons who feel they are being threatened, or are uncertain as to whether what they are experiencing are acts of violence are encouraged to talk with a member of the University community with whom they feel comfortable. Staff of the Counseling and Psychological Services Center (CAPS Center), the Human Resources Department or the Campus Safety Department are among those who can offer such assistance.

Anyone who is subject to, witnesses, or has knowledge of acts of violence or threats of imminent violence which require immediate response, shall immediately contact Campus Safety and Security. Anyone who is subject to, witnesses, or has knowledge of violent behavior of any of the types listed above or has reason to believe that violent behavior may occur at or in connection with activities of Misericordia University, is required to report it immediately to a supervisor, Campus Safety or the Human Resources Department. Dissemination of information relating to the issue shall be on a need to know basis, in order that the right to confidentiality of all individuals involved is safeguarded as fully as possible. Individuals should feel free to raise concerns and make reports without fear of reprisal.

If the source of such inappropriate behavior is a member of the public, the response may also include prohibiting the person(s) from University owned or leased premises, termination of business relationship with that individual, and/or prosecution of the person(s) involved. In addition, each employee or student who receives a protective or restraining order which lists University owned or leased premises as a protected area is required to provide Campus Safety and Security and the Human Resources Department with a copy of such order.

This policy should not preclude the governance of the University from investigating alleged threats or acts of violence absent a complaint, and disciplining employees and students should such abuses be proved to be factual.

Room Entry Policy

University officials, (including but not limited to; Residence Life, Campus Safety, Dean of Students or designee, Maintenance staff) reserve the right to enter a student's room, locked or unlocked, at any time deemed necessary for rule enforcement, health and safety inspections, maintenance, repairs, illness, hazards and other emergency situations. University officials and Residence Life staff will attempt to notify the residents in advance of a room entry.

Search Policy

University officials (Campus Safety, Residence Life, Dean of Students or designee) reserve the right to enter and search a room and/or belongings of any student or guest upon reasonable suspicion of:

- Violation of University policy
- Health and/or safety concerns

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident/s of the room whenever possible prior to the search. A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot

be given to law enforcement officers by University Officials. When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result.

Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guest. Guests who are present on the property of Misericordia University are subject to all University rules and policies.

Campus Safety Office

The Campus Safety Department is located in Room #7, ground floor of Mercy Hall. The department maintains a 24-hour, seven-day-a-week, communication, security dispatch and remote surveillance camera system at this location. Officers engage in both foot and mobile patrols on the upper and lower campuses and at adjacent University owned properties. The department is comprised of the Director, Operations Manager, Coordinator, two Safety Supervisors, and 22 full-time and part-time Safety Officers. Officers are trained in response to emergency situations, first aid, CPR, automatic external defibrillator (AED), and the use of Naloxone (Narcan) – anti-opioid overdose devices. Officers work in both an armed and unarmed capacity, and have detention authority when appropriate to preserve a safe and secure campus. Supplemental armed security personnel may be employed during certain events and situations. Response to critical situations on campus, including active shooter and/or mass casualty events, is a carefully coordinated effort between Campus Safety, local law enforcement, and other emergency responders.

Closed Circuit Surveillance System

Misericordia University utilizes a system of video cameras and closed circuit televisions to monitor and record activity on University property. All video monitoring and related recording conducted by the University shall be limited to locations in which a person does not have a reasonable expectation of privacy, and conducted in a manner that is professional and ethical, and that is consistent with all relevant University policies.

In general, camera locations are indicated with appropriate signage. However, the University may have cause to utilize the system in the course of conducting an investigation into conduct which violates law, University policy, or otherwise poses a threat to campus security or safety, or in the course of assisting in a law enforcement investigation. Under these circumstances, there shall be no notification that locations being monitored for any of the purposes set forth above are under video surveillance.

Information obtained through video monitoring and/or recording is deemed to be Confidential Information pursuant to the University's Confidential Information Policy, and will also be used for the following purposes:

- To assist the University in its efforts to provide a safe and secure campus;
- For purposes of a University investigation;
- To ensure compliance with University procedures;
- When necessary due to exigent circumstances, for the assistance of duly authorized law enforcement officers;
- In conjunction with special events.

Local Law Enforcement

Misericordia University is comprised of upper and lower campus areas which are located within Dallas Township and Dallas Borough, Pennsylvania. The Campus Safety Department maintains a positive working relationship with those municipalities. The Campus Safety Department cooperates fully with all federal, state and local law enforcement agencies. Arrests for criminal activity are within the scope of the appropriate law enforcement investigating agency.

How to report Criminal Incidents and other Emergencies

It is the policy of Misericordia University to protect the rights of all individuals and foster a safe environment for all students, employees and visitors, free from threat and victimization. Conversely, members of the campus community are expected and required to comply with all federal, state and local laws. Any member of the community who has been the victim of a crime, has observed, or has knowledge of a criminal incident or emergency, should immediately report this information to the Campus Safety Department at 570-674-6300. This number is monitored 24 hours a day by Campus Safety personnel. The Campus Safety Department will investigate all complaints. Victims of criminal acts will be advised that violations of the law can be referred to the proper law enforcement agency for possible criminal prosecution at their request. The Campus Safety Department initiates timely warnings as necessary to the University community regarding criminal activity and emergencies.

To directly report a crime to the local or state police, dial 911. The 911 system is available to every member of the University community. If you dial 911 from a hard-line, on-campus phone, the Campus Safety Department will receive notice of the location of the call. Calls from cellular phones do not have this automatic tracking feature. Call takers at the 911 center are dependent on information provided by the caller. Make an effort to know your surroundings and provide an accurate description of the events in order to obtain a timely and effective response.

Voluntary, Confidential Reporting

Voluntary, confidential reporting of criminal activity is an available option under most circumstances. If you are the victim of a crime or want to report a crime you are aware of, but do wish further action by the University or criminal justice system, an available option is to file a voluntary, confidential report. Depending upon the circumstances of the criminal activity, you may be able report an incident while remaining anonymous. In these cases, your personal information will remain confidential, while the University can take steps to ensure your safety and the safety of others. These reports allow the University to maintain accurate statistical records and are included in the Annual Security Report. In limited circumstances, your confidentiality may not be guaranteed. You will be informed in these situations. Information disclosed to members of the Counseling and Psychological Services staff (CAPS) and members of the clergy will be kept confidential unless a serious risk of danger exists to the campus community.

Daily Crime and Fire Log

The Campus Safety Department maintains a daily log, which is on display at the main Safety Desk. The log is a record of all crimes, fires and fire alarm activations reported to the Campus Safety Department. This log, which is open for public inspection, lists the nature, date, time, general location and disposition of all above listed incidents reported to the Campus Safety Department. The Campus Safety Department submits monthly information to the Pennsylvania State Police – Uniform Crime Report. Crime statistics

gathered by the Campus Safety Department for the most recent three-year period are published in the Campus Safety Handbook and available for review by students, staff and the public at Campus Safety's website.

Security Programs and Services

Crime prevention

Crime Prevention suggestions are offered in the Campus Safety Handbook.

Building and Grounds

Campus Safety Officers conduct quarterly comprehensive safety inspections which involve all University owned properties and the exterior areas. These inspections include lighting surveys, fire extinguisher status, walkway conditions, and many other areas of increased risk. Facilities work orders are submitted to correct and improve lighting efficiency and other areas of concern which are identified through the safety inspection process. The facilities staff attends to the campus buildings and grounds with a concern for safety. They are available to respond to calls for service regarding unsafe facility conditions. These conditions include unsafe steps, rails, icy/snow covered walks and/or parking lots. The facilities staff also attends to inoperable locking mechanisms. We encourage any member of the University community to report a concern about physical security or safety to the Campus Safety Department at 570-674-6300.

Missing Persons

If a member of the University community has reason to believe that a student who resides on campus is missing, they should immediately notify the Campus Safety Department at 570-674-6300. The Campus Safety Department will investigate reports of missing persons and make every effort to locate the student in conjunction with Student Life. The Dean of Students will notify the student's contact person, if provided, 24 hours after the student is deemed to be missing. Contact information provided by the student will be confidential, accessible only to authorized University officials and law enforcement and will not be disclosed outside of a missing person investigation. If a missing student is under the age of 18, the University will notify a custodial parent or guardian in addition to any additional contact person designated by the student. Campus Safety will also report the missing student to local law enforcement within twenty-four (24) hours. **Certain circumstances may exist, such as possibility of abduction, emotional concerns, and threat of violence, which will result in notification to law enforcement prior to the 24 hour time period mentioned above.**

Access to Campus Facilities

The Campus Safety Department is responsible for locking and unlocking all campus buildings as needed. All administrative and classroom buildings are locked following the regularly scheduled use for the day and evening.

Identification to authorities

Students are required to carry their identification cards at all times and present them to a Safety Officer upon request when attempting to gain access to University properties.

Emergency Telephones

Emergency telephones are located throughout the University campus. These phones connect directly to the Campus Safety Office. Hard line phones are located in the lobby areas of residence halls and other

University buildings. The Campus Safety Department can determine the location of callers from emergency phones as well as any calls originating from hard line phones on campus. Cell phone calls **cannot** be automatically traced to a caller's location when 911 and/or Campus Safety is contacted. Please provide a detailed description of your location when reporting an emergency from a cell phone.

Emergency Notification/Response

If a serious injury, illness or other emergency occurs on campus, contact Campus Safety at 570-674-6300 (ext. 6300).

In the event of a serious incident, which poses an immediate threat to members of the Misericordia community, the University has various emergency notification systems in place to communicate information. Some or all of these methods of communication may be used in the event of an immediate threat to the Misericordia community. The methods of communication include emails, text messaging, public address and a siren. The University will post updates during a critical incident on the MU web site and various social media outlets.

MUALERT

MUALERT is the emergency notification system used to notify the campus community upon the confirmation by the Campus Safety Department of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees or students. MUALERT notifications are immediate and provide members direct access to news and instructions. To fully participate in this system, students and employees need to provide the University with key contact information such as a cell phone number and an email address.

Members of the University community are notified annually regarding registration procedures and access to the MUALERT system. Registration for MUALERT is available on the main page of myMU.

The Campus Safety Department may consider various forms of information to confirm and verify the threat; including but not limited to, direct witness observation, and Safety Officer or local police investigation.

The Director of Campus Safety will determine the content of the notification and initiate the notification. The notification and its content will be issued without delay, unless in the professional judgment of the Director issuing a notification will jeopardize efforts to assist a victim or to contain, respond to or otherwise compromise the effective control of the emergency. Notification will be sent to entire campus community.

Lost and Found

The Campus Safety Department maintains a lost and found service; reports can be made at the main Safety Desk. Found articles are retained for one year. Articles not claimed are distributed to applicable charitable organizations. Misericordia University is not responsible for misplaced, lost, stolen or destroyed items.

PARKING REGULATIONS

General Information

The Campus Safety Department coordinates all student, faculty, staff and guest parking on campus. Students who wish to park a motor vehicle on the University campus must register their vehicle with the Campus Safety Department. Student vehicle registration permits can be obtained for an annual fee set by the University Administration. Employees, faculty and staff are also encouraged to register their vehicles with Campus Safety. Copies of the parking regulations and procedures are provided in this Handbook and also the Campus Safety Handbook.

MOTOR VEHICLE REGULATIONS

Misericordia University provides parking spaces for employees, students, and visitors in various areas on the upper and lower campus. The following regulations have been adopted by the University and remain in force unless otherwise amended.

Registration of Motor Vehicles

All students who wish to park and operate a motor vehicle on the campus of Misericordia University must register their vehicle with the Campus Safety Department. Persons planning to use more than one vehicle must register and obtain a separate parking permit for each vehicle. Annual fees for parking are set by the University Administration. The vehicle registration process can be initiated on the Campus Safety page of the myMU portal. Payments can be made by credit card or by a charge to your student account. No cash will be accepted.

Vehicles should be registered immediately upon their arrival on campus.

Temporary and guest parking permits are available through the Campus Safety Department.

Parking at Misericordia University is a privilege, not a right, and may be revoked at any time for dangerous driving or flagrant disregard of these parking regulations. The possession of a parking permit does not guarantee a person a parking space in any particular location.

Parking Lots

Parking area designations have been established for your convenience and utilize color-lined identification striping and signage according to the following guidelines:

- **Students:** Students are authorized to park in areas designated by white-lines only which will often include signage indicating student parking or general parking.
- **Employees:** Employee parking is allowed in areas designated by yellow lines and is also authorized in areas identified with signage indicating employee parking or general parking.
- **Visitors:** Visitors may park on Founders Circle in front of Mercy Hall and on parking areas marked general parking, visitor parking, and marked as necessary with special reserved parking signs. Cooperation and timely consideration is requested to reserve special parking spaces for visitors to our campus.

Unless otherwise indicated by special signage, students and employees are not authorized to park on Founders Circle in front of Mercy Hall.

Parking and Operation of Motor Vehicles

Parking and operation of motor vehicles shall conform to Misericordia University regulations, the laws of the Commonwealth of Pennsylvania and the ordinances of all applicable local municipalities.

The following are prohibited:

- Parking in a "No Parking" zone.
- Parking in a fire lane.
- Unauthorized use of a handicapped zone.
- Parking on a sidewalk.
- Blocking a driveway.
- Obstructing traffic.
- Unauthorized use of visitors' spaces.
- Parking an unregistered vehicle on University property.
- Parking in an unauthorized area.
- Failure to move for snow removal.
- Parking is not authorized in any lot or the access road to the Mercy Center.

In addition to Campus Safety Department enforcement, fire lane and handicapped area violations may also be enforced on campus by the Dallas Township and/or Dallas Borough Police Departments.

First-Year Resident Parking

First-year resident students are not permitted to register or park a vehicle on campus. Individual exceptions may be granted on a limited basis through the Vice President of Student Life.

Penalties for Violation of Regulations

- Enforcement of parking will begin the first day of the fall semester.
- Parking violation fees vary according to the offense. Unregistered vehicle violations, unauthorized parking in handicapped areas and failure to move vehicles during campus snow removal, carry more significant fines than standard violations. Parking violation fees are set on an annual basis by the University Administration.

- All fines must be paid to the Student Accounts Office, first floor of Mercy Hall, weekdays between 9:00 a.m. and 4:00 p.m.
- Multiple parking violations and parking in hazardous areas may result in the vehicle being towed from University property and/or parking privileges being suspended or revoked. Payment of fees charged by the towing contractor, including daily storage fees, is the sole responsibility of the vehicle owner/ operator. The University is not affiliated with the towing contractor and will not intervene with the retrieval of a student's vehicle once the vehicle has been towed.
- Unpaid parking fines will be assessed to the individual student's account and considered as any other amount due the University. Final grades will not be released until all parking fines are satisfied.

Handicapped Parking

Handicapped parking is available on the University campus and is designated by signs. Only vehicles bearing official handicapped parking license plates and/or official handicapped parking permits are authorized. The Campus Safety Department, in conjunction with the University Health & Wellness Center, will issue a temporary handicapped parking permit after consideration of a physician's note.

Parking Ticket Appeals

Parking appeals are coordinated and scheduled through the office of the Student Government Association (SGA), located in the Banks Student Life Center. Appeals must be made within 5 days of the violation. Appeal forms can be found outside the SGA Office and/or on myMU under the Campus Life tab, (click on SGA); or at this link. Please explain in detail the reason for your parking appeal.

Disabled Vehicle Services

The Campus Safety Department will assist disabled motorists on the University campus by contacting AAA Road Service, a family member, or an auto repair shop. The Campus Safety Department will also attempt to jump start a vehicle with a battery booster– Student's may also borrow this equipment - ID is required. The Campus Safety Department does not provide vehicle lock-out services.

Campus Snow Removal Efforts

During snow removal, students and employees will be instructed to move their vehicles to specific parking locations according to the respective snow removal plan. Advance notice will be provided. Failure to move a vehicle upon request may result in the vehicle being towed at the owner's expense.

ALL MOTOR VEHICLES OPERATED ON OR PARKED ON UNIVERSITY PROPERTY ARE DONE SO AT THE OWNER'S RISK. MISERICORDIA UNIVERSITY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS BY FIRE, THEFT, ACCIDENT, OR VANDALISM.

Driver Training and Authorization

The Campus Safety Department provides driver training to those individuals 21 years and older interested in operating University-owned vehicles including multi-passenger vans. The training program consists of multi-media instruction, testing, and an on-road driving evaluation. Drivers of the age of 21 and over must have an acceptable driving history report to receive authorization as a University-approved driver. There is no cost associated with this training. Contact the Campus Safety Department at 570-674-6300 for further information and scheduling.

Student Transport Service

A campus shuttle transport service for students and staff members between the upper and lower campus areas is available through the Campus Safety Department. Student Transport Officers are on duty from 7:30am to 9:30pm Monday through Thursday, and until 7:00pm on Friday; and run on a continuous loop schedule. Pick Up/Drop Off areas are located at Passan Hall and the Banks Student Life Center bus shelter. Student Transport shuttle service from other areas including the Machell Ave. residence hall can be requested by calling the Campus Safety shuttle line at 570-674-6302.

Student Life/ Services

Campus Store

Textbooks and other school items may be purchased in the University Bookstore in the Banks Student Life Center. All forms of payment, including Flex dollars are accepted.

Store Hours:

- Monday - Friday 8:30 a.m.–8:00 p.m.
- Saturday 10:00 a.m.–4:00 p.m.

(Special hours during peak periods)
Web: https://www.bkstr.com/misericordiastore/home Phone: 570-674-6271

Bus Service

The Luzerne County Transportation Authority includes Misericordia University on its bus route daily, Monday through Saturday. The schedule can also be accessed at www.lctabus.com, or call 570-287-8463 for more information.

Campus Ministry

Campus Ministry at Misericordia University serves the Mission of the University by making visible and effective our Mercy Charisms and Catholic Tradition. We seek to respond to the Critical Concerns of the Sisters of Mercy through advocacy, education and action.

We seek to reach out and respect persons of all faith backgrounds and traditions while inviting them to join us in our mission.

We do this by nurturing and celebrating our faith through prayer and liturgies; educating our students in Christian values, morals, leadership and decision making; developing in our students practices of prayer and reflection; fostering a passion for social justice issues that enable our students to be an advocate on behalf of those who are poor and oppressed; empowering students to be leaders in the community and on campus.

Liturgical Ministries

- Eucharistic Ministers
- Hospitality Ministry for the Liturgy
- Lectors
- Liturgical Choir
- Sacristans

Spirituality and Faith Formation

- Bible Studies
- Faith Sharing
- Praise & Worship
- RCIA
- Retreats

Service to Others

- Adopt a Grandparent at Mercy Center
- Adopt-a-Veteran
- Blue Chip Farms
- Dallas Adult Active Center
- Dorothy Day Catholic Worker Farm
- Habitat for Humanity
- Hospitality Ministry
- Kids on Campus/ WWC Program
- Serendipity Therapeutic Horseback Riding Program
- Soup Kitchen
- Starry Knights Tutoring
- St. Joseph's Center Daycare (children with special needs)

Social Justice

- Catholic Relief Services Student Ambassadors
- Immigrant/Refugee Ministry
- Students for Life

Service trips

- Jamaica Experience
- Spring Break Service Trips
- Fall Break Service Trips
- Special Mercy Leadership conferences and workshops for Students

Community Outreach Programs

- Community Work Study Program
- Days of service on and off campus
- Holiday Meals Outreach program
- Hunger and Homeless Awareness Week

Mass Times and Reconciliation

All Catholic Liturgies are celebrated in the University Chapel unless otherwise noted.

Sunday Evening Liturgy 7:00 pm

Weekly Liturgy schedule is Tuesday 7:00 pm

The Sacrament of Reconciliation is celebrated once a semester as a communal service. Individual reconciliation is celebrated anytime upon a special request.

Campus Ministry Office Phone Numbers

Dr. Christine Somers, Director: 570-674-6314
Sean Farry, Campus Minister: 570-674-6315
Lindsey Riddell, Community Outreach Coordinator: 570-674-8041
Georgia Young, Administrative Assistant: 570-674-6495

Commuter Life

Services for commuter students are coordinated by the Assistant Dean of Students. Student lounges are available for use while on campus, and are located in the Henry Student Lounge (a small building outside of McGowan/Alumnae Hall), in the Banks Student Life Center, Insalaco Hall and on the ground floor of Mercy Hall. All lounges are non-smoking and are open during a wide variety of hours to meet the needs of traditional, evening, weekend, and part-time commuter students.

Communication is very important at Misericordia University. The University intranet, myMU, is used extensively to communicate with all members of the University community. myMU can be accessed both on- and off-campus. Students can also find information posted on bulletin boards in the Banks Student Life Center.

Commuter students are encouraged to become involved in all aspects of campus life, especially the Commuter Council. This organization was established to connect commuters to the University and provide them a forum where they can bring their opinions and needs. Meetings are held monthly and a reminder is emailed through myMU to all commuters reminding them of the time and location of the meeting. Commuter students are encouraged to sign up for the Commuter list serve during the annual Club Fair.

Commuters are encouraged to utilize all University services and participate in campus activities. A listing of all student activities programs can be found on the Campus Life tab on myMU.

Commuter meal plans and flex dollars are available through the Student Accounts Office. The meal plans or flex dollars can be used in the student dining room, Chick-fil-A, or the Chopping Block; located in Banks Student Life Center. Contact Student Accounts at 570-674-6429 for more information regarding meal plans and flex dollars.

For information or updates on how the current weather conditions affect school closing, and for class cancellations, school closings, or delays, check myMU or call: Commuter Hot Line 570-674-6311 as early as 6:00 a.m. In addition, local news and radio stations will broadcast information concerning school closing or delays.

Counseling and Psychological Services Center (CAPS Center)

Counselors are available to meet with students to explore a wide variety of issues. Common concerns addressed are stress, anxiety, depression, relationship issues, academic distress, and substance abuse/addiction issues. The counseling staff is committed to helping students find appropriate and effective ways of managing their areas of concern.

All students are eligible for at least one initial assessment and consultation session to discuss their concerns and receive recommendations about potential services and resources. Regarding individual counseling services, only full-time undergraduate and graduate students are eligible for ongoing individual counseling services beyond the first session. After participating in the initial assessment and consultation session, students enrolled part-time will be provided with information about local resources that provide individual counseling as well as other services.

All students (i.e., part-time, full-time, undergraduate, graduate) are eligible to participate in all of the other services that the CAPS Center offers, including couples counseling, workshops, group counseling, substance abuse and addiction counseling, consultation services, referral services, and crisis intervention. The CAPS Center also sponsors several student peer associate groups (e.g., Active Minds, HOPE, and Peer Advocates) and offers outreach programming on a variety of personal development topics and issues throughout the academic year.

All counseling services are provided free of charge to currently enrolled students. Additionally, the topic of confidentiality is taken very seriously at the CAPS Center, since counseling often involves sharing personal and private information.

Confidentiality is maintained in compliance with state and federal laws as well as professional ethics and standards. Client files at the CAPS Center are securely stored separately from students' academic, medical, or career services records.

Information may not be released to anyone without the written consent of the student, except in rare cases, such as dangerousness to self or others, which the counselor will discuss in greater detail at the first session.

Regarding referrals, the CAPS Center utilizes a short-term counseling model and is not equipped to treat all types of psychological concerns. Some students may require more specialized or comprehensive treatment than what we can offer and will be referred to resources in the community. If applicable, the counselor will discuss these options in greater detail and answer any questions to support the student in making informed decisions. If desired by the student, the CAPS Center is also available to consult with any current or prospective providers to provide information and help to ensure a smooth transition for continued care.

Counseling appointments may be made during normal business hours (8:30 a.m. – 4:30 p.m.) by visiting the CAPS Center, located on the lower level of McGowan Hall, or by calling 570-674-6408. Faculty, staff, or students who would like to consult about a concern or refer a student may call the CAPS Center at 570-674-6408 or walk with the student to the CAPS Center during business hours to ensure immediate access to a counselor. A Counselor On Call is also available 24/7 for crisis situations on campus and is accessed by contacting an RA/RD or Campus Safety at 570-674-6300 (Note: The Counselor On Call system is not in operation over holidays, fall/winter/spring breaks, or over the summer).

Guidelines for Students with a History of Mental Health Concerns

These guidelines are offered to help students who have either past or present mental health concerns while preparing for the transition to college.

- Start planning early for a health transition to college – prevention helps.

- Meet with your psychiatrist, medical doctor, and/or mental health professional to review medications you currently may be taking, discuss anticipated stresses related to the transition to college life and leaving home, and develop relapse prevention strategies.
- Take your medication as prescribed. Contact the MU Health & Wellness Center should you need medication monitoring or refills. Do not wait until you run out or until you have symptoms – make contact early! Be careful not to self-medicate using alcohol, other drugs, or food.
- If you are a local resident, consider continuing to meet periodically with your mental health professional during your first semester at college rather than starting counseling with someone new and adding to the stress and changes you are experiencing.
- Develop a stress management plan and get adequate sleep. Increased stress and lack of sleep are often factors in the recurrence or enhancement of a mental health concern.
- Have a plan to follow if symptoms of your condition begin to recur or intensify. Respond quickly rather than putting off action. This can help you feel better more quickly and minimize the possible negative impact of a relapse on academic and social activities.

We highly recommend that you contact us to schedule an appointment in the CAPS Center at 570-674-6408 prior to the move-in date so we can help you access support for a smooth transition. In addition to providing counseling services, we can assist you in connecting with other campus and community resources.

First Year Experience Program

The First-Year Experience (FYE) Program provides first-year students the opportunity to acclimate to the University experience during their first semester at Misericordia. Through weekly classroom workshops, all first-year students will explore topics such as the history of Misericordia, ethical behavior and academic integrity, information literacy, Misericordia University's Guaranteed Placement Program (GPP), and advising and registration. Students will have the opportunity to interact with faculty and peers by engaging in small group discussions and activities.

Health & Wellness Center

The student Health & Wellness Center, located on the lower level of the Anderson Sports/Health Center, is under the direction of a full time, Board Certified Family Nurse Practitioner (DNP, FNP-BC). The staff also includes a part time Nurse Practitioner, a Registered Nurse (RN), and an Administrative Assistant. As reflected in its name, the Center is dedicated to the health and wellness needs of our students here at Misericordia University. Our goal is to provide the best possible evidence-based health care in a manner which is competent, compassionate, confidential and timely, all within an atmosphere of mutual respect and responsibility without regard to race, gender, ethnic heritage, or sexual orientation. The Health & Wellness Center adheres to the principles and standards of ethical conduct endorsed by the American College Health Association: To do no harm, provide services in a caring manner, respect autonomy, protect privacy, maintain competence, promote justice, and respect diversity. Furthermore, the Center strives to be exemplars of the Sisters of Mercy's charisms of mercy, service, justice and hospitality in every encounter we have with our patients.

The Health & Wellness Center provides our students with an assessment and treatment for common illnesses. Referrals for more serious health issues, health counseling and education, or needing one of the FNP's or the RN to make a visit to a residence hall are all provided at no additional cost to our

students. Services such as laceration repair (suturing), and yearly physical exam will incur a small fee for service to cover costs of materials. Students that are not registered with Magnus will be charged a $25.00 fee for services. Faculty members, staff and visitors are advised to seek care from their primary care providers *(PCP).* In the event that a student should miss class due to illness, it is his/her responsibility to contact their professor and advise them of the situation. The Health & Wellness Center can issue a note stating that the student was indeed seen in the Center, but by no means does this qualify as an excuse. Furthermore, if a professor should desire, they may call the Center to confirm that a student was evaluated by the medical professional, but no information about the condition or treatment will be given. Students requiring hospitalization, or those afflicted with an acute or long term illness that requires several days in bed and restriction from class, will be advised by the Center's Director to return to their homes until classes can be resumed. For the safety of all students, it is required that students diagnosed with a communicable disease (measles, chicken pox, etc.) be sent home. Permission to return to campus must be provided in writing from the student's primary care provider.

Within the Health & Wellness Center is the Self Care & Resource room. This room is designed as a teaching model in order to encourage and empower our students to be proactive with their health care needs. This room contains a plethora of up-to-date educational materials in addition to basic over-the-counter (OTC) medications and supplies – all at no cost to our students. In addition, through a partnership with several local Pharmacies and Pharmedix, the Health & Wellness Center keeps on hand a supply of commonly used prescriptions in order to provide convenient, point-of-care service for our students. There is a $10.00 charge for these prescriptions. In keeping with our Catholic values, the Health & Wellness Center does not distribute condoms or any other type of birth control.

All full-time students, regardless of their housing status, are required to submit all health forms. Such forms include, but are not limited to, an annual physical by their primary care provider; verification of immunization including a meningitis booster after their 16th birthday and an annual PPD; as well as proof of health insurance coverage. The University has chosen to utilize the services of Medicat for the collection of these forms. Students are required to pay a one-time fee of $25.00 for access to the Medicat Portal. As this is a web-based system, the student will have continuous access to their medical records as well as the ability to make updates when needed. Students are required to update their medical forms annually including their insurance information as well as any other changes to health forms. Information regarding Medicat and how to access it will be provided at the one-day orientations which all students are required to attend in addition to the orientation tab. All current students are able to access the Medicat portal by clicking on the Student Life Tab on top of myMU page, then click on Health & Wellness tab to the left, then click on Incoming/Returning Students on the left. Click on the Medicat icon.

Hours of operation are: Monday through Friday 8:30 a.m. to 4:30 p.m. with the Center being closed daily from 12:00 p.m. to 1:00 p.m. for lunch. If medical services are needed after hours students are advised to contact their Resident Assistant (RA) or Campus Safety.

Please contact the Health & Wellness Center at 570-674-6276 should you have any questions.

Insalaco Center for Career Development

Preparing for a successful future demands more than just obtaining a quality education. Truly successful students begin to develop career planning competency as first-year students and build upon this throughout their academic and professional lives. The Insalaco Center for Career Development provides the resources and assistance necessary to turn academic achievement into career opportunity.

Recognizing that the world of work requires life-long learning, the Insalaco Center promotes the development of short-range goals as part of long-range career plans. This approach helps ensure that students build flexibility into their career plans. The Insalaco Center serves all University students and alumni with its career resources and team of professional staff. The mission of the Insalaco Center is to prepare students for employment, graduate school or professional school, and to provide them with the necessary knowledge to manage their careers throughout their working lives.

Guaranteed Placement Program

The Insalaco Center coordinates the Guaranteed Placement Program, which is designed to connect students' academic and co-curricular learning in order to position them for success in today's and tomorrow's job markets.

The Insalaco Center provides the following services:

- Individual career consultations
- Resume and interviewing skill development
- The Choice Program for undeclared students
- Career assessments by MBTI and Strong Interest Inventory Certified staff
- Experiential education assistance including internships, externships, part-time and summer jobs
- Shadowing opportunities
- Job search assistance
- Graduate and professional school advising and resources
- Employment skill development and training
- On-campus recruiting, job fairs and employer information sessions
- Career exploration resources

Student Leadership Transcript

The Student Leadership Transcript (SLT) at Misericordia University affords all students the opportunity to compile a record of their extra-curricular involvement and achievements. Students will work closely with the Insalaco Center for Career Development to develop their personal record of leadership development over the course of their years at Misericordia University. The SLT, along with their academic transcript, will be issued to all prospective employers and graduate schools at the request of students.

For more information about the Insalaco Center for Career Development, visit our office in Room 10 on the first floor of McAuley Hall, phone 570-674-6409 or email iccareer@misericordia.edu. You can also visit online at their website.

Post Office

The Post Office is located in Banks Student Life Center. It is an official contract branch of the United States Postal Service. Here are some important things to note about the Post Office at the University.

- Open Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Closed Saturday and Sunday.
- Out-going mail is picked up by the Dallas Post Office at 3:30 p.m. daily, Monday through Friday.
- All mail is delivered to student boxes daily.
- Fed Ex is delivered after 10:30 a.m. daily.
- UPS and Fed Ex Ground are delivered after 3:00 p.m. daily.
- Students will be notified of delivery of packages via email or text.
- Services offered include the same as any USPS Postal Office. These include, but are not limited to: money orders, stamps, priority, media, certified and insured mail. UPS and Fed Ex Service are also available.

Mail addressed to you should follow this format:

Jane Smith
Misericordia University 301 Lake Street, **Box xxxx**
Dallas, PA 18612-1090

Your address must include your Box Number. Mail that does not include a Box Number may be delayed. Please do not use room numbers on your address. Please make sure that all mail sent out has the correct return address and box number. If mail is returned, the Post Office can properly identify the person who has sent the letter and return it.

The University does not assume responsibility for lost or stolen mail.

Mailboxes are assigned to students who live on campus. There is a $5 charge for lost mailbox keys.

Mailbox keys must be returned to the Campus Post Office if you are:

- Graduating
- Withdrawing from the University
- Moving off Campus

Students will be charged $50 if the key is not returned by the end of the current term.

Residence Life

The Office of Residence Life works to improve the quality of life in all residential facilities and to promote personal development through community living experiences. The office, through its staff of resident hall directors and resident assistants, can address student concerns, ranging from roommate difficulties to the physical condition of a student's room. The staff also provides residents with a wide range of recreational, educational, and cultural programs to enrich their experience. Administrative functions, such as housing assignments and replacing keys, are also handled by this office.

Misericordia University manages ten residential facilities: McHale Hall, Alumnae Hall, Gildea Hall, MacDowell Hall, McGowan Hall, Townhouse Complex, two houses on Lake Street, and the Machell Avenue Graduate Residence.

- McHale Hall - is a traditional standard double room residence that houses first year students. It is co-ed by floor/wing and is equipped with air conditioning, elevator access and a micro-fridge (mini-fridge, freezer, and microwave) unit in each room. Fireside Lounge is located on the main floor and serves as a recreational area with a full kitchen facility.

- Alumnae Hall – is a traditional co-ed standard double room residence that houses first year and upper class students. This residence is connected to McGowan Hall where students share modern recreational lounges, study areas and a full kitchen facility. A micro-fridge (mini-fridge, freezer, and microwave) unit comes with each room.
- Gildea Hall – are suites for upper class students, co-ed by unit and holding three, six or seven occupants. All suites contain a full bath and common room area. The facility is air conditioned with elevator access and offers recreational/study lounges and kitchenettes. In each suite, a larger micro-fridge (refrigerator, freezer and microwave) unit is in the common room to accommodate the larger number of students.
- McGowan Hall – is a modern double room facility for upper class and first year students with a private full bathroom shared with the bedroom next door. A micro-fridge (mini-fridge, freezer, and microwave) unit comes with each room. The second and fourth floor lounges are equipped with a full size kitchen and study areas. The third floor lounge contains all the same amenities minus the kitchen.
    - The R.E.A.C.H. (Residents Excelling in Academics, Community, and Health) program is located on designated floors in the building. This community is committed to academic excellence and a substance- free lifestyle.
- Townhouse Complex - consists of eighteen individual townhouse units for upper class students. Each is equipped with four bedrooms, two bathrooms, a common living room and kitchen. This residence is co-ed by unit and houses six students.
- Lake Street Houses - are houses on the lower part of our campus for upper class students that offer the full amenities of a typical household with a kitchen and laundry facility.
- MacDowell Hall- consists of three and five person apartments. The three person apartments have one single bedroom and one double bedroom, while the five person apartments have one single bedroom and two double bedrooms. All apartments are air conditioned, have full kitchens (stove, refrigerator, microwave and dishwasher), a furnished living room, and a bathroom. The building has on-site laundry and two lounges.
- Machell Avenue Residence – this Graduate housing facility consists of nine single rooms and four double rooms. The facility is air conditioned and has a full size kitchen, living room, on-site laundry, parking and five bathrooms.

At Misericordia University, the residential facilities serve two purposes in accommodating a student's overall university experience; to live and to learn. Living and sharing with others is a vital part of one's educational experience at Misericordia. Through programming, the Residence Life department provides opportunities for students to build relationships and connections that will last a lifetime. Within the residential facilities, students are challenged to make decisions that not only affect their lives, but those around them as well. The Office of Residence Life assists the residential students in their academic success and growth as a professional and a person. Residence Life staff members work in unison with the students to create and maintain an environment conducive to academic success and individual growth.

The success of the residential program depends on the willingness of each student to accept responsibility for their actions. Community guidelines, which highlight current information regarding Misericordia University's policies, regulations and student responsibilities, have been created and can be found in the Student Handbook.

The Director of Residence Life oversees the residential program with the support of two Area Coordinators, three graduate Resident Directors (RD's) and 31 undergraduate Resident Assistants (RA's). We understand that making the transition from living at home to college life can be a challenge for everyone involved. As professionals, we try our very best to make these transitions as easy as possible and strive to help your son / daughter develop into a responsible, healthy adult.

Part of exploring this newfound sense of independence involves your student being able to raise concerns and take care of problems on their own. Even though it is hard for you to listen to them when they call home upset, the best thing you can do is just listen, be supportive, and encourage them to seek help from their RA or someone in the Residence Life department.

We value the experience which comes from having a roommate and living in a supportive community. First year students in McHale and Alumnae Halls are assigned at least one roommate. Roommate pairings are made by the lifestyle preferences / requests as well as through Themes which students rank according to preference which are associated with their First Year Experience (FYE) course. Students complete online forms after their deposit with the university so Residence Life can create the roommate pairings. There are no single accommodations for first year students. Your son / daughter's specific room assignment can be viewed by logging on to the Residence Life page on myMU. Students are notified by email when placed are complete and ready to view. Students are encouraged to contact their roommate(s) to begin to get to know them prior to their arrival and to avoid bringing duplicate items for their room.

Due to Misericordia's high retention rate of students and a substantial incoming enrollment, from year to year the university may find it necessary to triple some first year students. (All students who are tripled live in McHale Hall.) Information regarding the tripling process is presented during the Summer Orientation days in June and July.

Knowing that having a new roommate(s) can require a lot of adjustment, we have well trained staff members on each floor (Resident Assistants) to help your son/daughter with any problems that arise. The majority of roommate problems occur over lifestyle habits and lack of communication. The granting of room changes is not automatic and is not viewed as an effective way to resolve conflicts. As part of the educational process, students are expected to compromise on any differences by going through our formal mediation process. During this process, students are taught essential communication and compromising skills that will allow them to effectively resolve their situation and live productively together while appreciating the differences in each other.

Our community is based on respect and responsibility. Students are asked to take an active part in maintaining their community and making sure that the environment stays safe, clean and conducive to learning. Prior to your son / daughter's arrival, the Residence Life Staff and the Maintenance Department, have thoroughly inspected all of the residential areas.

In an effort to make our community safe and conducive to sleep, study and fun, we have established quiet, visitation and overnight guest policies. Common courtesy is expected at all times. Our halls are locked around the clock and students have an access card to their building on their student ID and a key to their individual room. There is a Residence Life Staff member on duty each evening to handle any problems or emergencies. All staff members are highly trained to handle any type of situation including medical emergencies.

Studies have shown that students who have become more involved with their surroundings are more likely to succeed. The Residence Life program offers a variety of ways for the students to become involved with their community. RA's sponsor over 350 programs each year. Our department offers leadership opportunities such as the RA position and the Residence Hall Association (RHA). We are proud of the fact that at Misericordia University those students who live and participate in our on-campus housing communities have, on average, a grade point average of 3.2 or higher.

Consolidation of Vacancies

When vacancies occur in a student's room, the remaining student will be given another roommate or be reassigned to another room. The Director of Residence Life reserves the right to make any necessary changes in roommates and room assignments.

Meal Plans

All students living in university housing are required to have a meal plan. This is non-negotiable; if there is a concern, please contact the Dean of Students. Information regarding the various meal plan options can be found on-line under the Misericordia First-year Orientation page on myMU.

Personal Property

The University assumes no responsibility for insurance on personal property of students. Any student who wishes to have this kind of protection must make his / her own arrangements through your own insurance policy. The University is not responsible for losses in cases of fire, theft, water damage, and similar occurrences. Students are advised to leave valuable articles at home.

Requirements for On-Campus Housing

The University has determined that in the best interests of the students, the institution, and the community, that all traditional entering first-year students whose permanent residence is further than a 40 mile radius of the University are required to live in campus housing for a minimum of 2 academic years (4 academic semesters).

On-campus housing is provided for full-time undergraduate (12 credits or more) students under the age of 25 who have not earned an undergraduate degree. Exceptions may be made on an individual basis depending on the circumstance and the availability of space; however, students 25 years or older may not reside on campus.

Resident students must provide the university with proof of health insurance, meningitis, TB and MMR vaccinations. Failure to provide or maintain this status will result in the loss of housing privileges.

Each residential student must sign the Campus Housing Agreement. This agreement is binding for the entire fall and spring semesters and states that the student will remain in residence for the duration of this agreement. Any release from this agreement is permitted only under the conditions of academic withdrawal, dismissal, verified medical reasons, or other extenuating circumstances, and only with the approval of the Director of Residence Life. Any request for release must be submitted in writing to the Director of Residence Life and will be evaluated on a case-by-case basis at the University's sole discretion. A student from the greater Dallas area wishing to leave campus housing and move home with his or her immediate family must petition, in writing, for a release from their Campus Housing Agreement for the spring semester on or before December 1 of the year prior, to the Office of

Residence Life. Percentage of refund of room-and-board fees will be determined by the actual date of departure established by officially checking out and returning all keys to the Residence Life Office.

Residence Halls / Houses Opening and Closing Times

Students are notified of Opening and Closing dates and times via email or myMU. Students may not check into their rooms early or deliver personal property to their rooms before the residential facilities open. (Exceptions are made to students involved in special programs or season Athletics.)

Residential facilities are closed during all University designated vacations and student breaks. No student is permitted to remain during these periods unless permission is granted by the Office of Residence Life for academic and / or athletic related reasons. Opening and Closing dates follow the Academic calendar and can be found on-line and in the Student Handbook.

Students who are not able to comply with these instructions are advised to make suitable arrangements elsewhere or with area motels. If transportation problems arise, students must make other arrangements.

At the end of each semester, students are required to leave within 24 hours of their last exam or no later than the closing hour of the halls on the last day of exams, whichever is earlier. Closing instructions and procedures will be given to all residential students at least one week prior to closing.

Room Changes

The granting of room changes is not automatic and is not viewed as an effective way to resolve conflicts. Students are expected to compromise on any differences in their lifestyles. A formal mediation process is set into action prior to any discussion of a room change. It is important to remember that students often have differing expectations for what their roommate should and should not be and to understand that roommates do not have to be best friends.

Students who fail to follow the guidelines regarding room changes and move without the approval of the Director/Assistant Director of Residence Life will face disciplinary action which will include a $25 charge.

MU reserves the right to room assignments/reassignments for the benefit of the community as determined by MU.

There are two designated times during the Fall semester when students can apply for room changes or a roommate swap. Dates and times for these processes will be announced by the Office of Residence Life.

Room Entry Policy

University officials, (including but not limited to; Residence Life, Campus Safety, Dean of Students or designee, Maintenance staff) reserve the right to enter a student's room, locked or unlocked, at any time deemed necessary for rule enforcement, health and safety inspections, maintenance, repairs, illness, hazards and other emergency situations. University officials and Residence Life staff will attempt to notify the residents in advance of a room entry.

Room Selection/Lottery Process

During the spring semester, the Residence Life Office conducts its annual Room Selection/Lottery process for the next academic year. In order to select a room, all students must currently reside on campus and be registered as a full-time student (12 or more credits) for the following fall semester.

- In order to participate, eligible students are required to complete a Campus Housing Agreement form. This form can be found online on the Residence Life page on myMU.
- Students are also required to update their health records by the start of each school year.

All paperwork must be turned into the Residence Life Office by 4:00 P.M. on the designated date. Students will select their room, roommate(s) and meal plan through this on-line system. Specific instructions concerning procedures for room lottery will come out each year at the beginning of the Room Selection/Lottery process. Room Lottery takes place on-line through the Misericordia Room Lottery Site.

Students will be held financially responsible for any damage done to their room or the common areas of the building beyond normal wear and tear. For their individual rooms, **Room Condition Reports (RCR)** are reviewed / electronically signed by each student when they move in and the same inventory is used upon their departure. If there is damage to common areas of the building, we always try to find out who was responsible for the damage. If those responsible do not come forward or are not identified, then the cost will be equally divided among the roommate(s) and /or those living in the wing, floor, or building. It is important to encourage your son/daughter to come forward with any information that they may have in order to insure appropriate billing and / or disciplinary action.

Search Policy

University officials (Campus Safety, Residence Life, Dean of Students or designee) reserve the right to enter and search a room and/or belongings of any student or guest upon reasonable suspicion of:

- Violation of University policy
- Health and/or safety concerns

Authorization to search a room will be given by the Dean of Students or designee. University officials will attempt to notify the resident(s) of the room whenever possible prior to the search.

A student's room cannot be searched by law enforcement unless the student gives consent; or law enforcement provides a warrant or other legal documentation authorizing a search. Consent to search a student's room cannot be given to law enforcement officers by University officials.

When the police are contacted to take possession of evidence or contraband found during a search, criminal charges against the student/guest may result.

Students are responsible for informing their guests of university policies and for their actions. Students may be subject to disciplinary action for the actions of their guests.

Guests who are present on the property of Misericordia University are subject to all University rules and policies.

Special Housing/Medical Accommodations

Students requesting residential accommodations due to a physical, psychological, or health disability / impairment may make a specific housing request through the Office for Students with Disabilities (OSD). To initiate the request, students should submit a Disability Declaration and Release Form and current documentation from an appropriate medical physician or mental health provider which states the current condition along with a description of the recommended, reasonable residential accommodations. Students can send documentations to:

Office for Students with Disabilities
301 Lake Street
Dallas, PA 18612

The confidential request will be discussed with the Residence Life Office and the Office for Students with Disabilities. In the event that the requested accommodations are not available, the OSD office will provide possible alternatives.

Summer On-Campus Housing

Summer housing is only available to full-time students who are registered for summer classes or summer clinical placements. Specific qualifications and/or fees associated with Summer Housing will be released in March each year after Spring Break.

There is NO MEAL PLAN available during the summer. Students may prepare their own meals or may purchase meals at Chick-Fil-A or the Chopping Block. Hours of Operation will be posted.

All university students Code of Conduct and Residence Life policies are in effect for the summer. Any violations will be reported to the Assistant Dean of Students.

Windows and Screens

For health, safety, and maintenance reasons, screens shall not be loosened, propped open, or removed from the windows. Storm windows are not to be removed at any time. In addition, decorations or personal items may not be hung outside the window or placed on window sills or ledges.

Violations are subject to a $100 fine for the first offense and subsequent offenses may result in referral to the Assistant Dean of Students.

Withdrawals

Students who wish to withdraw from the residence halls must submit their release request to the Director of Residence Life. All release requests are reviewed to determine if a release is warranted. If the student is released, a date will be established as to when the student is to depart the residence hall. Students withdrawing from the University must call the Student Success Center at 570-674-6408. An appointment will be made and all necessary paperwork will be completed. Refer to the withdrawal process in the academic catalog for refund policy information.

To find out what items you should bring or not bring, please go to www.misericordia.edu/reslife.

Should you need any further information, please feel free to contact the Office of Residence Life at 570-674-6178.

Student Engagement

The Office of Student Engagement provides a variety of social, educational, service and leadership opportunities for students both on and off campus. Comedians, game shows, musical entertainers, bingo and karaoke are some of the regular weekly events that students can attend on campus. Off campus cultural experiences and sporting events are offered to students in the local community and each semester students can go to NYC to see a Broadway show.

Students who like the outdoors can participate in SOAR (Student Outdoor Adventure and Recreation) activities at state parks, lakes and local ski slopes. A shuttle is run Tuesday, Friday, Saturday and Sunday for students to shop and go to the movies or to local restaurants in the Wilkes-Barre area.

The Director of The Office of Student Engagement works with all students and with class and club advisors as a resource/consultant and as a liaison between student groups. There are over 40 student clubs and organizations that students can get involved in where service is an integral part. All students are strongly encouraged to get involved as a means to enhance their University experience and strengthen their interpersonal and leadership skills.

The 2018-2019 Leadership Development Program will include:

- Orientation leaders training program
- SGA leadership weekend
- Periodic leadership development programs for class/club officers and advisors
- Annual Leadership Awards dinner
- Intercollegiate Leadership Wilkes-Barre Program
- Student Outdoor Adventure and Recreation (SOAR) Leadership Training
- Mercy Leadership Program

Student Financial Services

Administrative Regulation and Payment of Tuition and Fees

Misericordia University students are expected to pay their bills in a timely manner. The Office of Student Financial Services assists students in meeting their obligations and will discuss reasonable payment schedules in extraordinary cases. In order to assure the collection of money due to the University, students with an unpaid balance for tuition, fees, bookstore charges, library fines, parking fines or any other Misericordia University approved fee or fine will be denied the following privileges or services:

- Class registration.
- Participation in graduation ceremonies and the awarding of diplomas. Also, seniors may be denied final exams.
- Transcript issue.
- Residence hall reservation privileges.

Definition of Academic Year

Misericordia University defines its academic year as the period of at least 30 weeks of instructional time which begins on the first day of classes in the fall semester and ends on the last day of examinations in the spring semester. During this period, a full-time undergraduate student is expected to complete a minimum of 24 credits.

The Student Financial Services staff is available from 8:30 a.m. to 4:30 p.m. to discuss individual problems and to advise students in matters regarding financial aid.

Institutional Refund Procedure Relating to Withdrawals

Students who wish to withdraw from the residence halls/houses must state their intention in writing to the Assistant Director of Residence Life, and are required to officially check out of their room within 24 hours. Refer to the withdrawal process in the academic catalog for refund policy information. Students withdrawing from the University must call the Student Success Center at 570-674-6408. An appointment will be made and all necessary withdrawal paperwork will be completed.

QUESTIONS

Concern	Who to Contact	Phone Number
Academics	VP-Academic Affairs or academic advisor	570-674-6218
Athletics	Chuck Edkins	570-674-6294
Campus Store		570-674-6271
Campus Ministry	Dr. Christine Somers	570-674-6314
Campus Safety		570-674-6300
Center for Adult and Continuing Education		570-674-1225
Class Cancellations, Commuter Hotline		570-674-6311
Commuter Life	Callie Rimpfel	570-674-8318
Co-op Education		570-674-6409
Counseling and Psychological Services Center (CAPS Center)		
Appointments		570-674-6408
Counselors	Director – Curtis Wiseley	570-674-6366
	Brittany O'Reilly	570-674-6318
	Caroline Goldschein	570-674-6726
Alcohol/Other Drugs	Darcy Brodmerkel	570-674-6466
Dean of Students	Amy Lahart	570-674-6263
Assistant Dean of Students	Callie Rimpfel	570-674-8318
Emergencies	Campus Safety	570-674-6300
Food Service	Ron Woods	570-674-6269
Health Services	Sandra Federo	570-674-6276
Illness or Injury	Health Center	570-674-6276
Insalaco Center for Career Development	Bernadette Rushmer	570-674-8028
Intramurals	Mark Stauffer	570-674-6492
Library Services		570-674-6231 570-674-6352
Lost and Found	Campus Safety	570-674-6300
Mail Service		570-674-6235
Public Relations	Paul Krzywicki	570-674-6372
Registration, Scheduling	Joe Redington	570-674-6756
Residence Life	AJ Nudo	570-674-6266
Student Engagement	Darcy Brodmerkel	570-674-6466
Student Financial Services	Susan Fronzoni	570-674-6249
Student Government	SGA Office	570-674-6220
Student Success Center		570-674-6408
Academic Support		570-674-6408
Early Alert		570-674-6408
Office for Students with Disabilities	Kristin Ricardo	570-674-6205
Tutorial Services	Jennifer Cory	570-674-6204
Transfer Student Services	Christine Marks	570-674-6462
Vice President of Student Life	Kit Foley	570-674-6304
Withdrawals		
From Classes	Joe Redington	570-674-6756
From the University		570-674-6408
Work Study Program	Elizabeth Lipski	570-674-6194

SEMESTER CALENDAR 2018-2019

FALL SEMESTER 2018

Convocation	Thursday, August 23	2:00 p.m.
First-Year Student Orientation	Thursday, August 23-Sunday, August 26	
Transfer Student Orientation	Sunday, August 26	11:00 a.m.
Classes Commence	Monday, August 27	8:00 a.m
Labor Day Recess Begins	Saturday, September 1	8:00 a.m.
Classes Resume	Tuesday, September 4	8:00 a.m.
Add/Drop Period Ends	Tuesday, September 4	4:30 p.m.
Last Day to Resolve Summer 2018 Incompletes	Friday, September 28	4:30 p.m.
Fall Recess Begins	Thursday, October 11	8:00 a.m.
Classes Resume	Monday, October 15	8:00 a.m.
Midterm Grades Due	Wednesday, October 17	Noon
Advisement Week	Monday, October 29-Friday, November 2	
Last Day to Withdraw from Courses (or MU)	Monday, November 5	4:30 p.m
Spring 2019 Registration	Wednesday, November 7-Wednesday, November 14	
FOLLOW **THURSDAY** CLASS SCHEDULE	Tuesday, November 20	
Thanksgiving Recess Begins	Wednesday, November 21	8:00 a.m
Classes Resume	Monday, November 26	8:00 a.m
FOLLOW **FRIDAY** CLASS SCHEDULE	Monday, December 10	
Classes End	Monday, December 10	4:45 p.m
Final Examinations Begin	Monday, December 10	6:00 p.m.
Final Examinations End	Saturday, December 15	12:30 p.m.
Commencement Rehearsal	Saturday, December 15	3:00 p.m.
Winter Baccalaureate and Commencement	Sunday, December 16	
Final Grades Due	Monday, December 17	Noon

SPRING SEMESTER – 2019

Transfer Student Orientation	Sunday, January 13	11:00 a.m.
Classes Commence	Monday, January 14	8:00 a.m.
Add/Drop Period Ends	Monday, January 21	4:30 p.m.
Last Day to Resolve Fall 2018 Incompletes	Friday, January 25	4:30 p.m.
Midterm Grades Due	Wednesday, February 27	Noon
Spring Recess Begins	Saturday, March 2	8:00 a.m.
Classes Resume	Monday, March 11	8:00 a.m.
Advisement Week	Monday, March 18-Friday, March 22	
Last Day to Withdraw from Courses (or MU)	Monday, March 25	4:30 p.m.
Fall 2019 Registration	Wednesday, March 27-Wednesday, April 3	
Easter Recess Begins	Thursday, April 18	8:00 a.m.
Classes Resume	Tuesday, April 23	8:00 a.m.
FOLLOW **THURSDAY** CLASS SCHEDULE	Tuesday, April 30	

FOLLOW **FRIDAY** CLASS SCHEDULE	Wednesday, May 1	
Classes End	Wednesday, May 1	5:00 p.m.
Study Day	Thursday, May 2	
Final Examinations Begin	Friday, May 3	
Final Examinations End	Thursday, May 9	
Spring Baccalaureate	Friday, May 10	4:00 p.m.
Commencement Rehearsal/Awards Ceremony	Friday, May 10	6:30 p.m.
Spring Graduate Commencement	Saturday, May 11	10:00 a.m.
Spring Undergraduate Commencement	Saturday, May 11	2:00 p.m.
Final Grades Due	Tuesday, May 14	Noon