



MISERICORDIA UNIVERSITY

Dear Parents:

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 Affairs Staff works with all new students, commuters, and residents alike to help them adjust to their new environment. Whether through personal contact with a staff member or through Freshman Year Experience, all first year students will have the opportunity to develop new relationships and get answers to all of their questions. 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 Affairs Staff. Names and telephone numbers can be found in the back of this handbook. However, our goal will be to work with you to encourage your son/daughter to take the steps necessary to resolve the problem at hand.

The entire community of Misericordia University would like to take this opportunity to welcome your family.

Best Wishes,

Sr. Jean Messaros, *Vice President of Student Affairs*
and the Student Affairs Staff

Mission Statement

Misericordia University is a Catholic, liberal arts-based, co-educational university. It was founded in 1924 and it is sponsored by the Religious Sisters of Mercy. The university offers both undergraduate and graduate programs. In 1978, the board of trustees approved a mission statement that describes the nature and purpose of the university (formerly College Misericordia), and in 1994 it was revised as follows:

Misericordia University, a co-educational Catholic university sponsored by the Institute of the Sisters of Mercy of the Americas, is committed to providing quality education to its students and to shaping its educational programs and policies to express the founding Sisters' values and attitudes of mercy, service, justice, and hospitality. The university welcomes individuals of all faiths.

The academic development of each student at the undergraduate level is ensured by the university's commitment to provide a learning experience which cultivates higher-order thinking skills through the integration of liberal arts and professional studies. To emphasize academic excellence and to develop critical thinking, all undergraduate curricula provide a common liberal arts base, the objectives of which are further developed in the students' major areas of study. The students' educational programs prepare them for productive careers and continued personal and professional growth.

Graduate programs at Misericordia University emphasize intellectual discourse and focused academic growth. The cornerstone of each program is instruction and practice in methods of critical thinking which promote research and enhanced professional expertise.

As part of its comprehensive educational program, the university is committed to providing a wide range of spiritual, physical, recreational, social, and cultural activities in which all members of the university community can participate.

Misericordia University fosters a cooperative environment in which students, faculty, and staff demonstrate personal concern for each individual as a valued member of the university community.

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.

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.

Family Education Rights and Privacy Act (Buckley Amendment)

Misericordia University adheres to the rights accorded to students with regard to their educational records as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974 and as subsequently amended. Educational records are all records that contain information that is directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. This federal legislation protects the confidentiality of students' educational records. It also affirms the student's right to inspect the contents of his/her educational records, to seek to have the records amended, and to have some control over the disclosure of information from the records. Educational records are maintained in the Offices of the Registrar, Student Financial Services, Financial Aid, Academic Departments and/or Advisors.

Misericordia University reserves the right to release "directory information" as defined by FERPA. The University releases the following directory information: name, class, hometown and state, major field of study, participation in the officially-recognized sports, degrees, awards and honors achieved in the curricular and co-curricular life of the University, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Misericordia University as part of the educational record.

A full copy of the University policy with regards to FERPA and forms for consent to release and request to withhold release of directory information are available in the Registrar's Office. Students have an opportunity to complete these forms during the check-in process every fall and may request in writing to release or withhold specific information annually. This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974 and as subsequently amended.

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 expulsion.
- 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.

Involuntary Withdrawal

Misericordia University endeavors to provide a safe living and learning environment, insofar as possible, in which all students are able to pursue their education. In so doing, the College reserves their right to require professional evaluation and treatment, withdrawal from on-campus housing, and/or involuntary withdrawal from the University in the event a student's behavior is incompatible with minimal standards or academic performance and/or social adjustment. This policy applies to:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others is here defined to include any danger of suicide, self-mutilation, accident, or assault substantially above the norm for college students which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his/her safety and the safety of those around him/her.
2. Students whose behavior is severely disruptive to others. Disruptive is here defined to include behavior that causes emotional, psychological, or physical distress to students, faculty or staff above that normally experienced in daily life. Such disruption may be in the form of a single behavioral incident or somewhat less severe but persistent disruption over a more extended period.

3. Students (a) who refuse or are unable to cooperate with recommended assessment and/or treatment and (b) whose behavior or physical condition suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without such assessment and/or treatment. When standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.
4. Students whose physical or psychological disorder is such as to require highly specialized services beyond those available on campus or locally, and whose condition will deteriorate without additional resources.

The Vice President of Student Affairs or their designee (in consultation with the appropriate mental and physical health professionals and other Student Affairs Staff as deemed necessary) may impose an involuntary withdrawal from a University residence or the University. If on withdrawal from residence, the student may not reside on campus. If placed on involuntary withdrawal from the University the student may not reside on campus and may not attend classes or participate in University sponsored activities and events. The student's withdraw status will remain in effect until a meeting is convened by the Dean of Students to review medical documentation by a certified and licensed medical and/or mental health professional.

I. Campus Community Policies

Student Code of Conduct

In light of the fact that the University must continuously strive for the maintenance of a community atmosphere which promotes individual and collective responsibility among its members, certain regulations have been adopted which act as guiding norms in the governance of student conduct. Students are required to engage in responsible social conduct that reflects positively upon the University community and to model good citizenship in any community. All students attending this institution are responsible for adhering to University policies as highlighted in this publication, the academic catalog, and other University publications. The student code shall apply to a student's conduct even if the student withdraws from the school while a disciplinary matter is pending. The dean of students shall decide at his/her discretion, whether the student code shall be applied to conduct occurring off campus on a case by case basis.

Any student living in University housing is subject to the policies and regulations outlined by the residence life office and its publications. Failure to abide by the policies will result in disciplinary action.

It is important to emphasize that students at the University are adults and are thus responsible for their own actions. Students elected or appointed to student leadership positions may be removed from office if the student leader violates University policy; violates state or federal law(s); or brings disgrace to the name of the University. This action will be taken at the discretion of the vice president of student affairs and/or president of the University and will only be enforced when the violation is grave enough to merit such action. To ensure that the individual's rights are guaranteed, all University and community rules and regulations must be strictly adhered to. The following behaviors are an example and are not intended to be all-inclusive of the reasons why a student may be disciplined by the University. These behaviors will result in disciplinary action not excluding suspension or expulsion:

1. Violation of any University policies, rules, and regulations published in hard copy or available electronically.
2. Violation of federal, state, or local laws on or off campus while enrolled as a matriculating student at Misericordia University.
3. Incidents of dishonesty which include:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University instructor or official (including RDs and RAs) with an intent to deceive.
 - c. Forgery, alteration, or misuse of any University document, record or instrument of identification.

4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.
5. Physical abuse, verbal, or mental abuse including threats, intimidation, harassment, coercion, or other conduct which offends, threatens, or endangers the health, safety, or emotional well being of any person from the University community on or off campus.
6. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property on or off campus.
7. Failure to comply with a reasonable request of authorized University personnel or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Tampering with, removal of, setting off, or damage to the fire equipment or alarm system of any University building when no apparent fire or immediate danger exists.
9. Unauthorized possession, duplication or use of keys to any University door or facility, unauthorized operation of any locking mechanism, unauthorized entry to or use of University facilities.
10. Violation of the University Alcohol Policy.
11. Violation of the University's Sexual Offense Policy.
12. Use, possession, manufacturing or distribution of illegal drugs, drug paraphernalia or narcotics, or medicines requiring a physician's prescription without such prescription.
13. Illegal or unauthorized use, possession, or distribution of firearms, explosives, or other dangerous weapons (including BB guns, paintball guns and air guns) or chemicals on University premises.
14. Engaging in behavior deemed by University standards to be indecent, lewd or vulgar, or contrary to the University mission and philosophy.
15. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the University computing systems.
16. Abuse of the discipline system including but not limited to:
 - a. Failure to respond to a summons from an administrative hearing officer or a Disciplinary Board.
 - b. Falsification, distortion, or misrepresentation of information before an administrative hearing officer or a Disciplinary Board.
 - c. Disruption or interference with the orderly conduct of the discipline proceedings.
 - d. Knowingly initiating discipline proceedings without cause.
 - e. Attempting to discourage an individual's participation in, or use of, the discipline system by means of intimidation, coercion, or influence.
 - f. Attempting to influence the impartiality of a member of a Disciplinary Board prior to or during the course of the disciplinary proceeding.
 - g. Failure to complete a disciplinary sanction assigned by administrative hearing officer or a Disciplinary Board.

- h. Verbal, physical, or mental harassment and/or intimidation of any member of a Disciplinary Board prior to, during, and/or after the disciplinary proceedings.
17. Violation of the Commonwealth of Pennsylvania or University hazing regulations.

University Disciplinary Sanctions

Sanctions include but are not limited to:

1. **Verbal warning** An informal warning stating that a violation has occurred, and that continued violations will warrant a more severe response. The student's disciplinary file shall be noted indicating that the student has received a verbal warning.
2. **Written warning** This penalty places the student on formal notice that the repeat of an offense or misconduct may result in more serious disciplinary action.
3. **Fine** Monetary payments.
4. **Restitution** This is not considered a penalty, but requires a reimbursement for damages, destruction, or misappropriation of property.
5. **Community service work assignments** Work done in compensation for a violation.
6. **Residential probation** An official warning which states that future conduct violations will constitute grounds for the loss of the privilege to live or visit in the residence halls. Once someone is placed on residential probation, future violations will automatically be dealt with by the University disciplinary board or dean of students. The director of residence life has the authority to place the student on residential probation for failure to abide by housing policies.
7. **Change of residence** A student may have the student's residence on campus changed because of policy violations. The director of residence life has the authority to change the residence of a student if the student has failed to abide by housing policies.
8. **Residential suspension** This penalty removes the student from residence on campus and prevents the student from visiting the residence halls for a specific period of time (i.e., the remainder of a given semester or academic year). The director of residence life has the authority to suspend a student from residence if the student has failed to abide by housing policies.
9. **Residential Expulsion** Permanent separation of the student from the residence halls.
10. **Social (disciplinary) probation** This is considered a final warning. Further violations during this period of time may result in suspension from the residence, suspension from the University or expulsion from the University. Once placed on probation, a student may not be permitted to represent Misericordia University (e.g., student office, student activities, varsity athletics, intramural sports, extracurricular activities).
11. **Suspension** This penalty is one of involuntary separation of the student from the University for a specified period of time, after which the student must petition through the vice president of student affairs office, and if permitted to return, does so on a disciplinary probation status. This penalty is imposed for a period of one academic semester and not longer than one year, and must be approved by the vice president of student affairs.
12. **Expulsion** This penalty is one of involuntary separation of the student from the University and is considered permanent. The effective date of the dismissal is determined by the vice president of student affairs and communicated to the appropriate personnel of the University.
13. **Consultation sessions with the University Counseling Center.**
14. **Withholding degree** The University may withhold awarding a degree otherwise earned until the completing of the processes set forth in the Discipline Procedure, including all sanctions imposed.
15. **Other sanctions deemed appropriate.**

Alcohol Policies and Sanctions

Misericordia University does not encourage the consumption of alcoholic beverages nor does it promote the use or abuse of them. The University adheres to the laws of the Commonwealth of Pennsylvania and it does not permit students under the age of 21 to possess, consume or be in the presence of alcoholic beverages on campus. Possession of empty alcoholic beverage containers may be viewed as evidence of possession or consumption of alcohol, therefore, the University does not permit students under the age of 21 years of age to possess or display empty alcoholic beverage containers in their room. However, the University recognizes the right of individuals 21 years of age or older to consume alcoholic beverages. With this right come the following responsibilities:

1. Students 21 years of age or older may not consume alcohol in the presence of minors (Under 21).
2. Students 21 years of age or older are strictly forbidden from giving or selling alcohol to minors (This includes charging admission to a party).
3. Consumption of alcohol and/or possession of open containers in public areas is not permitted on campus. However, on a case-by-case basis, individual requests for exception to this regulation will be considered by the Vice President of Student Affairs for special social functions where all who attend are 21 years of age or older. Permission must be obtained in writing from the VP at least three weeks in advance.
4. Kegs, beer balls, and all other common alcohol containers are not permitted on campus. Exceptions to this regulation may be granted by the Vice President of Student Affairs for a special social function where all who attend are 21 years of age or older. Written permission must be obtained from the VP 3 weeks in advance.
5. Behavior resulting from the consumption of alcohol that disturbs or disrupts any member of the campus or local community will not be tolerated and will result in appropriated disciplinary action regardless of age. This behavior includes, but is not limited to, public intoxication and disorderly conduct
6. Residence Halls or living units may make more stringent policy modifications within the guidelines of this policy statement to satisfy its specific situations and wishes.

The University also calls attention to the laws of the Commonwealth of Pennsylvania, which in part state:

- It is illegal for any person under twenty-one years of age (a minor) to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverages within Pennsylvania;
- It is illegal for any person to sell or give alcoholic beverages of any kind to a minor;
- It is illegal for any person to misrepresent his/her own age, or the age of another person in order to obtain alcoholic beverages;
- It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license or to possess or transport alcoholic beverages not purchased from a Pennsylvania Liquor Store or in accordance with regulations promulgated by the Pennsylvania Liquor Control Board.

Violation of University policy or the alcoholic beverage laws of the Commonwealth of Pennsylvania (state and local) will be addressed directly through the University disciplinary process. Direct sanctions will be imposed which range from community service, mandatory fines and counseling/alcohol education classes to probation, removal from residence and suspension from the University. Violations of the applicable Pennsylvania Liquor Code (state and local) may also be referred to the appropriate law enforcement officials; he/she will also be processed through the University Discipline System, in addition to the penalties under Pennsylvania law. For specific information regarding state penalties, contact the Director of Campus Safety or the Dean of Students.

Alcohol Sanctions

First Offense:

If a student violates the alcohol policy in any of the University residences, the student will be referred to an informal meeting with an administrative hearing officer. Violations which occur in other areas of the campus or at University sponsored events will be handled by the dean of students. For those students found in violation of the alcohol policy, the sanctions may include but are not limited to:

- Mandatory \$50 fine
- Parental notification (after appeals have been exhausted)
- Mandatory attendance at an alternatives education class, cost \$50
- Written warning
- Community service
- Referral to a Substance Abuse Specialist
- Individual alcohol assessment
- Residential probation/suspension/expulsion

Second Offense:

Students will be referred to an administrative hearing officer and sanctions may include but are not limited to:

- Mandatory \$125 fine
- Mandatory residential probation
- Parental notification (after appeals have been exhausted)
- Individual alcohol assessment
- Community service
- Referral to a Substance Abuse Specialist
- Residential suspension and the student may lose the privilege to visit residential areas.

Third Offense:

The Dean of Students or University disciplinary board handles this case. Sanctions may include but are not limited to:

- Mandatory \$150 fine
- Mandatory residential suspension or expulsion. The student loses the privilege to visit the residential areas.
- Parental notification (after appeals have been exhausted).
- Community service
- Referral to a Substance Abuse Specialist
- Referral to alcohol counseling or treatment
- Social/disciplinary probation.

Common Containers

Possession of a keg, beer ball (or the equivalent), or other common containers will result in a mandatory \$300 fine to be paid by the residents of the room, suite, or townhouse where the unauthorized common container was found. These residents will be placed on residential probation. In addition, the students will receive sanctions as listed above.

If an alcohol violation occurs during the last two weeks of the spring semester, it will be at the discretion of the Dean of Students to carry over an alcohol sanction into the fall semester.

Alcohol Host Policy

Allowing one's room/suite/townhouse to be used as the site of a gathering where minors are present and alcohol is possessed/consumed is a violation of University policy. In this case each resident of the room/suite/townhouse where the violation occurred will be sanctioned:

First Offense:

- \$200 fine
- Alternatives plus \$50 fee
- Parental notification
- Referral to a Substance Abuse Specialist
- Residential probation/suspension/expulsion

Second Offense:

- \$300 fine
- Referral to a Substance Abuse Specialist
- Parental notification/meeting
- Residential probation/suspension/expulsion

Third Offense:

- Dismissal from residence.

Drug Policies and Sanctions

Possession of Drug Paraphernalia

Possession of drug paraphernalia (pipes, rolling papers, spoofs, bongos, syringes, etc.) is a violation of University policy. If a student is found in possession of drug paraphernalia, the Dean of Students or the University Disciplinary Board will handle the case. The following sanctions will apply:

First Offense:

- Residential probation for at least one year
- \$100 fine
- Parental notification/meeting
- Referral to a Substance Abuse Specialist

Second Offense:

- Suspension or expulsion from residence. The student will also lose the privilege of visiting university residential areas.
- \$200 fine
- Parental notification
- Referral to a Substance Abuse Specialist

Third Offense:

- Suspension from the University
- Parental notification

Use or Possession of a Controlled Substance

Possession of marijuana, cocaine, LSD, heroin, or other controlled substances, and/or prescription drugs possessed or used without a prescription is both illegal and potentially dangerous and in violation of University policy. The Dean of Students or the University Disciplinary Board will handle the case. If a student is found in possession of a controlled substance, the following sanctions will apply:

First Offense:

- Meeting with Vice President of Student Affairs, Dean of Students, Substance Abuse Specialist and parents.
- Behavioral contract
- \$300 fine
- Residential probation or suspension for at least one year
- Possible suspension or expulsion from the University

Second Offense:

- Suspension from the University

Third Offense:

- Expulsion from the University.

Being Present at a Gathering Involving the Use or Possession of a Controlled Substance or Drug Paraphernalia

A student who is present at a gathering where a controlled substance or drug paraphernalia is used or is possessed is in violation of University policy. The following sanctions will apply:

First Offense:

- \$50 fine
- Alternatives Education Class—Cost \$50
- Parental notification
- Referral to a Substance Abuse Specialist

Second Offense:

- \$200 fine
- Residential probation
- Referral to a Substance Abuse Specialist
- Parental notification

Third Offense:

- Suspension or expulsion from residence. The student will lose the privilege of visiting university residential areas.
- Parental notification.

Distribution or Sale of a Controlled Substance

This includes distributing or selling, in any way and any amount of controlled substances such as cocaine, LSD, heroin, non-prescribed drugs, or marijuana. The Dean of Students or the University Disciplinary Board will handle the case. If a student is found in violation, the following sanctions will apply:

First Offense:

- Suspension or expulsion from the University. The student will lose the privilege of visiting university residential areas.

Second Offense:

- Expulsion from the University. The student will lose the privilege of visiting the university.

Addiction Education Programs

Alternatives

A full-day education class for first offense alcohol and/or being present at a gathering involving the possession of drug paraphernalia or the use or possession of a controlled substance. There is a \$50 fee for this program.

Individual Addiction Education (Alcohol, Other Drugs, Gambling, etc.)

An individual exploration through standardized testing and individual sessions with an addiction specialist, to assist the participant in taking an honest look at his/her use/abuse patterns and make some decisions about future actions.

Referral Service

A process facilitated by an addiction specialist to assist individuals to take a look at their actions and make some decisions about treatment. Referral to the appropriate level of care, including outpatient, intensive outpatient, inpatient, and hospitalization treatment programs.

Adult Children of Alcoholics

Individual counseling for those affected by growing up in an alcoholic family. How it has affected or continues to affect their personality and behavior and most importantly how to overcome the limitations it has caused.

Off-Campus Behavior

The University reserves the right to take action against any student whose off campus behavior discredits the name of the university, disrupts its relationship with the surrounding community, and/or violates state or federal law. The university President reserves the right to suspend or expel a student if the student is involved in a scandal or other such civil violation in which the name of the university is being discredited.

Sexual Offense Policy

The University is a community of trust whose existence depends on strict adherence to standards set by its members. The University expects all of its members to respect the rights and dignity of each member. A sexual offense is a serious violation of these standards and will not be tolerated.

Specifically the University defines a sexual offense as the following:

1. *Sexual Assault* – a non-consensual attempted or completed sexual intercourse (oral, anal, and/or vaginal) with a body part and/or object.
2. *Sexual Misconduct*
 - a. Non-consensual physical contact of a sexual nature, including but not limited to fondling, kissing and groping.
 - b. Behavior in which no physical contact is made, but where sexual activities are perpetrated without approval of the other party/ies. (Including but not limited to indecent exposure, indecent photographs/video)

Non-consensual is defined as a lack of clearly expressed consent. A person who is under the influence of drugs and/or alcohol may not be able to clearly express consent. **Consent cannot be assumed, it must be clearly expressed.** These actions are sex offenses even when the parties are acquaintances or very close friends.

Violation of the sexual offense policy is grounds for disciplinary action up to and including permanent dismissal from the University. Students involved in a sexual offense may have a university advocate who is

not a lawyer present during the university disciplinary hearing. Students who commit a sexual offense may also be charged with a criminal offense. The University may pursue enforcement of its own rules whether or not criminal proceedings are underway. The complainant in a university sexual offense case will be informed of the outcome of the disciplinary hearing. Sexual Offenses as defined by the State of Pennsylvania can be found in the Campus Safety Handbook.

The following resources are available to all students who have been a victim of a sexual offense:

- The university Sexual Assault Response Team (SART). Call 417-8888 24 hours per day.
- The university Counseling Center. Call 674-6408 during normal business hours or contact Campus Safety at 674-6300 after 4:30pm.
- The university Campus Safety. Call 674-6300 24 hours per day.
- The university Health Center. Call 674-6276, 9:00am – 5:00pm, Monday thru Friday.
- The Victims Resource Center in Wilkes-Barre. Call 823-0765 24 hours per day.

All parties involved in a sexual offense will be offered support through the university Counseling Center. A student involved in a sexual offense may request a change in campus residence or class schedule. The university will honor that request whenever possible.

The university will provide educational programs on sexual offenses and their prevention to members of its community.

Sexual Harassment

All employees and students have the right to work and pursue their education in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and learning environment of the college. It is also illegal under both state and federal law. Employees and students are subject to disciplinary action for violating this policy.

This policy applies to all employees, students, clinical and practicum supervisors, contracted services employees, and the board of trustees of Misericordia University. It covers conduct occurring both on campus and at off-campus, University-related events. Harassment may occur between males and females or between members of the same sex.

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the University.

Sexual advances, requests for sexual favors, and other speech or conduct of a sexual nature constitutes sexual harassment when:

1. Such advances or requests are made under circumstances implying (directly or implicitly) that one's response might affect academic or personnel decisions that are subject to the influence of the person making the proposal (i.e., that such sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation); or
2. Such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
3. Such speech or conduct when it is persistent, pervasive, and not germane to the matter at hand, is reasonably regarded as offensive and impairs the academic or work opportunity of students, colleagues, or co-workers.

Additional examples of sexual harassment include, but are not limited to these actions:

1. Physical assault, indecent exposure, physical contact of a sexual nature, or realized sexual encounters;
2. Direct propositions of a sexual nature;
3. A subtle pressure for sexual activity or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material; and/or
4. A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching; unwanted staring, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about a sexual activity, or speculations about previous sexual experience.

As part of its commitment to a pro-active stance regarding the prevention of sexual harassment, all members of the University community are required to attend an educational session on sexual harassment which will be offered as part of faculty, staff, and student orientations. Opportunities for further training will be provided regularly for students and personnel. In addition, every member of the university community will receive written information regarding sexual harassment, including a copy of this policy. Complaints lodged against students by other students will be handled by the Dean of Students. Complaints lodged against University employees will be handled through the human resources department.

II. Academic Policies and Procedures

Academic Advising

Students are assigned an academic advisor, ordinarily within the department in which a student is majoring. Advisors will also be assigned to students who are undecided about a major. The academic advisor is the student's liaison with other university offices. Advisors should be consulted often for guidance and advice. In addition to offering academic guidance, advisors can provide information on where to obtain and how to complete necessary forms pertaining to academics. Advisors must approve student schedules and all other academic paperwork. Students meet with advisors individually for pre-registration consultation each semester.

Undergraduate Academic Grievance

The university provides a uniform method by which students can pursue grievable issues. Grievable issues are either complaints about alleged violations of the institution's academic policies or about unfairness in the application of policies.

In all cases, formal grievances must be filed and resolved within one semester of the occurrence of the event being grieved. Summer enrollment period is considered as a semester.

A student who has a grievance must attempt to resolve it by using the following procedures:

Prior to initiating a formal grievance, the student must attempt to resolve the matter on an informal basis by speaking to the person with whom the complaint rests.

If unable to reach a resolution, the student must discuss the matter with the department chair who supervises the person against whom the complaint is lodged to attempt to resolve the matter.

If the matter is not resolved at that level, the student proceeds to the dean of the college in which the grievance resides.

To initiate the formal grievance process the student must submit in writing a letter to the Dean of the College in which the event being grieved resides and the Vice President of Academic Affairs informing them of his or her intent to seek formal redress through the grievance procedure, indicating the nature of the complaint.

Within 14 University business days of receipt of the written complaint, the Vice President of Academic Affairs will convene the academic grievance committee; provide the chair of the committee and the person against whom the complaint rests with the student's statement of complaint. The academic grievance committee is composed of one administrator and one faculty member appointed by the Vice President of Academic Affairs, and the academic affairs coordinator of student government.

At least five University business days in advance of the hearing, the chair of the committee will notify the grievant and the individual charged with the complaint of the date, time and place of the hearing, the specification and nature of the complaint, and the composition of the committee. Notification will occur by telephone with confirmation all parties have been notified.

The grievance hearing is an internal review and, as such, shall be private. The grievant may be assisted by a faculty representative.

However, persons external to the University, including outside counsel, shall be excluded from the grievance hearing.

Both the grievant and the person being grieved have the right to be present when charges and evidence are presented to the committee, and to provide evidence in support of their respective positions. Committee members may question witnesses to evaluate all the relevant facts of a given case. Witnesses shall be excluded except for the period of their questioning.

The report and recommendation of the committee shall be in writing, including the committee's rationale for the decision; the report may include any dissenting opinions. Only those committee members who have heard all testimony and evidence in a given case may vote on the committee's recommendation.

The committee's report and recommendation shall be forwarded to the Vice President of Academic Affairs within 10 University business days of the hearing. The Vice President of Academic Affairs will make the final determination and formally advise the parties involved in the grievance within 5 University business days. Penalties for violations of the university's academic integrity policy range from a warning to dismissal from the university. The university reserves the right, depending upon the severity of the conduct, to dismiss a student for a single violation of the university's academic integrity policy. In cases where a student previously has been found to have violated the university's academic integrity policy, for which he/she received a penalty less than dismissal from the university, and the student is subsequently found to have violated the policy once again, the Vice President of Academic Affairs may take more severe action for the subsequent violation than that previously imposed for the prior violation(s), up to and including dismissal from the university.

Students who wish to grieve circumstances that prohibit immediate continuation in a program or in a sequence of courses (e.g. dismissal from a program or a failing grade), must begin to attempt to resolve the issue based on the procedures outlined above immediately, but no longer than five days upon receipt of the grade or of the dismissal notification. An expedited grievance process is then followed, and the process must be completed before the end of the Add Period. In the event a sequential course begins during the grievance process, the student may be granted permission to register for the course; however, if the resolution of the grievance is not in the student's favor, the student will be withdrawn from the course by the student's Department Chair.

Note: University business days are the business days of Monday through Friday during which the University's administrative offices are open.

Academic Honors

The Dean's List, which is issued at the close of each semester, recognizes students who have completed a minimum of 12 graded credit hours and have earned a grade point average of 3.55 (on a 4.0 system) for the semester. Part-time students will be eligible for the Dean's List after they have completed 12 credits at Misericordia University, and earn six or more undergraduate credits in a given semester. The Dean's List is an award earned at the end of each semester.

Undergraduate students are awarded baccalaureate degrees with distinction for exceptional academic achievement. Honors are awarded as follows:

Distinction	Grade Point Average at Graduation
Summa Cum Laude	3.90 and above
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

A student must have completed at least 60 credits at Misericordia University to qualify for these honors. The class valedictorian is determined by the full-time matriculated student with the highest cumulative undergraduate average who has completed all course work at Misericordia University with the exception of the 12 credits allowed through off-campus requests or any advanced placement credits.

Students who complete the University Honors Program while achieving a GPA of 3.25 or higher will be awarded an Honors degree.

Academic Integrity

Any form of cheating or dishonesty, including plagiarism, is a fundamental violation of the nature and purpose of Misericordia University. Such behavior will not be tolerated and will result in at least lowered grades, possibly failure in a class, program dismissal, and, in the most serious cases, dismissal from the University.

Plagiarism is using someone else's ideas or words and claiming them as one's own. Students who use another person's words must copy them accurately, enclose them in quotation marks, and identify the source clearly. If another person's ideas are used in a student paper, the source must still be identified and the author of the ideas given credit. Students are responsible to make sure they are using sources properly and documenting them properly.

The responsibility for maintaining personal integrity and honor in academic activities rests with the student. Each faculty member will provide information on academic integrity to students in the course outline at the beginning of the semester, including any necessary explanation of violations, possible infractions of academic integrity and the scope of sanctions, e.g., warning, lowering of the grade on the assignment or course, course failure, or dismissal from the program or university.

Should a violation of academic integrity occur, the faculty member must inform the student of the violation before imposing any sanction. Should the violation be considered serious enough to merit any grade of a "D" or lower on any major assignment, or a more serious penalty, such as course failure or dismissal from the program, the faculty member must notify the Vice President of Academic Affairs (VPAA) and supply any supporting evidence. In the case of multiple violations, the VPAA will discuss this issue with the student and may impose additional sanctions up to and including dismissal from the university. In a case where dismissal from the university is contemplated, the VPAA will consult with the faculty member, student's advisor, department chair, and college dean.

In cases where the student contests the accusations of academic dishonesty, the student may file a grievance under the undergraduate or graduate grievance procedure, whichever one is applicable.

Change of Academic Major

Students who wish to change from one major program to another will consult with their assigned academic advisor. The student must secure approval for the change from the department chair of the major program into which the student wishes to transfer. Forms which must be completed in order to change one's major may be obtained in either the Registrar's office, on e-MU, or in the Center for Adult and Continuing Education. The change of major does not take place until the appropriate form is properly executed and filed with the Registrar.

Class Absence Notification Policy

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.

If a student is unable to attend a class, she/he is to contact the faculty member directly in accordance with the class syllabus, if applicable. Should a situation arise where a student will be missing classes for an extended period of time, the student is to contact the Student Affairs office at 674-6238 who will then notify the Vice President of Academic Affairs office. The Academic Affairs office will notify the student's course instructors of the absence. It is the student's responsibility to contact his/her instructors for information on fulfilling course requirements.

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 individual student's responsibility to:

- know the course requirements, including which academic experiences cannot be missed because of their importance to course competency;
- plan with key faculty and staff as far as possible in advance to avoid class/clinical/internship lab absences;
- inform relevant faculty, staff, and the co-curricular or extracurricular activity advisor at the earliest time when potential conflicts might exist;
- make up work missed when faculty deem it is possible to do so.

Course Repeat/Grade Replacement Policy

Students can only receive credit for a course once. Students are eligible for a maximum of five grade replacements. However, the same course can be repeated only one time for the purpose of grade replacement. The student must indicate his/her intention of replacing the old grade with the new one by filing the appropriate form with the Registrar at registration. All grade replacement courses must be taken at Misericordia University. The repeated course will appear on the transcript twice. The original grade will be replaced with an "R." Only the new grade, even if it is lower than the original, will be used in calculating the student's grade point average (GPA). A directed study may not be used as a grade replacement without the permission of the chair of the department offering the course and the approval of the college dean.

If a student has grade replaced a course and receives a second unacceptable grade, and is required to pass the course to achieve their degree, he/she may request the opportunity to take the course a third time. This must be approved by the department chair of the program offering the course. The second unacceptable grade will remain on the student's transcript and be calculated into the student's GPA.

Once a student has graduated, the student's record prior to graduation is not subject to change through this policy.

Credit Load Full-time

A Misericordia University baccalaureate degree requires a minimum of 120 credits. A maximum semester load is 17 credits. Students who wish to take 18 credits in one semester must have a minimum GPA of 2.75, or the approval of their academic advisor. Students who wish to take 19 or more credits must also receive written permission from their college dean prior to registration. Students will pay an additional per-credit charge for every credit taken over 17 (See tuition and fees). No student may take more than 21 credits in one semester.

Drop/Add

Students should consult the academic or adult education calendars for the dates of the drop/add period, during which time schedule changes may be made with the Registrar. Drop/add forms are available in the Registrar's

Office and the Center for Adult and Continuing Education and Community Service. The drop/add form must be signed by the student's advisor before it may be processed. Drop/add is not official unless the form is received and processed by the Registrar or the Center for Adult and Continuing Education during the drop/add period.

Grading System

The grade point average (GPA) is computed by dividing honor points earned by credits attempted. Any courses failed will be charged as credits attempted through the final calculation of a student's grade point average. A minimum of a 2.0 cumulative grade point average both overall and in the core curriculum is required to graduate with a baccalaureate degree.

Some majors require a higher cumulative grade point average for graduation and program retention. Students should consult individual academic program descriptions for major requirements.

Grades	Honor Points Per Credit Hour	
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D		1.0
F		0.0
I	Incomplete	0.0
AU	Audit	Not calculated
W	Withdrawn	Not calculated
IP	In progress	Not calculated
S	Satisfactory: pass	Not calculated
U	Unsatisfactory: fail	Not calculated

Please note the following implications of this grading system:

1. A grade of "W" is given to students who withdraw prior to the end of the withdraw period. As noted in the university calendar, no academic penalty is incurred. Withdrawal forms may be obtained from the Registrar's Office. The date on which the form is received by the Registrar's Office is considered as the date of withdrawal and the refund of the tuition and grade assigned are based on this date (see Refund Policy).
2. If a student does not officially withdraw from a course and ceases to attend it, a grade of "F" is incurred, except in extenuating circumstances.
3. It is the responsibility of the undergraduate student to contract with the instructor in writing to apply for a grade of Incomplete "I." An "I" must be removed within six weeks after the end of the semester or an earlier date determined by the faculty member and agreed upon by the student or the Incomplete becomes a grade of "F."
4. Incomplete Grades for Graduate Program

The grade of "I" will be issued only for those courses in which a student has not completed the necessary requirements for graduate courses (500 and 600 level courses) because of extenuating circumstances.

Should conditions arise that prohibit the student from completing required course assignments by specified due dates, the student must negotiate with the course professor for a grade of Incomplete ("I"). The student must contact the course professor and file an Incomplete Contract Grade Form with the professor at least two weeks prior to the date semester grades are due to the Registrar. The form is signed by the student and the faculty member and a copy is retained by the student. The course professor has the right to determine the length of time for completion of the course requirements

within the maximum time limits allowed. The grade of “I” must be removed within a maximum of one semester or the “I” automatically becomes an “F.”

Emergencies may arise which do not allow a two-week notice. In that event, the student must contact the Vice President of Academic Affairs office who will, in turn, inform the course faculty involved.

A grade of “IP” (In Progress) will only be issued for profession contribution courses. The “IP” must be removed within a maximum of one calendar year or the “IP” automatically becomes an “F.”

Note: A student who will be negotiating a grade of “I” or “IP” must obtain an Incomplete Contract Grade Form from the Registrar’s Office or online.

5. Pass/Fail grading is limited to those courses designated in the University catalog to be on a S/U basis. The letter grade of S (satisfactory) or U (unsatisfactory) will be assigned to these courses. S and U grades are listed on the transcript but are not calculated in the grade point average. Credits for these courses are not included in the 12 graded credit hours required for the Dean's List.

Graduation Requirements

The minimum number of credits required of a baccalaureate degree from Misericordia University is 120 credits. To obtain a baccalaureate degree a student must complete the minimum hours of credit required by the declared major program even if that number exceeds 120 credits. A transfer student must complete a minimum of 30 credits at Misericordia University for any given degree. That number may exceed 30 credits contingent on the number of total credits a student needs to meet degree requirements. Students should consult individual program descriptions.

A degree application form, available from the Registrar's Office, must be completed in the year of graduation by the student and advisor. This form is to be submitted to the Registrar's Office during the fall semester prior to spring graduation. All bills must be paid in advance for a student to be eligible to graduate. Failure to do so in a timely manner may delay the date of receiving a diploma.

Only students completing all academic requirements in May or August will be permitted to process in the May ceremony of that same year. Example: Students completing all requirements in May or August 2009 will be eligible to walk in the May 2009 ceremony. Students completing all requirements by December of 2009 will be eligible to participate in the May 2010 ceremony.

Probation/Dismissal

The Academic Status Committee meets each semester promptly after grades are posted to deliberate on the standing of students relative to the probation/dismissal policy. Academic probation is the automatic and minimum penalty for failing to maintain an acceptable cumulative grade point average. Students failing to maintain an acceptable grade point average are also subject to dismissal from the University.

Acceptable Cumulative Grade Point Average:

12 to 23 credits	1.75
24 to 37 credits	1.90
38 credits and above	2.0
Transfer students	2.0

Students will also be placed on academic probation for failure to maintain an acceptable cumulative grade point average in courses taken to fulfill the core curriculum requirements. Students who have attempted 30 credits or above will be placed on academic probation if their cumulative grade point average for core requirements is below 2.0.

Students on academic probation are required to carry a restricted academic load. A student on academic probation is prohibited from representing the University in any official capacity. This prohibition includes, but is not limited to, holding an elected or appointed office or seat in student government, or on the Executive Board of Student Government, serving as a resident advisor, or participating in intercollegiate athletics. Furthermore, they may have their participation in non-prohibited extracurricular activities curtailed if in the judgment of the Academic Status Committee such activities interfere with their academic performance.

Academic probation will begin with the first class meeting of the semester (Fall, Spring or Summer) following the decision to place a student on academic probation. Students who are placed on probation will normally have one semester to raise their cumulative grade point average to 2.0. Failure to make satisfactory academic progress will result in academic dismissal. Students who have been removed from academic probation must maintain a 2.0 (GPA) status throughout the remainder of their academic program. A student who is academically dismissed will not be permitted to attend classes on a non-matriculating basis.

Withdrawal from a Course

A student may withdraw from a course from the end of the fourth through the eighth week of the semester (see academic calendar for specific date) only with the signatures of both the instructor and the student's academic advisor(s). A grade of "W" will be issued for the course at that time. A student may withdraw from a course for medical reasons, supported by a written excuse from a physician, or for other serious circumstances, approved by the Vice President of Academic Affairs in consultation with the course instructor.

The student is responsible for initiating the withdrawal process by obtaining a withdrawal form from the Registrar's Office, having it signed by the appropriate personnel, and returning it to the Registrar's Office within the eight week period described above. A grade of "F" will be assigned by the instructor and recorded for all courses in which no official withdrawal has been completed by the student.

Note: Students taking classes exclusively on weekends may contact the Center for Adult and Continuing Education for assistance in completing these requirements.

Withdrawal from the University

Students who wish to withdraw from the University must see the Retention Specialist, located in the Student Success Center, Alumnae Hall, to begin the withdrawal process. Generally, the students who are in good academic standing both in their program and institutionally at the time of withdrawal, are granted a period of up to one calendar year from the time of withdrawal to return to the institution. In extraordinary circumstances, students may request an extension of this time period. Requests for an extension must be submitted in writing to the Director of the Student Success Center who will consult with the appropriate program chairs.

This policy does not bind the institution to offer the student's curriculum or major program, which may have been discontinued or substantially altered during the period in which the student was not enrolled.

The following must be completed before an official withdrawal can be granted:

- Return books to the library.
- Return residence hall keys to a member of the residence life staff.
- Return parking permit, student ID, and mailbox key to the Retention Specialist.
- Clear student balance in Student Financial Services, located on the 1st floor of Mercy Hall
- Complete withdrawal form and exit interview.

The date of withdrawal will be determined by the completion of the above. That date will determine if any refund of tuition is warranted. Cancellation of charges will depend on the date that the withdrawal is official (see Refund Policy).

Early Alert

The Early 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 Retention Specialist for intervention assessments. After the initial assessment, the student will be directed to the appropriate services (i.e., academic support, tutoring, personal counseling, Insalaco Center for Career Development, Writing Center, minority mentoring, etc.).

Student Success Center

The Student Success Center (SSC) offers services to students who wish to improve the quality of their learning. The SSC offers comprehensive support services through the following programs: peer tutoring, professional tutoring, study skill support and workshops. Individual assessment and intervention services regarding study skills and learning strategies are also offered as well as developmental intervention programs for students on academic probation or for those who are not satisfied with their level of performance. The SSC is located in the lower level of Alumnae Hall. All services are free of charge.

Students with Special Needs

The University, through the dean of students and the Alternative Learners Program (ALP), coordinates its efforts to integrate students with disabilities into all areas of campus life. All academic support services/accommodations needed for classroom/clinical/field experiences are coordinated through the Alternative Learners Program. Services from the ALP are provided based on provision and acceptance of specific documentation requirements.

The dean of students, whose office is located in the Banks Student Life Center, coordinates all non-academic services. Should a student with a disability feel that he/she is a victim of discrimination based on ability, he/she can file a grievance through the dean of students office.

Misericordia University does not discriminate on the basis of disability in admission to its programs, services, in access to them, in treatment of individuals with disabilities or in any aspect of their operations. The University also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the dean of students who is the designated the ADA and Section 504 compliance coordinator. This notice is available from the ADA and Section 504 compliance coordinator in large print, on audio tape and in Braille.

Tutorial Assistance

Misericordia University offers a variety of tutorial options to assist students in achieving academic goals. Individual and group tutoring is provided in most core curriculum courses and some professional courses. Professional staff is available to assist those students who wish to improve their study skills. Tutorial services are provided by the Student Success Center which is located in the lower level of Alumnae Hall. All tutorial services are free of charge.

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 is to provide research and instructional support to students, faculty, and staff. The library provides comprehensive resources to support the University curriculum. Library staff are always available and ready to assist students with all their research needs consistent with the Misericordia objectives of providing quality academics, professional preparation, and service leadership. 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. Every fall the library has an open house to introduce students to the library staff and to learn about the library resources and services in a friendly environment.

Library Hours

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

Holdings

The Mary Kintz Bevevino library contains more than 78,000 volumes including circulating books, reference resources, and juvenile titles as well as more than 2,800 videos/DVDs. The library subscribes to approximately 400 print journals and provides full-text access to many more through the library's licensed databases.

Library Catalog

The library's online catalog, available from the library's homepage at http://www.misericordia.edu/mu_library, 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.

The Mary Kintz Bevevino Library uses the Dewey Decimal Classification System. Floor plans are available on the web site to indicate where materials are located.

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 web site. Materials may be renewed once either in person, by telephone, or online. Fines will be assessed for materials that are overdue.

Reference and Periodicals

The Reference area is located on the second floor of the library. Librarians and staff are available to provide research assistance. Reference staff 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. The library provides numerous databases that contain citations, abstracts, and/or full-text to scholarly journals, trade publications, popular magazines, newspapers, and other periodicals that are needed by students to complete successful research projects. Access to databases is available both on and off-campus.

Periodicals are located on the second floor and are shelved alphabetically by title and arranged chronologically by date. Back files may appear in microfilm. Microfilm readers are located near the periodicals section.

Reference staff can assist with accessing articles in periodicals or using microfilm equipment.

Wireless Laptops

The library has wireless laptops that can be checked out by Misericordia students for use in the library.

Students wishing to use their own laptops in the library may connect to the internet by borrowing an Ethernet cord at the circulation desk or having their laptops configured for library use at the student help desk in Mercy Hall.

Copying and Printing

Copiers and 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 at no charge. Copiers are located on the first and second floors. A scanner and color laser printer are also available for a charge.

Reciprocal Borrowing

Misericordia is a member of the Northeastern Pennsylvania Library Network (NPLN), the area consortium of regional academic and public libraries. These library collections can be searched from links from the Mary Kintz Bevevino Library web pages. Misericordia students may borrow materials directly from a member academic library or Luzerne County library by presenting a valid Misericordia ID card 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 Loans

The Mary Kintz Bevevino Library participates in interlibrary loan. When students are unable to find a particular resource in the library, it may be requested from another library via the online ILLiad request form. Patrons will be notified through their Misericordia email account when materials have arrived. Books can be picked up at the circulation desk, and most articles are delivered directly to the student's ILLiad account or via email. While most materials arrive promptly 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 may have a lending fee. The student must accept these fees before the materials are requested. The loan period for returnable materials is 21 days. The borrowing patron is

responsible for any fees accrued. Interlibrary loan policies and procedures can be accessed through the library web pages.

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 Blackboard'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 consists of materials relating to the founding and history of Misericordia University. The archives web site provides links to numerous resources and a photo exhibition of Back Mountain history.

III. Student Services

Bookstore

Textbooks and other school items may be purchased in the University bookstore in the Banks Student Life Center. Cash, VISA, MasterCard, Discover, and checks (with proper identification) are accepted. Except for special events and holidays, the store is open:

Monday and Thursday	8:30am–6:00pm
Tuesday/Wednesday/Friday	8:30am–4:30pm
Saturday	11:00am–2:00pm

Exchanges or cash refunds will be made under the following conditions:

1. The proper sales receipt must be presented for the return and/or exchange of all merchandise, including books.
2. *Textbooks* (fall/spring/summer) Must be returned within the first week of class.
3. *Other merchandise* Must be returned within two weeks of the purchase date.
4. Books must be in perfect condition, free from any marks or page, binding, or cover damage unless purchased used. Paperback novels, dictionaries, reference books, shrink-wrapped or boxed books opened or without the box will not be accepted for refund.

ABSOLUTELY no refunds will be allowed after the return period stated above, including required textbooks which were not used during the semester.

Bus Service

The Luzerne County Transportation Authority includes Misericordia University on its bus route daily, Monday through Saturday. Schedules are available in the vice president of student affairs office. The schedule can also be accessed at www.lctabus.com, or call 570-287-8463 for more information.

Campus Ministry

Campus Ministry is centered on people caring about each other. We emphasize a spirituality that incorporates service, justice, mutuality and freedom. Students of all faiths serve as the coordinators of all ministries and are empowered to take leadership roles that respond to the whole University.

Campus Ministry works to promote the Catholic Mercy identity of the University and is grounded in the charisms of the Sisters of Mercy: Service, Justice, Mercy and Hospitality.

People of all faiths are always welcome to all experiences of worship and prayer, service opportunities and programs of personal and spiritual development. The Campus Ministry Center offers a place for conversation, discussion and relaxation. Spiritual and religious advice and counseling are available from the directors. Any students looking for how to contact other local congregations and synagogues will find assistance in Campus Ministry.

There are various opportunities for students to become involved in Campus Ministry:

Liturgical Ministries

- Eucharistic Bread Baking
- Eucharistic Ministers
- Liturgical Choir
- Liturgical Coordinator
- Lectors
- Sacristans

Spirituality and Faith Formation

- Faith Sharing
- RCIA Rite of Christian Initiation of Adults
- Retreats
- Soup and Stories
- Spirituality on Tap

Service to Others

- Adopt-a-Friend at Mercy Center
- Adopt-a-Grandparent
- College Kids (Boys and Girls)
- Habitat for Humanity
- International Service Experiences
- Krafts for Kids
- Social Justice
- Soup Kitchen
- Spring Break Service Trips

Mass Times and Reconciliation

All Catholic liturgies are celebrated in the University Chapel unless otherwise noted. Times and days of masses are listed below:

- Weekend masses are celebrated at 4:00pm Saturday and 7:00pm on Sunday.
- Weekday liturgy is 12:05pm. There is no daily mass on Thursdays.
- The Sacrament of Reconciliation is celebrated anytime upon request, with additional opportunities during Advent and Lent.

Campus Ministry is located in the Banks Student Life Center.

Office Phone Numbers and On-campus Extensions:

Christine Somers, Director: 674-6314, ext. 6314
Fr. Don Williams, Chaplain: 674-6315, ext. 6315
Georgia Young, Secretary: 674-6495, ext. 6495

Campus Safety

The campus safety office is located in office #9, Mercy Hall. The department maintains a 24-hour, seven-day-a-week communication and security dispatch system at this location. The department is comprised of the director, one associate director, two safety supervisors and 11 full- and part-time safety officers. Officers are trained in basic emergency procedures, first aid, CPR, and automatic external defibrillator (AED). Officers have detaining powers, but do not carry weapons or make arrests. Officers patrol the campus on foot and in a vehicle.

The safety department cooperates with federal, state, and local law enforcement. The safety department maintains a good working relationship with the Dallas Township Police Department.

It is Misericordia University's policy to protect the rights of all individuals and foster a safe environment for all students, employees, and visitors. Each member of the community has the right to be free from victimization and all members are expected and required to comply with all federal, state, and local laws. Each and every member of the community who is victimized by, observes, or has knowledge of a criminal incident or any emergency should immediately report such an incident to the campus safety department at 674-6300. The safety department makes timely warnings as needed to the University community regarding criminal activity. It will apprise every victim that violations of the law can be referred to the Dallas Township Police Department for criminal prosecution at their request. The safety department will investigate all complaints.

Victims and witnesses can report crimes on a voluntary, confidential basis for making timely warnings and for inclusion in crime statistics to a member of the University's counseling department.

The department also maintains a daily crime log, which is on display in the campus safety office. Crime statistics are available at www.misericordia.edu/safety. The log is a record of all crimes reported to the campus safety department. This log, which is open for public inspection, lists the nature, date, time, and location of each crime occurring on campus and the disposition. The campus safety department files a Uniform Crime Report to the Pennsylvania State Police annually. The crime statistics are also published by the campus safety department for a three-year period and are available in the Campus Safety Handbook and distributed annually to all enrolled students and current employees.

Misericordia University provides educational programs on drug and alcohol abuse through the substance abuse specialist's office. The University also offers programs regarding sexual assault prevention through the Counseling Center. Procedures to follow after a sexual assault are detailed in the Misericordia University "Sexual Assault Booklet." Crime prevention suggestions are offered in the Campus Safety Booklet.

Other security measures are:

CARE Criminal Alert Reporting Extension: 6292, off-campus: 674-6292, which allows any person to anonymously contact campus safety to report criminal or suspicious activity occurring on the University Campus or in the community.

Escort Service Campus safety officers provide dusk-to-dawn service on the campus grounds.

Vehicle Registration

All students and employees who wish to park and operate a motor vehicle on campus must register their vehicles with the campus safety department. Persons intending to use more than one vehicle must register each vehicle separately. The normal period for vehicle registration is the first two weeks of the fall semester. However, a vehicle, including motorcycles, should be registered immediately upon arrival on campus regardless of the intended period of use.

The \$25 fee for the non-transferable parking permit entitles the operator to a parking privilege on campus. Parking is available on a first-come, first-served basis in any of the lots identified to accommodate a specific permit designation. Student parking permits expire at the end of the spring semester and must be renewed during the fall semester. A \$5 replacement fee will be charged for lost parking permits.

Parking and Operation of a Motor Vehicle

Parking and operation of a motor vehicle must conform to the laws of the Commonwealth of Pennsylvania and the ordinances of Dallas Township. Abandoned and illegally parked vehicles on University property will be removed in accordance with Section 3353 of the Pennsylvania Vehicle Code. Copies of the University Motor

Vehicle Regulations are available in the campus safety office. The campus speed limit is 15mph. Miniature motorcycles known as “pocket rockets” are banned from campus for safety reasons.

First-year Resident Parking

First-year resident students are not permitted to register or park a vehicle on campus. Individual exceptions maybe granted on a need basis through the vice president of student affairs office.

The following are not permitted:

1. Parking in a no parking zone
2. Parking in a fire lane
3. Parking in a handicapped zone without proper authorization;
this will result in a \$50 fine
4. Parking on a sidewalk
5. Blocking a driveway
6. Obstructing traffic
7. Invalid use of visitors’ spaces
8. Parking an unregistered vehicle on University property
9. Parking in an unauthorized lot/permit violation.

During snow removal, students and employees may be directed to move their vehicles to lots which have been cleared. Advance notice will be provided via e-mail and e-MU. Failure to move a vehicle upon request may result in the vehicle being towed at the owner’s expense, and will result in a \$100 parking fine.

All fines must be paid to the student accounts office, first floor of Mercy Hall. Fines will be charged against the registrant of the vehicle unless the operator at the time of the violation is identified. Fines not paid will be assessed to the individual’s account and considered as any other amount owed to the University. Fourth and subsequent violations may result in the vehicle being towed at the owner’s expense or the parking privilege suspended or revoked.

Parking appeals will be held on a monthly basis and will be coordinated through the student government office, the Banks Student Life Center. Appeals must be made within five days of the violation. Appeals received after the five day period will not be considered.

All motor vehicles operated on or parked on University property are done so at owners’ risk. The University assumes no responsibility for damage or loss by fire, theft, accident, or vandalism, or damage by campus safety when assistance is given at a student’s request. If students or employees have problems with their vehicles, campus safety may assist them only if other procedures, such as contacting AAA, family members or locksmiths, fail. Campus safety may assist by issuing a battery booster. Campus safety will sign out the battery booster to the person with proper identification, such as a driver’s license or a MU ID card.

Commuter Services

Services for commuter students are coordinated by the Dean of Students. Student lounges in the Banks Student Life Center, Insalaco Hall and the ground floor of Mercy Hall are available for use while on campus. 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, e-MU, is used extensively to communicate with all members of the university community. E-MU can be accessed both on- and off-campus. Students can also find information posted on bulletin boards in the Banks Student Life Center or by turning on any university TV to channel 10.

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 bi-weekly and a reminder is emailed through e-MU to all commuters reminding them of the time and location of the meeting.

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 e-MU.

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 or the Cougar's Den Snack Bar, located in Banks Student Life Center. Contact Student Accounts at 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 e-MU or call: Commuter Hot Line (570) 674-6311 as early as 6:00am. In addition, local news and radio stations will broadcast information concerning school closing or delays.

Counseling Center

Counseling Center services are available to all full and part-time undergraduate and graduate students. Services include individual counseling, group counseling, consultation services, referral services, and crisis intervention. Counselors also offer workshops on a variety of personal development topics and issues throughout the academic year. All services are free of charge and all counseling contacts are confidential. Records of counseling contacts are kept separate from a student's medical or academic records.

The focus of University counseling services is on personal and life development. Common issues addressed through our services typically include problems such as stress management, test anxiety, general anxiety, depression, eating issues, substance abuse, relationship problems, and family problems. Students who present issues that need a more intensive, long-term treatment approach are offered off-campus referral sources where their needs can be more adequately addressed.

The counseling staff includes a Licensed Psychologist, a Masters-level Licensed Professional Counselor, a Certified Addictions Specialist, a Registered Dietitian Consultant, Graduate Interns, Student Peer Advocates, and Student Peer Educators. The Counseling Center is located on the ground floor of McGowan Hall. Our hours are 8:30 am to 4:30 pm. Appointments may be made by calling 674-6408 or by coming down to the Center. Evening and weekend appointments are available as needed. A counselor is available 24 hours a day for emergencies. Students may access the counselor on call after hours by contacting the Office of Safety and Security at 674-6300 or by making the request through a resident assistant (RA). Students do not have to identify the reason for requesting the counselor on call.

Faculty, staff, and students who wish to refer a student for counseling services or consult about a student may contact the Director, Dr. Cindy March, at 674-6366, or in the case of immediate need, may walk the student to the Center to access a counselor in a more timely manner.

First Year Experience Program

The First Year Experience is designed to orient first year students to the institution and help them integrate themselves into the University community. Through a special introductory session at orientation and follow up weekly classroom workshops, all first year students have an opportunity to become familiar with key offices, services and resources on campus and to explore a variety of issues such as diversity, wellness, thinking, learning, peer pressure, and drugs and alcohol. The First Year Experience program helps students adapt to their new community and develop support networks consisting of fellow students, student service personnel and faculty. The goal of the First Year Experience is to facilitate the academic and social adjustment to college. Freshmen also participate in a leadership development experience in the spring semester. All freshmen are required to participate and successfully complete one First Year Experience.

Food Service

Location

The dining hall and the Cougar's Den snack bar are located in the Banks Student Life Center.

Hours

The dining hours are:

Monday through Friday

Hot breakfast	7:00–9:30am
Continental breakfast	9:30–10:30am
Formal lunch	11:00am–1:30pm
Dinner service	4:30–6:30pm

Meal Exchange

Cougar's Den	
Lunch	1:15–3:15pm
Dinner	7:00–9:00pm

Saturday and Sunday

Brunch	11:00am–1:00pm
Dinner Monday through Friday	4:30–6:00pm
Saturday	4:30–5:30pm
Sunday	4:30–6:00pm

Due to the expanded meal service periods, meals will be deducted from your meal plan cards in the following way:

Breakfast one meal	7:00–10:30am
Lunch one meal	11:00am–3:15pm
Dinner one meal	4:30–6:30pm

You may not re-enter for meals twice within the same meal period for service, and all foods must be consumed in the dining hall. See the residence life office for meal plan policy.

Non-resident meal prices (dining hall):

Breakfast	\$4.00	9:00–10:30am
Lunch	\$6.75	11:00am–3:15pm
Dinner	\$7.75	4:30–6:30pm

Commuter, faculty, and Weekend students may purchase meal plans or place money on their ID card in the Student Financial Services Office.

On a regular basis, food service sponsors theme dinners and specials. After long weekends and/or holidays, the dining hall will reopen with dinner the night before classes resume.

Please remember that all resident students are required to show their meal card before entering the dining hall serving line or entrance will be denied. Students may not use another student's meal card; meal cards will be checked at every meal. Food is not allowed out of the dining hall. All food must be eaten in the dining hall.

A snack bar is located within the Cougar's Den coffeehouse in the Banks Student Life Center.

Food service hours for the Cougar's Den

Monday through Friday	9:00am–11:00pm
Saturday and Sunday	4:00–11:00pm

The Cougar's Den has a variety of menu items which is posted within the snack bar. The main attraction in the Cougar's Den is Pizza Express, where you can purchase fresh, fast, and delicious homemade pizza without leaving campus. The grill in the Cougar's Den closes at 10:30pm.

Health Center

The Student Health Center, located on the lower level of the Anderson Sports/Health Center, is directed by a registered nurse with a master's degree. A nurse practitioner and a part-time registered nurse are also on staff and function under the guidance of the university's medical physician. Health care providers have regularly scheduled clinic hours on campus. Health care providers are also available by telephone for advice and referrals during the week. The Health Center is open Monday through Friday, 9:00am to 5:00pm. If medical services are needed after hours, the student should contact their respective resident advisor (RA) who will, if necessary, inform the Director of the Health Center of the issue.

Services provided by the health care providers at the Student Health Center are free to the student population. Prescription medication may be obtained at one of four local pharmacies, and incurred expenses at one pharmacy only may be billed to the student's home address.

The Health Center is a state-of-the art facility providing first aid assessment and treatment of common illnesses. Referral for more serious health conditions, temporary care until transfer can be arranged to local medical facility, residence hall visits when appropriate, health counseling and education, maintenance of health records and assistance with student athletic insurance claims are provided at no cost to the student. The Health Center requires a medical history, physical examination, and immunization records to be completed and submitted by all new, transfer and commuter students before the start of the student's first semester of attendance. It is required that all resident students receive menomune as required by PA Law (meningitis), hepatitis B, MMR 2 and current PPD immunizations prior to beginning their university career. Students enrolled in health science majors (nursing, physical therapy, occupational therapy speech-language pathology, medical imaging and sonography) may have additional yearly requirements as mandated by their respective divisions.

Students requiring hospitalization or those afflicted with acute or long term illness that requires several days in bed and restriction from class will be required to return to their homes at the discretion of the health care provider and Director of the Health Center until activity and class attendance can be resumed. For the safety of all students, it is required that students diagnosed with a communicable disease (measles, chickenpox) should be sent home. Permission to return to campus must be provided in writing from the student's health care provider.

The Health Center's self-care room is designed as a teaching model to encourage independence in the student population. Brochures, educational displays and videos are available for student instruction. Limited over-the-counter medications are available free of charge.

The Student Health Center counsels on personal issues and provides informational materials to help students assess and to participate in their own health care. This includes, but is not limited to: breast self-exams, urinary tract, menstrual and gynecological problems. Counseling about anxiety over possible exposure to STD'S and /or HIV is available for men and women with possible referrals to professional counselors if necessary. Call the Health Center 674-6276 to arrange an appointment with a health-care provider.

Additional services are also available. They include nursing assessment, treatment and follow-ups; referral to specialists; arrangement of medical appointments and testing; physical exams; assistance with dispensing or injection of medication; allergy injections administered under strict protocol by Director; TB skin testing and medical equipment for short term use (ice bags, crutches, heating pads, vaporizers and ace bandages). Students will be billed for materials not returned to the Health Center by the end of the semester. All full-time students are required to provide a photocopied proof of membership in their parent's health insurance plan. Information about a health insurance plan is available at the Office of the Vice President of Student Affairs (674-6238).

In keeping with our Catholic values, the Student Health Center does not distribute condoms or other forms of birth control. Moreover, the optional student health insurance policy does not cover birth control prescriptions or abortion procedures.

Student Health Center Hours

Monday through Friday 9:00am-5:00pm

Nurse Practitioner Hours

By Appointment
Monday and Thursday 9:30am-11:00am

Clinic Hours

Physician Available
Wednesday and Friday 11:30am-12:30pm

Phone (570) 674-6276

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 Center serves all students and alumni with its state-of-the-art career resource library and team of professional staff. The mission of the Center is to prepare students for employment, graduate school or professional school and to manage their careers throughout their working lives.

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. Opportunities to expand personal horizons and enhance one's ability to function as a global citizen through study abroad are also facilitated by the Insalaco Center.

The Center provides the following services:

- Individual career consultations
- The Choice Program for undeclared students
- Career assessment
- Non-curriculum required experiential education (shadowing, internship, externship, part-time, and summer jobs)
- Mentoring Opportunities
- Graduate and professional school advising
- Employment skill development and training
- Recruitment services
- Study abroad advising
- Work-study placements on campus
- A career resource library housing hundreds of print and technical career development resources.

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 e-mail brushmer@misericordia.edu. You can also visit online at www.misericordia.edu/career.

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 four/five years at Misericordia University. The SLT, along with their academic transcript, will be issued to all prospective employees 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 e-mail brushmer@misericordia.edu. You can also visit online at www.misericordia.edu/career.

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, 8:30am to 4:30pm
- Closed Saturday and Sunday.
- Out-going mail is picked up by the Dallas post office at 4:00pm daily, Monday through Friday.
- All mail is delivered to student boxes by noon daily.
- Fed Ex is delivered after 10:30am daily
- UPS is delivered after 3:00 daily

Students will be notified of delivery through written notification in their mailbox.

- Services offered include the same as any USPS Postal Office. These include, but are not limited to: money orders, stamps, priority, express, media, certified, insured and registered mail. UPS and Fed Ex Service are also available.
- Express Mail must be received to the post office no later than 12 noon for next-day service.
- Money orders sold after 3:00pm will be dated the next business day.
- Mail addressed to you should follow this format:

Jane Smith
Misericordia University
301 Lake Street, Box 42
Dallas, PA 18612-1090

** Your address must include your Post Office Box Number. Mail that does not include a Post Office Box Number may be delayed. Please do not use room numbers on your address.*

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

Forwarding addresses should be supplied to the post office six weeks before the end of any given term. Publishers of magazines, newspapers, etc. should also be notified six weeks in advance of change of 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.

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
- No longer participating in the Work Study Program

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 campus residence halls and to promote personal development through community living experiences. The office 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 six residential facilities: McHale Hall, Alumnae Hall, Gildea Hall, McGowan Hall, Townhouse Complex and one house on Lake Street.

- McHale Hall - a traditional standard double room residence that houses freshmen men and women. It is co-ed by floor/wing and is equipped with air conditioning and elevator access. Fireside Lounge is located on the first floor of the facility and is used for study/recreational purposes. This modern lounge contains a full kitchen and living room area.
- Alumnae Hall - a traditional co-ed standard double room residence that houses freshmen and upper class students. Now connected to the McGowan Hall facility, residents are able to access all of the modern lounges, fully equipped kitchens and study areas.
- Gildea Hall - apartment-like 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 and each floor has a lounge and a kitchenette. This facility is air conditioned and has elevator access.
- McGowan Hall - a modern double room facility for upper class students with a private full bathroom shared with the bedroom next door. 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.
- Townhouse Complex - consists of 18 individual townhouse units for upper class students. Each is equipped with three bedrooms, two bathrooms, a common living room and full kitchen. This residence is co-ed by unit and houses six students.
- Lake Street Residence - is an off-campus house for upper class students that offers the full amenities of a typical household with a large kitchen and laundry facility.

Here at Misericordia, the residence halls serve two purposes in accommodating a student's university experience; to live and to learn. Living and sharing with others is a vital part of one's educational experience at Misericordia, providing the opportunities to build relationships and connections that will last a lifetime. Within the residence halls, 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.

HERE ARE SOME SURVIVAL TIPS FOR PARENTS OF FIRST TIME RESIDENT STUDENTS:

The Director of Residence Life oversees the program with the support of an Assistant Director, graduate Resident Directors (RD's) and undergraduate Resident Assistants (RA's). We know it can be a little scary at first when your son/daughter moves away, but please know that we do our best to make that transition as easy as possible. One of the best pieces of advice we can give to you is to please **allow and encourage your son/daughter to take care of problems on their own**. Even though it is hard to listen to them 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 else in the Residence Life Department. Remember, we are trying to help your son/daughter become an adult.

We value the experience which comes from having a roommate, so all first year students are assigned at least one roommate by taking into consideration the lifestyle preferences your son/daughter has submitted. There are no single room accommodations for first year students. The specific **room assignment is mailed out the first week in August**. Please encourage your son/daughter to make contact with their new roommate to begin to get to know each other and avoid bringing duplicate items.

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 which may arise. In fact, when

problems do arise, part of our educational process is to have the roommates go 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. The majority of roommate problems occur over lifestyle habits and lack of communication so that is why we use mediation instead of just changing rooms. There is a formal room change process once each year. This process occurs toward the end of the first semester. It is important to remember that students often have differing expectations for what their roommate should and should not be... we teach students skills so that they can live productively together while appreciating each others differences, knowing full well that they might never be best friends.

Our community is based on respect and responsibility. Your son/daughter will receive a Student Handbook, which contains all the rules and regulations of the College. It is their responsibility to know and follow these guidelines for they will be held accountable for any violations and face sanctions accordingly. Along these lines, students also have a large role in making sure that our environment stays safe, clean, and conducive to learning. Prior to your arrival, Residence Life Staff and our Maintenance Department have thoroughly inspected the residential areas.

Students will be held accountable for any damage done to their room or the common areas of the building. For their individual rooms, Room Condition Reports (RCR) are reviewed with the students and this same inventory is used upon departure. If there is damage to common areas of the building we will first try to find out who was responsible for the damage, so please encourage your son/daughter to come forward with any information they may have to insure appropriate billing and disciplinary action. If those responsible are not found, all students residing in that area (floor or building) will be held accountable for any costs.

Honestly, it is not always easy to control the environment where more than 250 first year students live. However, we do our best to make sure the residence halls are conducive to sleep, study, and fun. Even though we do have established quiet and visitation hours, common courtesy is expected at all times. Our halls are locked around the clock and students have a key to their building 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 are highly trained to handle any type of situation including medical emergencies.

All first-year students must choose one of three meal plans:

The 265 meal plan with Cougar points, the 190 meal plan with Cougar points, or the 125 meal plan with Cougar points. There are no exceptions to this rule.

Please note that the residence halls close for ALL VACATIONS! Students are always notified of the specific closing and opening times that must be strictly adhered to. Late stays or early arrivals are not permitted.

Your son/daughter has received a list of things they should bring or not bring with them to Misericordia. It is very important that they pay close attention as to what is permitted/ not permitted.

The following are answers to some common questions:

- All mattresses are standard twin size (36" x 80")
- Each residence hall is co-ed and contains kitchenettes with supplies, coin-operated laundry facilities, vending machines, study and recreational lounges.
- Each room includes twin beds (no double or water beds are permitted), closets, dressers, desks, desk chairs, cable T.V., internet access and curtains.
- The following items are strictly prohibited:
 - Pets (except fish in tanks up to 20 gallons), candles, incense burners, alcohol (unless over 21 years of age), open coiled appliances, halogen lights and lofts.

- If you choose to buy a refrigerator or microwave instead of renting one (information under separate mailing) please be sure not to exceed the size limitations of 4.6 cu.ft. for refrigerators and .9 cu.ft. for microwaves. No appliance may have an exposed heating element. All appliances must be UL approved.

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 200 programs each year. Our program 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.

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

Student Activities

The Department of Student Activities 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 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 student activities works with all students and with class and club advisors as a resource/consultant and as a liaison between student groups. There are over 35 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 2009-2010 Leadership Development Program will include:

1. Orientation leaders training program, SGA leadership weekend
2. Periodic leadership development programs for class/club officers and advisors.
3. Intercollegiate Leadership Wilkes-Barre Program
4. Annual Leadership Awards dinner

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:

1. Class registration.
2. Participation in graduation ceremonies and the awarding of diplomas. Also, seniors may be denied final exams.
3. Transcript issue.
4. 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 am to 4:30 pm to discuss individual problems and to advise students in matters regarding financial aid.

Institutional Refund Procedure Relating to Withdrawals

When a student withdraws, he or she must file an official notice of withdrawal with the Retention Specialist and notify the director of residence life in writing. The percentage of refund is determined by when the paperwork is completed. Please refer to the University Catalog for a complete description of the refund policies of the University.

QUESTIONS

<i>Concern</i>	<i>Who to Contact</i>	<i>Phone Number</i>
Academics	VP-Academic Affairs or academic advisor	674-6218
Athletics	David Martin	674-6294
Bookstore	Diane Morreale	674-6271
Campus Ministry	Chris Somers	674-6314
Campus Safety		674-6300
Center for Adult and Continuing Education	Tun Nyein	674-6154
Class Cancellations, Commuter Hotline		674-6311
Commuter Services	Kit Foley	674-6304
Co-op Education		674-6409
Counseling		
Appointments	Carol Llewellyn	674-6408
Counselors	Dr. Cindy March, RSM	674-6366
	Fred Chamberlain	674-6318
Alcohol/Other Drugs	Darcy Brodmerkel	674-6466
Dean of Students	Kit Foley	674-6304
Emergencies		674-6300
Food Service	Bruce Deeble	674-6269
Health Services	Charlotte Slocum, RN	674-6276
Honors Program	Scott Blanchard	674-6424
	Thomas Hajkowski	674-8083
Illness or Injury	Charlotte Slocum, RN	674-6276
Insalaco Center for Career Development	Bernadette Rushmer	674-8028
Intramurals	Mark Stauffer	674-6492
Library Services		674-6231
		674-6352
Lost and Found	Campus Safety	674-6300
Mail Service	Lisa Shaw	674-6235
Public Relations	Jim Roberts	674-6758
Registration, Scheduling		674-6756
Residence Life	Donna Ellis	674-6266
Student Activities	Darcy Brodmerkel	674-6466
Student Financial Services	Susan Fronzoni	674-6249
Student Government		674-6220
Student Success Center	Carol Llewellyn	674-6408
<i>Support Services</i>		
Academic	Bruce Riley	674-6208
Transfer Student Services	Joan Foster	674-6255
Tutorial Services	Brooke Streight	674-6204
VP-Student Affairs	Sr. Jean Messaros	674-6320
<i>Withdrawals</i>		
From Classes		674-6756
From the University		674-8170
Work Study Program	Stephanie Winsock	674-6701

**2009-2010 ACADEMIC CALENDAR
FALL 2009**

Wednesday	August 26	Orientation for New Faculty
Thursday	August 27	University Meeting (ALL)
Friday	August 28	Convocation (TBA)
Friday, Sat, Sun	August 28,29,30	Freshmen Orientation/Check In
Sunday	August 30	Student Check-In
Monday	August 31	First Day of Classes ALL Students
Friday	September 4	Add period ends 4:30 p.m.
Monday	September 7	Labor Day; No day or evening classes
Tuesday	September 8	Classes Resume 8:00 a.m.
Friday	September 18	Last day to remove Summer 2008 Incompletes
Friday	September 25	Drop Period Ends 4:30 p.m.
Thursday	October 15	Fall Recess
Friday	October 16	Fall Recess
Monday	October 19	Classes Resume 8:00 a.m.
Monday	October 19	Mid Term Grades Due 8:30 a.m.
Mon-Fri	Oct 26-30	Advisement Week
Monday	November 2	Last day to withdraw from a course or University
Mon-Fri	November 9-13	Registration Spring 2010
Wednesday	November 18	Writing Proficiency Exam Held 12-1:30
Tuesday	November 24	FOLLOW THURSDAY CLASS SCHEDULE
Wed-Sun	November 25-29	Thanksgiving Recess
Monday	November 30	Classes Resume 8:00 a.m.
Monday	December 14	FOLLOW FRIDAY CLASS SCHEDULE Last Day of Classes (SEE BELOW)
Monday	December 14	Monday Evening Class Exams Held
Tues-Sat	December 15-19	Final Examinations
Monday	December 21	Grades Due 9:00 a.m.

**2009-2010 ACADEMIC CALENDAR
SPRING 2010**

Monday	January 18	First Day of Classes
Friday	January 22	Add Period Ends 4:30 p.m.
Friday	January 29	Last Day to Remove Incompletes from Fall 2009
Friday	February 12	Drop Period Ends 4:30 p.m.
Wednesday	March 3	Mid Term Grades due 8:30 a.m.
Mon-Fri	March 8-12	Spring Break
Monday	March 15	Classes Resume
Mon-Fri	March 15-19	Advisement Week
Tuesday	March 23	Last day for course or University withdraw
Fri-Wed	March 26-31	Registration Fall 2010
Thur-Mon	April 1-5	Easter Recess
Tuesday	April 6	Classes Resume
Wednesday	April 7	Writing Proficiency Exam Held 12-1:30
Tuesday	May 4	FOLLOW THURSDAY CLASS SCHEDULE
Wednesday	May 5	Last Day of Classes (FOLLOW FRIDAY CLASS SCHEDULE)
Thursday	May 6	Study Day
Fri-Fri	May 7-14	Final Examinations
Monday	May 17	Final Grades Due 8:30 a.m.
Saturday	May 22	Baccalaureate and Commencement



MISERICORDIA UNIVERSITY

Dear Parent:

Never believe that a few caring people can't change the world. For indeed, that's all who ever have. — Margaret Mead

Service is an important component here at Misericordia University. As a Misericordia parent, you are encouraged to be a Misericordia University volunteer to help with recruitment, development, or career services. As a parent volunteer, you might help with:

College Fairs: Represent Misericordia at a college night held in your area. College fairs provide the ideal opportunity to boast about your son's or daughter's college to friends, neighbors, parents, and students from your community.

Career Services: Talk to prospective and current students about your profession, career options or graduate and professional schools you have attended. Arrange for a student to job shadow you at work or at another work site.

Internships: Work with our career development center to develop internships for current students. These can be paid or unpaid, credit or non-credit opportunities.

Open House Panels: Join other parents, alumni, and students during the Admissions Department's Open House activities. Proudly tell prospective students and their parents about your experience as a Misericordia parent.

Fundraising: Help solicit gifts for the annual fund from other parents or provide information of corporations or foundations who may have an interest in supporting Misericordia University.

If you are interested in becoming a Misericordia University parent volunteer, please complete the following form and return it to Virginia Conrad, Asst. Director of Alumni, 301 Lake Street, Dallas, PA 18612. If you have any questions about any volunteer opportunities or have any questions, please contact Virginia via email at vconrad@misericordia.edu or telephone 570.674.6228 (toll free 866.262.6363, option 3, press 1).

-
- Yes I am interested in becoming a parent volunteer. (Please check all that apply.)
 - Attend a College Fair
 - Provide an Internship
 - Solicit for the Annual Fund
 - No. I am not able to volunteer at this time.
 - Serve as a Career Services Contact
 - Serve as an Open House Panelist
 - Provide Corporate/Foundation info

Name: _____

Address: _____

Daytime Telephone #: _____ Evening Telephone #: _____

Fax #: _____ Email: _____

Occupation: _____ Employer: _____

Son's/Daughter's Name: _____ Class Year: _____