Welcome

Dear Mercyhurst Student,

Hello, Lakers! Let me start by extending a most gracious welcome to you and your families. This is the beginning of a wondrous journey, where you can discover who you are, what you aspire to be, and experience intellectual adventure in all its many forms.

Through Mercyhurst’s attention to hands-on learning combined with a vibrant liberal arts core and a commitment to service, we endeavor to equip you with the means to continue educating and reinventing yourself throughout life.

Today’s Summer Orientation is designed to help guide you along the many avenues of engagement on the Mercyhurst campus. Ultimately, your success will be your own achievement, but we want to assure you that we are fully invested in helping you achieve your goals.

I sincerely hope that today is the beginning of a memorable Mercyhurst experience that you will treasure now and in the years to come.

Carpe Diem,

Michael T. Victor  
President
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A Tapestry of Identities

With hospitality central to the Mercy Mission, we’re committed to building a community that resembles the world we seek to serve. Your personal and intellectual growth is best served through a challenging education that defies sameness of thought and exposes you to unfamiliar dimensions of the world. Living and learning at Mercyhurst means being part of a campus that insists on respect of all people. At Mercyhurst, we recognize diversity is nearly limitless in scope. Our campus welcomes people of different faiths, ethnicities, cultural traditions, sexual and gender identities, and socioeconomic backgrounds—and there’s always room for more.

The things that make you special make Mercyhurst special! This is your time to grow, to discover something new, to ignite your passions and share them with the world. You are welcome here!

mercyhurst.edu/YouAreWelcomeHere
Dear Lucky Laker,

Welcome to the Mercyhurst International family!

It is difficult for me to put into words what your time at Mercyhurst will hold for you. I am so truly excited for you to begin this wonderful portion of your life and share this experience with all those who came before you.

You are about to embark on a journey that will change you forever. Your college years will mold you as a person and teach you volumes about yourself.

Please don’t be scared. The prospect of an education away from home can be daunting, but believe me when I say that you are more than prepared. All of us international students have been in your shoes, and for now, Hurst is Home.

To help you along the way, the Mercyhurst International Students Organization (MISO) members have created a survival guide for you. We are not experts, but we have become all too familiar with the moving, packing, hellos and goodbyes. There is no doubt in my mind that we can help you a little.

Mercyhurst will give you opportunities to excel in all areas of your life. Take all the chances you get, because the days go fast and the years go faster.

Leaving home is not easy, but never getting to experience Mercyhurst would be harder. This little piece of home in Erie, Pennsylvania, has brought me more joy than I could have ever imagined.

Carpe Diem, my friend. Get ready for a whirlwind.

Yours,

Marina R. Boyle ’21
Mercyhurst International Student Association President
MU Survival Guide

1. Make American friends. It’s the best way to engage in the culture, explore the country, and understand the people.

2. Make international friends, too. Often, you’ll need to vent a little, and a support network is there for you with clubs like MISO, BSU and many more.

3. Get a bank account with PNC so you can bank right by campus.

4. Be a minimalist. Everything has to go into summer storage at some point! The space isn’t that big, but remember that you can stack right up to the ceiling.

5. American English is weird. Get used to “trash,” garage,” “sidewalk” and many, many more. The word “lodge” doesn’t exist. Neither does “queue.”

6. Join clubs on campus and go to SAC/MAC events. It’s a very different approach to college programming outside the U.S., and there are lots of giveaways!

7. Reach out to other international students so you can share Ubers and figure out rides to the bus station, airport, etc.

8. Get familiar with the second floor of Egan. Literally everyone you need is there. Make sure to find out where Angela Phillips, Brooke Fischman, and Cariel Lewis are, because they are eager to help and at some point, you’ll need them! 😊

9. Go on a Carpe Diem retreat with Campus Ministry or an Alternative Spring Break trip!

10. Make sure you know your Student Government senators. You have every right to make sure they are representing the opinions of our international community.

11. Campus is small, so you can get to know everyone pretty quickly. This is a blessing if you are friendly and kind.

12. Don’t buy every single book for every single class. It will bankrupt you. See what’s in the library, go to book swaps, and look on Amazon.

13. Ride the E. It’s free.

14. Explore Erie. There is a lot to do for free. Walk to the Bayfront and climb the Bicentennial Tower (which is free one Sunday a month). Hike at Presque Isle, go to Sara’s, check out the cinema and bowling, and look for trips like Target After Hours.

15. Ask about service opportunities to see more of Erie and give of yourself.

16. Call your parents.

17. Write letters home and make sure people at home write letters back! Getting mail is the best.

18. Try to explore other neighboring states like New York and Ohio. Conferences are a great way to visit other places.

19. Niagara Falls is a must. Get to Canada if you can!
20. Actually listen when they explain MLA citations, a thesis statement, and all the other American formatting things you may never have heard of before.

21. Unlike many other cultures, professors give points for participation, and they love extra credit. Do it!

22. Use the Health Center and Counseling Center when you need them.

23. Roommates can make or break your residence hall experience. Make the effort to get to know each other and get along!

24. When you are homesick, make a list of all the things you are grateful for here. You’re definitely allowed to be homesick, but it puts things in perspective.

25. Explain your culture to Americans and teach them about other parts of the world. They can be very oblivious, but the majority really do want to learn.

26. Never fear a change.

27. Remember how much strength and determination it took to get here in the first place. Then, draw on that when you doubt yourself.

28. Go to Homecoming and Applefest and pep rallies and corn mazes and all those other things that you’ve only seen in movies.

29. Make your family proud.

30. Use coupons.

31. Don’t be that person who doesn’t clean their lint out of the dryer.

32. When you don’t understand how something works, ask.

33. Don’t file your taxes by yourself! There are workshops that will help.

34. Don’t do anything that can jeopardize your precious F-1 status. Seriously, be careful!

35. Americans always refer to everything needing to be safe. Like “have a safe break!” It makes it seem like everything is dangerous. I promise it’s not!

36. They use the word “kid” for literally people of any age. Like, “this kid who’s a senior next year…” ?!

37. The food is awesome. But stock up if you’re staying over break, because that’s when things get limited.

38. If you feel like your culture isn’t be celebrated, start an event that will celebrate it! The Multicultural Activities Council, MISO, Tyler Brentley, MSG, Angela Phillips, Brooke Fischman, Cariel Lewis and many others can help!

39. College goes quickly. Do everything you can in your short window!

40. This is a journey. Take it as it comes, enjoy it, and remember how valued you are.

Good luck, Lakers!
International Student Contacts

**Angela Phillips***
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Egan Hall 301

*Authorized to sign I-20s*
Dear students and families,

I’m sure you have been on the receiving end of many “welcome to Mercyhurst” moments since arriving on campus. The friendly outreach to new faculty, new students and their parents is something I found refreshing when I walked through the Mercyhurst gates 17 years ago. Many things have changed since then, but the genuine nature of these gestures of hospitality and compassion that embody the sentiment of our founders, the Sisters of Mercy, has remained constant.

Mercyhurst University is a Mercy institution in the liberal arts tradition, one where knowledge, faith and reason intersect. As such, we are committed to challenging students and faculty to pursue excellence in all aspects of the academic experience. These experiences come in many forms, all of them with deliberate and purposeful intentions.

The Office of the Provost and Academic Affairs is the hub for all academic matters and provides support for the many functions needed to help move students from entry as a freshman through graduation. We have prepared this section to assist you in understanding the people, policies and procedures that will help you in this process.

On behalf of the Office of the Provost and Academic Affairs, allow me to offer you a more formal Mercyhurst welcome.

Carpe Diem,

Leanne Roberts, Ph.D.
Provost
Vice President for Academic Affairs
Academic Calendar and Curriculum

The academic year is divided into two 16-week semesters. During each semester there are also two 8-week mini-terms to offer flexibility in scheduling. Mini 1 and Mini 2 are offered during the fall semester and Mini 3 and Mini 4 during the spring. Most courses will be offered during the 16-week-long semester. Typically freshmen enroll in 12 to 18 credits (or 4 to 6 courses) each semester to earn 30 credits (10 courses) in an academic year. This can include a combination of traditional semester-long courses (students must take at least three) and 8-week mini session courses (students can take no more than two classes in any mini). All freshmen take the IMU first-year experience courses, which takes place during their first academic year. The average freshman will spend between 15 to 20 hours per week in direct classroom instruction, and 40 to 60 hours per week in out-of-class work and study.

Mercyhurst is a university rooted in the liberal arts tradition and requires students to complete the REACH Curriculum in addition to their major requirements. The REACH Curriculum is an integral part of a Mercyhurst education that provides students with a broad-based education that is grounded in the Mercy mission. The courses in this experience are designed to challenge mindsets and assumptions, enable the development of critical thinking and problem-solving skills, encourage curiosity and creative inquiry, cultivate an appreciation of arts and culture, ignite community awareness and engagement, and help instill in our students a resilience in the face of challenges. The flexibility of the REACH Curriculum allows students to explore interests outside their major, as well as to declare a minor or double major if they wish. Families can view the REACH Curriculum online in the Undergraduate Course Catalog on the Mercyhurst website.

iMU Course

All freshmen take iMU 101 and iMU 102 as part of their first-year experience requirement. Both courses are 1 credit and should be taken in their first year. The iMU courses are designed to assist students as they transition to college life by providing resources and information that are critical for success. Our students will receive three-fold benefits from the iMU experience:

• Early and repeated access to iMU facilitators and mentors from across campus will allow students to build deep connections to the Mercyhurst community and foster a devotion to the mission and traditions of the university.

• The course content will provide students with information and inspiration to be academically successful, healthy, socially engaged and prepared for the practical demands of adult life.

• The overall experience will help us build a freshman class that is resilient in the face of challenges, engaged in the life of the university, and able to serve as ambassadors for Mercyhurst throughout their lives.

Academic Advising

Academic advising is an important element of a successful and satisfying college education. At Mercyhurst, each student is assigned a faculty advisor, typically a professor in the student’s major department, and an academic counselor from the Office of Academic Support and Learning Differences. Working in partnership with each other, faculty advisors and academic counselors guide students in selecting courses that address their academic interests, fulfill REACH and graduation requirements, and prepare them for post-baccalaureate work.
At Mercyhurst, students can declare a major in their freshman year or choose to begin their studies as an exploratory student. The faculty advisor and academic counselor will help the exploratory student investigate various academic disciplines while meeting REACH requirements in a timely manner.

At the college level, the student is expected to be a responsible and active partner in the advising process. We encourage all freshmen to schedule regular meeting times with their faculty advisor and academic counselor so that they are working toward department and graduation requirements each time they register for classes.

Academic Services & Support
Office of Academic Support & Learning Differences

The Office of Academic Support and Learning Differences consists of a team of professional academic counselors who work in cooperation with faculty advisors and major departments to guide and support students during their Mercyhurst education. Key to these efforts is counseling students who are experiencing academic or social challenges; working with students who may be thinking of changing their major; advising exploratory students; assisting with registration issues; and maintaining a faculty referral system for early warning and academic intervention strategies. Each incoming student is assigned an academic counselor who serves as an attentive, available and responsive resource person for the student’s academic success and related needs. Academic counselors use multiple approaches to facilitate student success, such as learning and study skills work, interest inventories, and early alert/midterm grade reviews.

The Learning Differences Program

The Learning Differences program is committed to empowering students with documented disabilities by coordinating their approved academic accommodations for full participation in the university’s programs, courses and activities, as required by Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA).

These services may include:

- Testing modifications (extended time in a quiet, alternate location)
- Auxiliary aids (note-takers, readers, scribes)
- Assistive technology (reading and voice recognition, listening devices)

Academic Advantage Program

The Academic Advantage program is a structured, inclusive academic program designed to help with the transition to college while fostering skills that encourage academic success and career readiness.

Key features of the program include:

- One-on-one support for students with a professional Academic Counselor throughout their academic career.
- Specialized opportunities for academic and professional skill development.
Successful students utilize campus resources to maximize their academic potential. Students are encouraged to make use of their Academic Counselor and the university’s Peer Tutoring Services.

**ADA Accommodations**

Mercyhurst University is committed to making reasonable accommodations for qualified students and employees with disabilities as required by law. Individuals seeking an accommodation for a disability must submit a written request outlining the specific accommodation request being made. Supporting documentation may also be required. To request an accommodation, contact Alice Agnew, Director of Equal Opportunity Programs, at aagnew@mercyhurst.edu or 814-824-2362, or stop by her office in 300 Old Main. Individuals can access accommodation request forms online at mercyhurst.edu/student-consumer-information.

Chronic health conditions rise to the level of a disability when they substantially limit one or more major life activities. The Americans with Disabilities Act requires us to grant “reasonable accommodations” which may include flexibility in terms of class attendance and other adaptations as appropriate to individual conditions. However, the student remains responsible for notification of absences and for make-up work and tests.

If you are a student with a chronic health condition or a serious injury that requires academic assistance, you are encouraged to contact Dr. Judy Smith, Executive Director of Wellness, at 814-824-2037 or email her at jsmith@mercyhurst.edu. Examples of chronic health conditions include, but are not limited to, disorders of digestion, immune function, respiration, circulation, and endocrine functions, etc. Injuries of a temporary nature (e.g. sprained ankles, broken legs) are not considered disabilities under law.

**Peer Tutoring Services**

*The Tutoring Center*

The Tutoring Center offers one-on-one or small group tutoring in most subject areas, including English language support. Tutors are current students who have demonstrated mastery over the subject’s content area. All tutors are recommended or approved by the faculty at Mercyhurst and maintain a high cumulative grade point average. Students seeking tutoring can schedule an appointment via TutorTrac, the university’s tutor scheduling software, at mercyhurst.go-redrock.com. Students seeking tutoring for a class for which there is no tutor scheduled in TutorTrac may request a tutor by emailing the Tutoring Center at tutoring@mercyhurst.edu. Please visit the Tutoring Center’s Portal page.

*The Writing Center*

Writing consultants help students at any stage in the writing process, including analyzing and understanding the assignment; revising and editing a rough draft; using correct citation styles (MLA, APA or Chicago style); and incorporating professor’s suggestions about a draft. Students may bring in any writing project for any class. Students can come in during drop-in hours or make an appointment with a consultant via TutorTrac (mercyhurst.go-redrock.com). Find the latest Writing Center information via Twitter and Facebook (@WritingCenterMU) or search for us on the my.mercyhurst.edu portal.
Career Development Center

The Career Development Center (CDC) provides services to students beginning the moment they arrive on campus and continuing even after graduation. Some of these services include career counseling, assistance with major exploration, cover letter and résumé review, preparation for job searches and interviews, and providing information related to graduate schools.

Each year the CDC hosts a large Career Fair as well as smaller job fairs for each of the four colleges. These events bring many organizations to campus to discuss part-time and full-time job and internship opportunities with our students. Students are also encouraged to meet with companies to explore various career paths, even if they are not actively looking for employment.

Mercyhurst offers two online career systems to assist students. CareerShift is an online job search tool that allows both students and alumni to easily search for open positions. Students also have their own account in CareerConnect, an online career management system. Available jobs, internships and other career related activities are posted on CareerConnect, where students can post their résumés and credentials for review by prospective employers. Organizations are regularly invited to campus to conduct interviews for jobs or internships. Students are notified of these opportunities via CareerConnect, and can sign up for interviews through their account.

Academic Policies

Even the most carefully drawn plans will sometimes require modification. For the freshman, changing plans can be an anxious moment, and for the parents, possibly bring a frantic call home. Here is a brief overview of changes that can be made and important guidelines every student should follow.

During the first week of a semester, students can change their schedule by adding and/or dropping courses. Before adding or dropping a class, students are encouraged to consult with their faculty advisor or academic counselor. Students are advised not to drop a class that brings their total credits for the semester below 12 credits. Anything below 12 credits is considered part-time and may affect financial aid, student visa status, athletic eligibility, or academic progress.

After the add/drop period is over, students wishing to “drop” a class must withdraw from it. Withdrawing from a course may affect financial aid, Satisfactory Academic Progress (SAP), and completion of degree requirements. For these reasons, students must get the signature of their faculty advisor or academic counselor in order to withdraw from a class. Students who are athletes are encouraged to consult their coach or the Athletic Department before withdrawing as doing so may affect their eligibility to play. International students are encouraged to consult with their academic counselor or the PDSO to ensure compliance with visa requirements. It is also recommended that students consult with their financial aid counselor before making any schedule changes.

A significant number of freshmen decide to make a change of major. Students can find support and guidance through a number of university resources, including their faculty advisor or the Office of Academic Support and Learning Differences. Once a decision to change has been made, the student must make the change official by completing a change of major form and submit it to the Registrar’s office.

For more information about academic policies, students and parents can consult the Undergraduate Course Catalog.
15TOFINISH

What is 15TOFINISH? It's a reminder to help you earn all of the credits you need to finish your Mercyhurst degree in four years. You can do this!

15 credits per semester

15 credits x 8 semesters = 120 credits

120 credits + 1 required lab credit = 121 credits

Mercyhurst degree = 121 credits to graduate

Please keep in mind the following:

Full-Time Status

Full-time status for F-1 students is 12 credits for undergraduate students and 9 credits for graduate students. Undergraduate international students are strongly encouraged to take 15 credits per semester. Students must consult the PDSO if they need to withdraw from a course. Students must maintain a course load of 12 credits throughout the semester, unless authorized by the PDSO.

Reduced Course Load

Under certain circumstances, a student may be granted a reduced course load and be permitted to enroll in fewer than 12 credits for one semester. Circumstances include, but are not limited to, illness/medical condition, initial difficulty with English language, initial difficulty with reading requirements, unfamiliarity with American teaching methods, improper course level placement, and completing the course of study in the current term. Students must have a reduced course load approved by the PDSO and SEVIS. A medical leave may not exceed an aggregate of twelve (12) months total.

Online Courses

F-1 students may only count one (1) online course per semester toward their full-time status.

Change of Major or Academic Level

F-1 students must inform the PDSO of any change of major or academic level (example: bachelor's to master's degree/level). This information must be updated in SEVIS and on your I-20.
Program Extension

F-1 students who need to take longer than the date of completion on the I-20 to complete their course of study to graduate must request a program extension with the PDSO and provide a written valid reason for the extension. Time spent on academic probation or suspension is not a valid reason for approval.

Academic Achievement

A noted difference in college learning from high school is the grading scale and policies used by professors. Frequently, students are surprised to learn that each letter grade has a limited point range, and a failing grade has a high cut-off point. Most professors include a grading scale and policies with their introductory syllabus materials. Students should carefully review these standards and measure their learning and performance based on those criteria. Final grades are issued at the end of each academic semester and are available online to the student. You can review the grading system in the Course Catalog.

The following criteria are important academic benchmarks to monitor with your student. You can read about calculating a Grade Point Average (GPA) in the Course Catalog. The Cumulative Grade Point Average is calculated as part of all semester final grades. Students are expected to earn a cumulative GPA of 2.0 or higher each semester. Students earning a lower cumulative GPA are placed on academic probation and are monitored by the Office of the Provost and the Office of Academic Support and Learning Differences.

A minimum departmental GPA is required in many majors, ranging from a 2.0 GPA to a 3.0 GPA. This GPA measures the student’s performance in courses integral to the major. Families can learn about their student’s department GPA requirements in the departmental section of the Course Catalog.

Students receiving state and federal aid must achieve Satisfactory Academic Progress (SAP). In order to make SAP, a student must complete 67 percent of all attempted credits. Scholarship standards vary by the sponsoring institution or organization. To learn more about the standards for Mercyhurst scholarships, refer to the Course Catalog or contact Student Financial Services.

Athletic eligibility is governed by the standards of the National College Athletic Association, which requires a minimum GPA and a specific number of earned credits on a yearly basis. Student-athletes should know and discuss these standards as well as their athletic eligibility with their coach.

With time, students will develop confidence in following their academic program and university policies. The College Catalog and the Student Handbook explain these policies and provide an excellent reference to the many types of academic services available at the university. Both the college catalog and the student handbook are available on the my.mercyhurst portal. The catalog is found on the Office for Academic Affairs page under the “Academics” tab on the Portal page menu. The handbook is found under the “Student” tab on the Portal page menu.

Academic Responsibility

Students are responsible for ensuring that they complete graduation requirements. This responsibility includes knowing degree requirements for

The following websites will be helpful in providing more detailed information regarding FERPA and other policies that protect the rights to privacy for your student:

Family Policy Compliance Office (FPCO)

Family Educational Rights and Privacy Act (FERPA)

Forum Guide to the Privacy of Student Information
nces.ed.gov/pubSearch/pubsinfo.asp?pubid=2006805

HHS – Office of Civil Rights – HIPPA
www.hhs.gov/ocr/privacy
mercyhurst.edu/ferpa
successful completion of academic programs as well as responding to faculty and administrators who assist students. The Registrar’s Office is responsible for course scheduling and for verifying that students have met requirements for graduation. The Registrar’s Office communicates with students primarily through email. It is important for students to read and respond to email. Self-Service is Mercyhurst’s student database where students can plan their academic career, track graduation requirements and register for classes. Students can also view an unofficial transcript to monitor grades at the end of each semester.

**Family Educational Rights & Privacy Act (FERPA)**

How can families evaluate the student’s academic progress throughout the freshman year? Families should discuss the Family Educational Rights and Privacy Act. Some families might simply agree to share and discuss quizzes, exam scores and final course grades. Other families will choose to make the university an official partner in the communication process by completing the form, Authorization for Access to Student Educational Records. International students are strongly encouraged to sign.

FERPA protects the privacy and accuracy of students’ records. Any educational institution receiving federal funds must comply with this law. The act prevents educational institutions from disclosing information contained in educational records, including grades. However, students can sign the Authorization for Access to Student Educational Records release form so that university officials can discuss academic progress with parents/guardians.

The relationship between parents and guardians and their students is a significant one. Important to this is communication. Mercyhurst University wishes to facilitate and be part of this communication. And while we desire to be a partner in this relationship, there are some limitations we must abide by.

What is FERPA? The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that applies to all educational institutions that are recipients of federal funding. FERPA helps protect the privacy of student records and affords students certain rights with respect to their educational records.

These include:
- The right to inspect and review their educational records
- The right to seek to amend those records
- The right to consent to disclosures of personally identifiable information contained in the student's educational records
- The right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office

**Counseling Records**

Psychological counseling is premised upon the client’s confidence that everything shared with the counselor is kept confidential. With rare exception, such as a client’s imminent threat to harm themselves or others, a counselor is legally and ethically prohibited from sharing information with anyone without the written consent of the client.
Medical Records

In the event that a student becomes ill and a parent or guardian wishes to contact the Cohen Student Health Center with concerns or questions, the staff could not share information without permission from the student. Furthermore, no information can be released without the student’s permission in writing. A student can fax a release to the Health Center if they are not able to be there in person.

Student Conduct Records

All records maintained by the Residence Life and Student Conduct Office, including incident reports and sanction information, are protected by FERPA. This means that, aside from the parental notification exceptions listed in the Student Handbook, information about incidents and sanctions can only be discussed with the student involved. International students are strongly encouraged to sign.

In order for a parent or guardian to have access to FERPA protected information, the student must sign a Student Conduct Release. Furthermore, if the student stipulates that certain aspects of the record are not to be disclosed, the university cannot release that information.

However, it should be noted that fines and fees charged to a student’s account may bear descriptors such as “Incomplete Community Service Fee,” “Student Conduct Fine” or “Alcohol Class Fee.” This is not a breach of FERPA because it is placed on the student’s bill.

Educational Records

Educational records are any official information that the university keeps about the student. At Mercyhurst, official educational records are held by the Office of the Registrar. Information contained in these records include grades, dates of attendance, etc.

The information is regarded as private, meaning that only the student and the university have access to a student’s educational records. There are a few exceptions to this rule, such as disclosure to university officials with legitimate educational interest or where FERPA authorizes disclosure without consent.

Directory Information

Information about a student that is considered “directory information” may be released without the student’s prior written consent unless the student has requested the directory information be withheld. This information is not considered harmful or an invasion of privacy if disclosed to a third party:

- Name
- Dates of attendance
- Degrees conferred
- Photographs
- Address
- Class standing
- Honors received
- Height and weight of athletic team members
- Email address
- Enrollment status
  - Sports and activities
• Date and place of birth
• Telephone number
• Major or minor
• Most recent educational agency or institution attended

A student must sign a request to prevent disclosure if the student does not want directory information released. The request will remain in effect until the student requests a change in writing.

The Appropriate Form...

• If you are a student and want to grant access to your academic records, you must complete and return to the Registrar an Authorization for Access to Student Educational Records.
• If you are a student and want to have Directory Information withheld from disclosure, you must notify the Registrar's Office. The form, Request to Prevent Disclosure, is available on the Mercyhurst University website. Go to mercyhurst.edu/ferpa.
• If you are a student and want to grant access to your medical information, you must complete and return to the Cohen Student Health Center the Release of Medical Information. This release is good for one academic year or until the student revokes consent.
• If you are a student and want to grant access to your counseling information, you must complete and return to the Counseling Center the Release of Counseling Information.
• If you are a student and want to grant access to your student conduct records, you must complete and return to the Residence Life and Student Conduct Office the Student Conduct FERPA Release. This release must be signed each time an incident occurs in order for information to be shared with the designated persons. There is no blanket release to cover all incidents.

Mercyhurst University may disclose information without a student's written consent...

• To university officials having legitimate educational interests
• To officials of other educational institutions in which the student seeks to enroll (the issuing institution must make a reasonable attempt to inform a student of disclosure)
• To federal, state and local authorities involving an audit or evaluation of compliance with educational programs
• To organizations contacting students for or on behalf of educational institutions
• To accrediting organizations
• To comply with judicial orders or subpoenas
• In a health or safety emergency
• For directory information
• Involving results of disciplinary hearings of an alleged crime of violence
• To a court if legal action has been initiated by the student or the institution
• To parents of a student under 21 years of age regarding a violation of any law or institutional policy governing the use of alcohol or a controlled substance
• Other exceptions as noted in the Act
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Fall and Mini 1 begin</td>
<td>Wed., Aug. 21, 2019</td>
</tr>
<tr>
<td>Weekend classes begin</td>
<td>Sat., Aug. 24, 2019</td>
</tr>
<tr>
<td>Student add/drop - Fall Semester and Mini 1</td>
<td>Mon., Aug. 26, 2019</td>
</tr>
<tr>
<td>Labor Day: No Classes</td>
<td>Mon., Sept. 2, 2019</td>
</tr>
<tr>
<td>Last day to declare pass/fail - Mini 1</td>
<td>Fri., Sept. 27, 2019</td>
</tr>
<tr>
<td>Last day to withdraw - Mini 1</td>
<td>Wed., Oct. 2, 2019</td>
</tr>
<tr>
<td>Mini 1 ends</td>
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<tr>
<td>Fall break</td>
<td>Oct. 10-13, 2019</td>
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<tr>
<td>Mini 2 begins</td>
<td>Mon., Oct. 14, 2019</td>
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<tr>
<td>Grades due - Mini 1</td>
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<td>Student add/drop - Mini 2</td>
<td>Fri., Oct. 18, 2019</td>
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<tr>
<td>Mid-Semester grades due</td>
<td>Fri., Oct. 18, 2019</td>
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<tr>
<td>Advising day</td>
<td>Tues., Oct. 22, 2019</td>
</tr>
<tr>
<td>Registration: Seniors &amp; Graduate Students</td>
<td>Wed., Oct. 30, 2019</td>
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<tr>
<td>Registration: Juniors</td>
<td>Thurs., Oct. 31, 2019</td>
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<tr>
<td>Registration: Sophomores</td>
<td>Fri., Nov. 1, 2019</td>
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<tr>
<td>Registration: Freshmen</td>
<td>Wed., Nov. 6, 2019</td>
</tr>
<tr>
<td>Last day to declare pass/fail - Fall Semester and Mini 2</td>
<td>Fri., Nov. 8, 2019</td>
</tr>
<tr>
<td>Last day to withdraw - Fall Semester and Mini 2</td>
<td>Fri., Nov. 15, 2019</td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Nov. 27-Dec. 1, 2019</td>
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<tr>
<td>Fall classes end</td>
<td>Fri., Dec. 6, 2019</td>
</tr>
<tr>
<td>Weekend classes end</td>
<td>Sun., Dec. 8, 2019</td>
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<tr>
<td>Reading day</td>
<td>Mon., Dec. 9, 2019</td>
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<tr>
<td>Finals week</td>
<td>Dec. 10-13, 2019</td>
</tr>
<tr>
<td>Grades due - Fall semester and Mini 2</td>
<td>Wed., Dec. 18, 2019</td>
</tr>
<tr>
<td>Spring and Mini 3 begin</td>
<td>Mon., Jan. 13, 2020</td>
</tr>
<tr>
<td>Student add/drop - Spring Semester and Mini 3</td>
<td>Fri., Jan. 17, 2020</td>
</tr>
<tr>
<td>Weekend classes begin</td>
<td>Sat., Jan. 18, 2020</td>
</tr>
<tr>
<td>MLK Day - No daytime, full-semester classes</td>
<td>Mon., Jan. 20, 2020</td>
</tr>
<tr>
<td>Fall Incompletes due to the Registrar</td>
<td>Mon., Jan. 27, 2020</td>
</tr>
<tr>
<td>Last day to declare pass/fair - Mini 3</td>
<td>Fri., Feb. 14, 2020</td>
</tr>
<tr>
<td>Last day to withdraw - Mini 3</td>
<td>Fri., Feb. 21, 2020</td>
</tr>
<tr>
<td>Mini 3 ends</td>
<td>Fri., Feb. 28, 2020</td>
</tr>
<tr>
<td>Spring break</td>
<td>March 2-8, 2020</td>
</tr>
<tr>
<td>Grades due - Mini 3</td>
<td>Tues., March 3, 2020</td>
</tr>
<tr>
<td>Mini 4 begins</td>
<td>Mon., March 9, 2020</td>
</tr>
<tr>
<td>Student add/drop - Mini 4</td>
<td>Fri., March 13, 2020</td>
</tr>
<tr>
<td>Mid-Semester grades due</td>
<td>Fri., March 13, 2020</td>
</tr>
<tr>
<td>Advising day</td>
<td>Tues., March 31, 2020</td>
</tr>
<tr>
<td>Last day to declare pass/fail - Spring Semester and Mini 4</td>
<td>Fri., April 3, 2020</td>
</tr>
<tr>
<td>Registration: Juniors</td>
<td>Wed., April 8, 2020</td>
</tr>
<tr>
<td>Registration: Sophomores</td>
<td>Thurs., April 9, 2020</td>
</tr>
<tr>
<td>Easter break</td>
<td>April 9-13, 2020</td>
</tr>
<tr>
<td>Last day to withdraw - Spring Semester and Mini 4</td>
<td>Tues., April 14, 2020</td>
</tr>
<tr>
<td>Registration: Freshmen</td>
<td>Wed., April 15, 2020</td>
</tr>
<tr>
<td>Spring classes end</td>
<td>Fri., May 1, 2020</td>
</tr>
<tr>
<td>Weekend classes end</td>
<td>Sun., May 3, 2020</td>
</tr>
<tr>
<td>Reading day</td>
<td>Mon., May 4, 2020</td>
</tr>
<tr>
<td>Finals week</td>
<td>May 5-8, 2020</td>
</tr>
<tr>
<td>Graduation</td>
<td>Sun., May 10, 2020</td>
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<tr>
<td>Grades due - Spring Semester and Mini 4</td>
<td>Wed., May 13, 2020</td>
</tr>
<tr>
<td>Summer and Mini 5 begin</td>
<td>Mon., May 18, 2020</td>
</tr>
<tr>
<td>Student add/drop - Summer Semester and Mini 5</td>
<td>Fri., May 22, 2020</td>
</tr>
<tr>
<td>Memorial Day - No Classes</td>
<td>Mon., May 25, 2020</td>
</tr>
<tr>
<td>Last day to declare pass/fair - Mini 5</td>
<td>Fri., June 12, 2020</td>
</tr>
<tr>
<td>Spring Incompletes due to the Registrar</td>
<td>Wed., June 17, 2020</td>
</tr>
<tr>
<td>Last day to withdraw - Mini 5</td>
<td>Fri., June 29, 2020</td>
</tr>
<tr>
<td>Mini 5 ends</td>
<td>Fri., June 26, 2020</td>
</tr>
<tr>
<td>Summer break</td>
<td>June 29-July 5, 2020</td>
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<tr>
<td>Grades due - Mini 5</td>
<td>Wed., July 1, 2020</td>
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<tr>
<td>Mini 6 begins</td>
<td>Mon., July 6, 2020</td>
</tr>
<tr>
<td>Student add/drop - Mini 6</td>
<td>Fri., July 10, 2020</td>
</tr>
<tr>
<td>Last day to declare pass/fail - Summer Semester and Mini 6</td>
<td>Fri., July 31, 2020</td>
</tr>
<tr>
<td>Last day to withdraw - Summer Semester and Mini 6</td>
<td>Fri., Aug. 7, 2020</td>
</tr>
<tr>
<td>Summer and Mini 6 classes end</td>
<td>Thurs., Aug. 13, 2020</td>
</tr>
<tr>
<td>Grades due - Summer Semester and Mini 6</td>
<td>Tues., Aug. 18, 2020</td>
</tr>
</tbody>
</table>
Dear students and families,

Welcome to Mercyhurst!

All of us who work in the Division of Student Life are excited to have you with us today! As you spend your summer preparing for this new chapter in your life, we are busy on campus getting ready for your arrival.

While academics is, and should be, the focus of your time in college, your overall experience at Mercyhurst will include much more. Late night talks with friends in your residence hall, attending extracurricular activities (like a game or a play), joining a club or organization, participating in a service learning activity, or perhaps becoming a member of student government; all of these activities will enrich your life while you are here by broadening your knowledge of the campus community, the world, and yourself. We encourage you to embrace these experiences – explore and make the most of your opportunities, stretch and realize your potential, and determine now to own and shape your Mercyhurst experience as well as your future.

To give you an overview of some of the many opportunities that will be available to you as you strive to create a fulfilling experience, we’ve prepared this section of the Family Guide for you.

We look forward to meeting you as you arrive on campus in August! And please, if you have questions before you arrive, do not hesitate to contact my office—there are many individuals who stand ready to help you.

Enjoy the rest of your summer!

Sincerely,

Laura Zirkle, Ph.D.
Vice President for Student Life and Athletics

314 Egan
Office: 814-824-2262
Mobile: 814-490-1696
Email: lzirkle@mercyhurst.edu
We encourage students to join a club or organization, attend campus activities, participate in a variety of service and leadership events, and partake in the various athletic and cultural events on campus.

Making the Most of the Mercyhurst Experience

While students will invest a great deal of time and effort in their academic studies, it’s a commonly referenced fact that students will spend, on average, more than 85% of their time outside the classroom. Aside from studying, there are a wide variety of extracurricular and social events for students to enjoy. Making the most of the Mercyhurst experience means choosing to be an engaged member of the campus community. Research shows that an engaged student is more likely to succeed! We encourage students to join a club or organization, attend campus activities, participate in a variety of service and leadership events, and partake in the various athletic and cultural events on campus. To help you assess how your student is connecting, Mercyhurst University has developed the following goals for first-year students. Your student should be:

1. **Gaining confidence and competence as a college student.**

A student is meeting this goal if he or she is:

- Aware of the campus and location of important offices and services.
- Aware of the difference between their academic counselor and their academic advisor.
- Identifying his or her purpose in pursuing a Mercyhurst education.
- Developing university-level skills for acquiring knowledge and evaluating ideas.
- Gaining skills in effective academic communication, in both oral and written forms.
- Using learning technologies such as the portal, Self-Service, Blackboard, and research databases.
- Displaying a knowledge of and willingness to use key campus services.

2. **Making positive connections with faculty, staff, and peers.**

A student is meeting this goal if he or she is:

- Attending campus activities, athletic events or cultural events.
- Seeking out professors during their office hours.
- Meeting fellow students in his or her residence hall.
- Aware of the names of his or her RA and Hall Director.
- Using the Mercyhurst email service on a regular basis.
- Demonstrating an awareness of campus life and extracurricular opportunities through reading *The Weekender* and the *Merciad*.

3. **Engaging in behaviors that promote personal health and well-being.**

A student is meeting this goal if he or she is:

- Aware of the locations of the Cohen Health Center, Counseling Center, and Recreation Center.
- Establishing a balanced lifestyle that incorporates adequate sleep, nutrition, study and recreation.

4. **Developing awareness of the impact of his or her personal choices.**

A student is meeting this goal if he or she is:

- Taking responsibility for his or her actions and academic success.
- Working out differences with roommates or other peers.
5. Developing awareness and connection to the university’s core values.

A student is meeting this goal if he or she is:

- Engaging in self-reflection for personal and moral growth.
- Treating others with empathy and compassion.
- Acting in ways that are ecologically responsible by recycling and reducing waste.
- Embracing the larger goals of intellectual curiosity and lifelong learning.
- Reaching out and giving back to the community.

Another important part of development for students will be learning to advocate on their own behalf. Mercyhurst University encourages parents and family members to resist the urge to immediately intervene when a problem or concern arises. Instead, take time to help your student sort out the problem, identify potential solutions, and pursue those solutions. Students may face difficult or uncomfortable situations—a roommate conflict, homesickness, difficulties in a class, or navigating the financial aid process—while adjusting to university life. These situations are educational opportunities for students to continue developing as mature, independent adults. Keep the lines of communication open with your student during these situations and help your student learn to advocate on his or her own behalf. Mercyhurst University has a number of support services and offices that help students become engaged, healthy, happy members of the university community. We hope you’ll spend some time learning about some of the resources mentioned in this section.

Welcome Week

Welcome Week is a cooperative effort by many offices, departments, staff, faculty, administrators and students at Mercyhurst University. It provides programs and services to first-year undergraduate students to help facilitate their transition to the university, prepare them for the university’s educational opportunities, and begin their integration into the intellectual, cultural, and social climate of the institution.

Welcome Week officially begins with Move-In Day on Friday, Aug. 16. Dozens of student volunteers, the Residence Life staff and the campus community help make the move-in process incredibly smooth. Welcome Week is a perfect opportunity for students to participate in educational programs, take a campus tour, attend social events, meet your iMU classmates and make some new friends. Through providing a host of educational and entertaining activities, we want to show students we’re glad they’re a Mercyhurst Laker!

Freshman Convocation is one of the first of many vibrant traditions that students will experience at Mercyhurst University. At convocation, the Academic Officers of the university, including the President, Academic Vice President, and the Deans of the four colleges process in full academic regalia to the stage of the Performing Arts Center. Together they will conduct the ceremony, which leads to the formal and final admittance of the freshmen class to Mercyhurst University. At Freshman Convocation, students are formally invited, as an incoming Mercyhurst University student, to join the community of learning and to pledge themselves to the intellectual enterprise.
There are a variety of annual events hosted by the Campus Involvement Center, including Summer Orientation, which ensures that new students have a successful transition and integration into college life.

Campus Involvement Center

Herrmann Student Union
Upper Level

Executive Director
814-824-2089

Leadership & Outreach Coordinator
814-824-2388

Activities & Spirit Coordinator
814-824-2433

Multicultural & Inclusion Coordinator
814-824-2369

Fax: 814-824-2057

Campus Involvement Center

Every family has heard: “I’m bored.” “There’s nothing to do.” “I’m lonely.” “Everyone does it.” Often these same words are spoken by freshmen as they struggle to learn the ropes and cope with homesickness. You can give your student encouragement by directing him or her to the wealth of activities, organizations and resources on the Mercyhurst campus.

The hub of student life is the Campus Involvement Center. The high-energy staff guides the student body in self-government, promotes clubs and organizations, cultivates leadership skills, and presents a lively, diverse schedule of activities. The Campus Involvement Center is conveniently located on the upper level of the Sister Carolyn Herrmann Student Union and it serves as a central location for students to get involved with campus activities and events and meet new people.

The Student Union is an environment that is welcoming and one in which students can fully interact and participate in a range of academic, social, spiritual, cultural and recreational activities. It is a wireless building that houses computers and a print station for student use. There is a free pool table and foosball tables for students to enjoy, compliments of Mercyhurst Student Government, as well as several TVs with popular sports packages so students can catch all their favorite teams on campus. The Student Union is an ideal meeting and event space for student clubs and organizations, group projects, socializing or even curling up on a couch completing homework or chatting with friends.

The Campus Involvement Center continues to engage students in a variety of activities designed to promote informed decisions and abuse prevention during Alcohol Awareness Week.

We advocate for educational growth through scholarship, leadership and service. We strive to implement retention and personal enhancement programs that are instituted to promote academic success and professional development.

Multicultural programs assist with the educational, cultural, social and personal needs of all students, with special emphasis on ethnicity, gender, and minority issues. Activities offered reflect the diversity of our student population. Programs include diversity workshops, Martin Luther King celebrations, unity days and Hispanic Heritage Month activities, among others.

The Wellness Fair is an annual event where students enjoy delicious, healthy food and beverages, massages, information on nutrition, blood pressure, cancer prevention, physical assessments and a number of other health-related topics.

The Leadership Development Program (LDP) allows participants to discover their own leadership interests and styles while developing specific leadership skills. This dynamic, high-quality leadership training program combines a speaker series (made up of campus constituents and alums), workshops and a variety of leadership activities. The skills students learn and utilize within the program are advanced abilities for their professional and personal lives. Through LDP, participants build networks with other student leaders while building a strong leadership component for their résumés.

Mercyhurst Student Government (MSG) is a multifunctional organization. Through its elected and appointed officers and senators, MSG is the voice of all students at the university. MSG also serves as the liaison between the student body and the administration. In conjunction with the Campus Involvement Center, MSG officially recognizes student clubs and organizations. All students are invited to become involved in the activities of MSG at all participation levels. Students can contact an
officer, a student senator, or simply attend an MSG meeting. Meetings are open to the entire university community and are held Monday evenings in the Student Union.

Mercyhurst has more than 100 Recognized Student Clubs/Organizations (RSCO) that students can join. The Campus Involvement Center organizes Campus Involvement Fairs every semester. These are excellent opportunities for students to get involved and get connected with RSCOs and service agencies. Listed below is a small sampling of our clubs and organizations, arranged by interest area:

Academic & Honor Societies: Many academic majors sponsor recognized clubs or organizations and Mercyhurst has local chapters for 7 national honor societies.

Arts & Humanities: Art Education Club, Liturgical Dance Ensemble, UNICEF, Theatre Club

Cultural/Diversity: Animé Club, International Student Organization, Black Students for Unity

Environmental: Public Health Club, Sustainability Club, Outdoor Adventure Club

Recreational: Equestrian Club, Fencing Club, Soccer Club, Ski Club, Ultimate Frisbee Club, Yoga Club

Service & Leadership: Circle K, Habitat for Humanity, Student Government, Rotaract, Student Activities Council, Multicultural Activities Council

Special Interest: Active Minds, Student Athletic Advisory Board, Video Game Club

The Student Activities Council (SAC) and Multicultural Activities Council (MAC) are the two primary campus programming organizations on campus. Together they provide activities that enrich the university community both socially and culturally. Some of the councils many activities have included dance parties, movies, unity events, comedians, hypnotists and athletic spirited competitions. These activities are held every Friday and Saturday evening while classes are in session.

The Activities Councils serve as the programming arms of Student Government. They plan and implement annual traditions such as Haunted Hurst, off-campus trips, etc. Also, MAC, SAC and MSG cooperatively host events such as Homecoming, Family Weekend, Spring Fest, and other major events throughout the year.

MISO

ISA
Advisor: Angela Phillips | aphilips@mercyhurst.edu
Advisor: Cariel Lewis | clewis@mercyhurst.edu

One of more than 100 clubs and organizations on campus, Mercyhurst International Student Association aims to foster constructive dialogue to further relations between international and domestic students by providing a forum in which these groups interact in an environment characterized by mutual respect and common decency. ISA is foremost intent on championing the core values of Mercyhurst and the Sisters of Mercy. ISA holds regularly scheduled meetings and hosts a series of educational, cultural, and social events throughout the academic year. ISA membership is open to both international and domestic students.
American Culture, Culture Shock and Homesickness

Characteristics of Americans

America is a large country of growing diversity. Most Americans thrive and live the “American Dream” in the land of opportunity.

- Americans tend to maintain direct eye contact when speaking, and greet people by a friendly handshake. If greeting friends, sometimes a hug is appropriate.
- Children and young adults are taught to respect their elders and address them by last name. For example: Dr. Smith, Mr. Smith, Mrs. Smith
- Depending on the geographic region, you might encounter people with different dialects and ways of life.
- People worship a variety of religions throughout the country and Americans are open to all religions.
- You will experience different weather patterns depending on your location.
- Many Americans enjoy sports, exercise, music, outdoor activities, and family time.

What is culture shock?

Culture shock as defined as a sense of confusion and uncertainty, sometimes with feelings of anxiety, that may affect people exposed to an alien culture or environment without adequate preparation. Other feelings can include, but are not limited to, nervousness, depression, homesickness, and frustration. Remember, culture shock is temporary.

What is homesickness?

Homesickness is the longing for home and family while absent from them. It is also the missing of familiarity. Feelings can include, but are not limited to, constantly thinking about home, anxiety, decreased motivation, feeling different from others, irritability, loneliness, missing the people, things and places associated with home, negativity, sadness, and social withdrawal.

How to overcome culture shock and homesickness

Remember that culture shock and homesickness are normal feelings and allow yourself time to get used to your new “home.” Meet as many new people as you can and get involved in student life, clubs and organizations, athletic and cultural events, and the university as a whole. Talk with friends and family from your home country but do not overdo it. Make new friends. Exercise. Retain your cultural identity and share it with others. Remember, the things that make you special make Mercyhurst special, and these next four years are your opportunity to embrace these ideas and become the person you want to be!

Please do not let any negative feeling go unchecked. You can seek professional help at the university’s Counseling Center. You can walk in the Counseling Center at 4118
Erie Avenue to schedule an appointment or call them at 814-824-3650. If you are worried or nervous about counseling, ask a friend, your RA, faculty member, or administrator to walk you over for support. Your well-being is a primary concern of the university.

**Erie, Pennsylvania: Your Home Away From Home**

The city of Erie, Pennsylvania, is named after the lake and the Native American tribe (Eriez) who once lived on its eastern shore. Erie is the fourth-largest city in Pennsylvania, as well as the largest city in northwestern Pennsylvania. The Erie metropolitan area has a population of 280,000 residents.

Erie is known as the Flagship City because it is home to the U.S. Brig Niagara, the ship that Oliver Hazard Perry commandeered to victory over the British fleet in the Battle of Lake Erie in 1813. The city has also been called the Gem City because of the sparkling light that reflects off Lake Erie. Presque Isle State Park, located in Erie, is home to Pennsylvania's largest seashore, and was recently recognized by USA Today as the nation's #1 best freshwater beach. Erie offers a combination of small-town charm and big-city attractions, and boasts some of the best sunsets in the world.

**Fun Things to Do in Erie**

- Presque Isle State Park
- Erie Zoo and Botanical Gardens
- Erie Maritime Museum
- U.S. Brig Niagara
- Tom Ridge Environmental Center (TREC)
- Asbury Woods Nature Center
- Port Erie Bicentennial Tower
- Erie Art Museum
- Lake Erie Arboretum
- Millcreek Mall
- Warner Theatre
- Erie Playhouse
- Erie Philharmonic
- Erie Insurance Arena
- UPMC Park
- Waldameer Park and Water World
- Cultural festivals, fairs and celebrations

Erie International Airport (ERI) is approximately 8 miles from the university and
offers service with the following airlines:

- United (through Chicago, Illinois)
- Delta (through Detroit, Michigan)
- American Airlines (through Chicago, Illinois; and Charlotte, North Carolina)

Buffalo, Cleveland and Pittsburgh also have major airports and are all within a 2.5-hour drive of Mercyhurst.

Erie’s Climate

Erie, located in the northeastern region of the United States, is a land of four seasons with varying temperatures throughout the year.

Average high temperatures (in Fahrenheit) for the four seasons:

**Summer**
- June: 76 degrees
- July: 80 degrees
- August: 79 degrees

**Autumn**
- September: 72 degrees
- October: 61 degrees
- November: 50 degrees

**Winter:**
- December: 38 degrees
- January: 34 degrees
- February: 35 degrees

Please note: the above winter temperatures are high temperatures. These months can get very cold with below-zero temperatures at times.

**Spring**
- March: 44 degrees
- April: 56 degrees
- May: 67 degrees
Traveling Outside of Campus and Erie

Make sure you have all your I-20s, passport, and visa.

Make two copies of the aforementioned items: one set of copies for yourself and one set of copies for a friend who can send them to you in a time of need.

Make sure your most up-to-date I-20 is signed by the PDSO or the DSO. Do not wait until the last minute. Do this at least a week before travel. Travel signatures are valid for 12 months while you are a student, and six months while you are on OPT.

When traveling outside the United States, make sure your F-1 Visa has not expired. If it has, you can be denied entrance into your destination country.

If you are planning to travel to Canada, make sure your visa permits entrance into Canada.

When traveling, make sure you always have your I-20 and passport at hand; do not pack these items in your checked luggage.

If you are concerned about travel outside the United States, the PDSO can advise you.

Area Worship Guide

On-Campus Services

Catholic Mass

Sundays, 11 a.m. (year-round) and 7 p.m. (when in session) in Christ the King Chapel
Calendar of Major Religious Holidays 2018-19
[Note: Jewish & Muslim holidays begin at sundown of evening prior to listed date.]

**AUGUST 2018**
15 Assumption of Blessed Virgin Mary—Catholic Christian
20-21 Eid al Adha (end of hajj)—Islam

**SEPTEMBER 2018**
9-11 Rosh Hashanah (New Year)—Jewish
24 Mercy Day—Catholic Christian (Sisters of Mercy)
19 Yom Kippur (atonement)—Jewish
21 Ashura (Shiite remembrance)—Islam

**OCTOBER 2018**
31 Reformatics Day—Protestant Christian

**NOVEMBER 2018**
1 All Saints Day—Western Christian
2 All Souls Day—Catholic Christian
7 Diwali—Hindu, Jain, Sikh
15 Advent Fast Begins—Eastern Orthodox

**DECEMBER 2018**
2 Advent: (First Sunday)—Western Christian
8 Immaculate Conception of Mary—Catholic Christian
2-10 Hanukkah (Festival of Lights)—Jewish
25 Nativity of Jesus Christ—Western Christian
26-Jan 1 Kwaara

**JANUARY 2019**
1 Mary, Mother of God—Catholic Christian
6 Epiphany of Jesus Christ—Western Christian
7 Nativity of the Lord—Eastern Orthodox
13 Betiha Day—Buddhism
18-25 Week of Prayer for Christian Unity

**FEBRUARY 2019**
15 Nirvana Day—Buddhism

**MARCH 2019**
6 Ash Wednesday/Lent begins—Western Christian
21 Purim (Feast of Loses)—Jewish
17 St. Patrick’s Day—Christian

**APRIL 2019**
14 Palm Sunday—Western Christian
18 Holy Thursday—Western Christian
19 Good Friday—Western Christian
19-20 Passover—Jewish
20 Easter Vigil—Catholic Christian
21 Easter Sunday—Christian

**MAY 2019**
2 Yom Hashoah (Holocaust Remembrance)—Judaism
2 National Day of Prayer—Interfaith USA
30 Ascension Thursday—Christian

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African Methodist Episcopal (AME) Zion
First Good Samaritan AME Zion Church
3209 Pennsylvania Avenue
Services: Sunday, 10:30 a.m.; Sunday School, 9 a.m.; Wednesday Bible Study, 6 p.m.; Monday Bible Study (1st and 2nd Monday), 7 p.m.
Rev. Dr. Goodwine, Jr.
Directions: 38th Street east to Pennsylvania Avenue. Left on Pennsylvania Avenue to 32nd Street. Church is located on the corner.

St. James AME Church
236 East 11th Street
814-455-4011
Services: Sunday, 11 a.m.; Sunday School, 9:30 a.m.; Wednesday Bible Study, 6 p.m.
Rev. Dale E. Snyder, Pastor
Directions: 38th Street west to State Street, right on State to 11th; right on 11th and go 3 blocks—church on left.

Assembly of God
Erie First Assembly of God
8150 Oliver Road
814-864-2787
Services: Sunday, 10 a.m.; Wednesday, 6:30 p.m.
Rev. Jack D. Risner, Senior Pastor
College & Career Night, Tuesdays at 6:30 p.m. in the Youth Building
Directions: Take 38th Street west to Old French, south to Rebinson Road, right on Rebinson Road to Peach Street, right on Peach to Oliver Road (one block), left on Oliver Road, 1/4 mile and church is on the right.

Baptist
Crossroads Community Baptist Church
5827 Old French Road
814-864-8146
Pastor David and Rev. Katie White
Service: Sunday, 11 a.m.
Directions: Take 38th Street west to Old French Road, turn left on Old French going south and watch for the church on the left side of the road.
Transportation: Call 864-8146 to make arrangements.
Note: Large international participation

Immanuel Baptist Church
901 West 28th Street
814-865-9619 / Info@eremieimanbaptist.com
 Sunday School, 10 a.m.; Sunday Worship, 11 a.m.
Directions: Turn west on East 30th Street and continue to Liberty Street; turn right on Liberty and go to West 28th Street; turn left; then West 28th and proceed one block; church is on the left.

Buddhism
Erie Karma Thergsum Choling
The studio is home to a Tibetan Buddhist practice center. The group meets every Sunday at 9:30 a.m. for meditation, followed by book discussion.
Location: Neighborhood Partnership Center at 224 East 10th Street, in Suite 1, at the corner of German Street.

Byzantine Catholic
SS. Peter and Paul Byzantine Catholic Church
3415 Wallace St.
814-825-8140
Rev. John J. Sibala, Pastor
Services: Saturday, 5:30 p.m.; Sunday, 11 a.m.
Directions: Four blocks north of campus at the corner of 34th Street and Wallace.
Website: www.eriecountybyzantines.org

Christian and Missionary Alliance
Grandview Alliance Church
1102 East Gore Road
814-825-3752
Rev. John Hall, Pastor
Sunday Worship: 10:45 a.m. and 6 p.m.
Directions: 38th Street east to Pine Avenue. Right on Pine to East Gore Road. Right on East Gore and the church is on the right side. Handicap accessible. Transportation: Provided Website: www.grandviewalliancechurch.com

Eastern Orthodox
Assumption Greek Orthodox Church
4370 West Lake Road
814-838-8808
Rev. Theofanis Nacopoulos, Pastor
Services: Sundays, Orthros 8 a.m.; Divine Liturgy, 10-11 a.m.
Directions: Take 38th Street east to State and turn right on State going north to 12th Street. Turn left on 12th going west to the airport. Turn right on Grace Street for two blocks. Turn left into the church.

Episcopal
St. Mark Episcopal Church
4701 Old French Road
814-868-9704
Rev. Donald Baxter, Vicar
Sunday Worship: 9 and 11 a.m.
Directions: Take 38th Street east to Old French Road, turn left on Old French going south, the church is on the left side of the road.
Transportation: provided by request
Website: www.stmarkere.org

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EMTA Partnership

Mercyhurst University has partnered with MSG as well as the Erie Metropolitan Transit Authority (EMTA) to offer transportation services. The MSG customized route is found online at ride-the-e.com (Click on route #17). The MSG customized route with EMTA provides transportation based on student interests and needs to the following locations:

- Millcreek Mall
- Wal-Mart
- Target
- Panera Bread
- State Street
- Tinseltown movie theatre
- Wegman’s
- Barnes & Noble Bookstore

Students and employees of all Mercyhurst campuses can use the entire EMTA system free of charge simply by showing a Mercyhurst University ID. Access the EMTA MyStop app on your desktop at www.ride-the-e.com to search for routes, get real-time information on your bus, or search by stop to see which buses pass through. You can download the MyStop app in the iTunes or Google Play stores under “MyStop.”

Banking

As an international student, it is very important to open a “local” bank account in Erie, Pennsylvania. If you are working and are being paid by the university, it is highly recommended you set up direct deposit with a local bank. Direct deposit means your pay check will be deposited electronically to your local bank account by the university.

PNC Bank operates two ATMs for simple banking on campus. One is in front of the Sister Carolyn Herrmann Student Union and the other is in the Mercyhurst University Bookstore.

Banks in Erie

- PNC Bank (There are several branches of PNC bank in Erie, including a branch within walking distance of campus at 3830 Pine Avenue; phone: 814-825-7152)
- Erie Bank
- Marquette Savings Bank
- Huntington Bank
- First Niagara Bank
- First National Bank
- Northwest Savings Bank
- KeyBank
- Citizens Bank
- Chase Bank

Several of the local banks will be present at the Summer Orientations.
Social Security Card & Procedures

Employment

International students who have been awarded institutional work study (on-campus job), work for Parkhurst Dining Services (on-campus), Aramark (on-campus), Peer Tutoring (on-campus) or will be paid for CPT or OPT must have a Social Security Card (ssa.gov).

To obtain a Social Security Card, students should consult with the International Student Office for proper procedures. For new incoming freshmen students, the International Admissions Office will provide transportation to the Social Security Administration to apply for a card at the beginning of the semester.

You will need to take the following to the Social Security Office:
- Passport
- I-94
- I-20
- Your complete Mercyhurst University address; your card will be mailed to your on-campus address.
- Letter from your direct supervisor (boss) stating you are employed at that office or department. This letter should be printed on university or company letterhead and signed by your supervisor. It should include your expected start date, approximate hours per week of work, description of your position, and that you are an F-1 visa holder. Before asking your employer for this letter, reach out to the International Student Office for a template.
- Social Security Card application. To get an application, please go to ssa.gov/forms/ss-5.pdf
- Approval letter from Mercyhurst University. Please request this letter from Angela Phillips, PDSO, in the International Student Office, Egan 205.

Location

Erie Social Security Office
Highmark Building, Suite 500
717 State Street
Erie, PA 15510
Phone: 1-800-772-1213

Office Hours
Monday 9 a.m. – 4 p.m.
Tuesday 9 a.m. – 4 p.m.
Wednesday 9 a.m. – noon
Thursday 9 a.m. – 4 p.m.
Friday 9 a.m. – 4 p.m.
Closed weekends

The office is about a 10-minute drive from campus. Your appointment could, but not always, take up to 2 hours.

For students on F-1 visas, employment is restricted by federal government regulations. F-1 visa holders are only eligible for the following types of employment:
On-Campus Employment:

Institutional Work Study, Peer Tutoring, Parkhurst Dining Services, and Aramark

Students with F-1 visas may work on campus without special permission. You may work up to a maximum of 20 hours per week while school is in session, but may work full time (if needed) during holiday breaks and summer vacation periods.

Off-Campus Employment

Off-campus employment is strictly prohibited, unless it is a requirement of your degree program, and special criteria and permission must be met for Curricular Particular Training (CPT) and Optional Practical Training (OPT).

Curricular Particular Training (CPT)

Curricular Particular Training is work experience required of your program of study, an integral part of an established program, and is done before the completion of your studies. Typically, the work must be an internship, cooperative education, or other required practicum offered by sponsoring employers through cooperative agreements with Mercyhurst University and the student must be registered for a credit-bearing internship course during the time of employment. This type of employment must be authorized on your I-20 prior to starting the placement. Students who have received 365 days of full-time CPT are not eligible for Optional Practical Training. For more information, please see www.ice.gov/sevis/practical-training.

Optional Practical Training (OPT)

Optional Practical Training allows a student in F1 status who has been in the U.S. as a full-time student for one academic year or more to apply to the U.S. government for work authorization for employment that is in the student’s field of study (major). Pre-completion OPT, while still in school, is limited to 20 hours per week while school is in session, or full time during breaks and summer vacation periods. Post-completion OPT, after all coursework is completed, can be part time or full time. Students are only eligible for a total of 12 months of OPT (pre-completion and post-completion combined, not each). Typically, students utilize CPT while in school and OPT for after graduation.

Pennsylvania Driver’s License/State Identification Card

International students are eligible to apply for a Pennsylvania State Driver’s License or State ID card. You will need to apply in person at the Department of Motor Vehicles (DMV). You can find more information at www.dmv.gov.

Work with your PDSO to prepare your documentation before you go to the DMV. When you go to the DMV, you will need:

• Valid passport and visa
• Valid I-20
• Proof of residence in Pennsylvania. Preferred documents include leases, housing contracts, W-2 tax forms, etc. If you do not have two of these documents, I recommend contacting the DMV first to be sure how they would like you to proceed.
• Social Security Card (if you have one). If you do not have one, you must obtain a letter from the Social Security Office stating that you are ineligible for one.
• Letter of support from your PDSO.

Campus Ministry

Campus Ministry serves as the locus of spiritual life for the entire university community. Recognizing and celebrating its Catholic identity, Campus Ministry provides Catholic sacramental and spiritual practices. By its grounding in the Catholic and Mercy tradition, Campus Ministry offers prayer opportunities, spiritual guidance and activities for those from other Christian traditions and other religious traditions. Campus Ministry encourages open dialogue about the spiritual journey from various perspectives.

The ministry team includes a director, an assistant director, a Catholic priest as university chaplain, a part-time campus minister, and a director of liturgical music. Together, they welcome all students to enjoy the comfort and hospitality of the Campus Ministry lounge, located in the Carolyn Herrmann Student Union. Each member of the team is available for pastoral counseling.

Prayer/worship offerings:

- Sunday Mass is celebrated at 11 a.m. year-round and at 7 p.m. when school is in session. Daily Mass is celebrated at 8 a.m. Monday through Thursday when school is in session.
- The Sacrament of Reconciliation is scheduled weekly, before and after masses, and by appointment.
- Regular interfaith / ecumenical services are scheduled at announced times.
- Student musicians and vocalists of all faiths are invited to participate in our chapel choir.
- A variety of popular spiritual retreats are offered throughout the year, such as Busy Person's Retreats, the student-led Carpe Diem retreats, Jubilee Christian Conference, intercollegiate retreats sponsored by the Erie Catholic Diocese, and more.
- Weekly Tuesday-night devotional opportunities, such as Eucharistic Exposition, help students to deepen their Catholic faith.
- Campus Ministry also offers an Area Worship Guide to connect students with local places of worship. We also take students on tours and visits to local faith communities.

Opportunities for community, learning, discussion, peace and justice, and service:

- Weekly Wednesday Night Fellowship offers students a faith community to explore the Christian faith, pray and worship together.
- The student-led, nationally-recognized MYRACLE retreat ministry plans and offers retreats for youth from neighboring schools and parishes and engages in a variety of forms of community outreach.
- Student-led Bible study engages students in reading and reflecting upon sacred scripture.
- Students can explore the Catholic faith for personal knowledge or for Confirmation preparation. All are welcome to explore without
Many students make athletic activities a part of their daily lives at the Student Fitness and Recreation Center, which has state-of-the-art equipment for such activities as aerobic workouts and weight training.

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Athletics Department
Mercyhurst Athletic Center (MAC)
814-824-2224
hurstathletics.com

Recreation Center (REC)
Recreation Center
814-824-3328

Residence Life and Student Conduct Office
323 Egan Hall, Third Floor
reslife@mercyhurst.edu
814-824-2422

Many students make athletic activities a part of their daily lives at the Student Fitness and Recreation Center, which has state-of-the-art equipment for such activities as aerobic workouts and weight training. Students are encouraged to stay posted by signing up to receive the weekly e-bulletin for Campus Ministry, by joining our Facebook page, or by following us on Snapchat.

Community Engagement
The current strategic plan, mission and core values of Mercyhurst University build upon a rich history of learning and serving “beyond the gates” of the institution. Community Engagement works with business and nonprofit community partners to facilitate excellent hands-on learning and service opportunities with students in collaboration with a variety of faculty and administrative staff. High quality, community-engaged learning is a hallmark of a Mercyhurst education and can take its form in a variety of ways, including (but not limited to): off-campus work-study, internships, service learning, community-based research, or volunteerism. Several administrative staff and a daily Community Engagement van regularly assist students in every class year to go “beyond the gates.”

Athletics & Recreation
Mercyhurst sponsors a total of 24 intercollegiate men’s and women’s athletic programs, including two NCAA Division I teams (men’s and women’s ice hockey), and 21 NCAA Division II teams. Students can join in the excitement by cheering on our teams throughout the school year with free admission to every regular season game, or by becoming a member of the department’s unofficial 25th team—the athletic pep bands, which are open to all undergraduate and graduate majors. The Athletics Department also sponsors a variety of intramural events for women and men in sports such as flag football, softball, basketball, indoor soccer and volleyball.

You don’t have to be an athlete to enjoy Laker sports! Students can take advantage of a robust athletic schedule to support their fellow Lakers. The weekly schedule of events can be found the athletics website, hurstathletics.com.

Many students make athletic activities part of their daily lives at the Student Fitness and Recreation Center, which has state-of-the-art equipment for such activities as aerobic workouts and strength training. Students can also participate in a variety of fitness classes.
Residence Life

All undergraduate F1 international students are required to live on campus. The Mercyhurst Residence Life program is an integral part of the educational mission of the university. The residence life team strives to provide a living environment that encourages students to grow socially, culturally and emotionally as well as academically. To serve the unique needs of freshmen, we have developed a Freshman Living Experience.

A large, live-in staff assists and guides freshmen with a wide range of matters from maintenance needs and room changes to significant issues of roommate conflicts, university policy enforcement, and adjustment to living on campus.

Leading the live-in team is the Assistant Director of Residence Life and Student Conduct (AD) for the Freshman Area. The AD is a master’s-level professional who oversees the halls, supervises the staff, leads community building and developmental efforts, and reviews violations of the Student Conduct Code. Families are encouraged to contact the AD should any concerns arise with their student.

A Hall Director (HD) resides in each freshman facility and manages the day-to-day affairs and activities for the residents. Our Hall Directors are graduate students who plan activities throughout the year to relieve stress and build community among the freshmen. Your student should contact the Hall Director to discuss any questions or concerns.

Completing our Residence Life team are 20 Resident Assistants (RA), who are students with upperclassman standing. RAs live in each residential area and oversee, on average, 25-40 residents. It is the RA who maintains the closest and most enduring contact with residents. RAs are trained to serve as role models and to help freshmen adjust to campus life. They are the go-to people for most matters in the residence halls.

Another vital resource for students is the Student Handbook, which outlines academic topics, student services, residence life services and the Student Conduct Code. Our Student Conduct Code reflects the goals and standards of the university and the Catholic identity and Mercy heritage of the founding Sisters of Mercy. Each freshman is challenged to respect the ethos of Mercyhurst University and its regulations, even when popular culture encourages different behaviors. The Student Conduct Code explains our standards for conduct, violation review, typical sanctions and the appeal process.

A challenge that freshmen frequently face is underage drinking. Mercyhurst requires its students to comply with all Pennsylvania laws relating to alcohol. Our alcohol policy is detailed in the Student Handbook. Students found in violation of the policy face the possibility of fines, community restitution and alcohol education classes, as well as other sanctions if appropriate.

Mercyhurst also has a freshman vehicle policy. First-year resident students are not allowed to have vehicles while at school. If a freshman brings a car to school, the student will be required to take the vehicle home and will be subject to conduct review. In cases of medical or family emergency, the Assistant Director for the Freshman Area will review a student’s request for a temporary vehicle pass. Passes are not granted for employment or routine medical appointments such as allergy shots or physical therapy sessions.

In coping with a myriad of new responsibilities and decisions, freshmen often worry in silence or follow the cues of other inexperienced peers. Throughout their first year, freshmen can readily solve problems and make sensible choices by talking with their RA.
Frequently families ask about break housing. The freshman residence halls close at the end of each academic semester and for major holiday breaks. Generally, the halls close 24 hours after the last scheduled final exam of each semester and after the last scheduled class before the Spring break. We encourage students to make their travel and break plans in advance. If a student must remain in residence, the student is required to seek permission from the Hall Director prior to the closing of the hall. No student will be allowed to stay without the proper approval. University staff is on duty during break periods.

Throughout the freshman year, the Residence Life staff engages students in social activities to build community and educational programs to guide students in making responsible, informed choices. This holistic approach to programming is used to support students who are striving for a balanced lifestyle and wellness. Here is a sampling of our programming in these important areas:

**Community-Building Programs**
- Door-decorating contests
- Intramural Ultimate Frisbee
- Video game tournaments
- Holiday decorating
- Hall cookouts

**Educational/Developmental Programs**
- Diversity awareness
- Study skills
- Sexual assault awareness
- Safe use of social media

**Title IX at Mercyhurst**

Mercyhurst University is a community of learning dedicated to the lifelong development of the whole person in the context of our Mercy heritage and Catholic tradition. As part of that heritage, we believe that all students have a right to a safe college experience. The transition of leaving home and being on campus presents first-year students with new opportunities and exposure to a variety of exciting experiences inside and outside the classroom. For some students, being away from home also raises the possibility of exposure to alcohol, use of alcohol or other drugs, and sexually vulnerable encounters.

At Mercyhurst we respect the dignity and worth of each individual. All persons will be held to standards of conduct that ensure all members of the university community are free from sexual and other forms of harassment. In accordance with Title IX of the Education Amendment Act of 1972, Mercyhurst University prohibits discrimination based on sex in its educational and athletic programs, as well as in extracurricular activities sponsored by the university. To ensure compliance with Title IX and other federal and state civil rights laws, the university has developed policies and procedures that prohibit sex discrimination in all forms.

The university offers various supportive measures for those who have experienced any form of sex discrimination or violence. Confidential support is available on campus at the Counseling Center and through the Crime Victim Center in the community. Students are encouraged to seek appropriate medical care and to report sex discrimination or violence to local or campus law enforcement, as well as the Title IX Coordinator. The Title IX Coordinator is the primary reference for information about filing the complaint and the investigative procedure, and can also institute interim protections or remedies.
Dining Services

Grotto Commons is the main facility for Mercyhurst Dining and provides an "anytime" dining service. Grotto Commons is dedicated to the quality and freshness of their food items, staying consistent with their "gold standards" of scratch cooking their menu items. There are several stations to choose from: The Daily Dish, Bravo, The Deli, The Oven, The Grill and the Salad Bar. Grotto Commons also has The Clean Plate, the only station in the tri-state area offering a Chef-Attended Allergen-Friendly Kitchen. Grotto Commons is conveniently located in Egan Hall near the first-year residences and commuter parking.

Are you missing a favorite meal from home? Just ask management in the Commons; they will do their best to prepare it for you - and they enjoy it!

A second very popular dining spot is the Laker Inn, located in the Herrmann Student Union. The Laker Inn offers several different food options, including cantina-style Mexican food, a made-to-order egg bar, a coffee bar, and a range of ready-made food options.

The Coffee Bar, located inside the bookstore, is a quiet and comfortable venue for a cup of coffee, specialty drink, fresh made sandwich or a variety of garden salads.

Ryan Hall, Mercyhurst's newest sophomore residence hall, is home to the S01 Grille, a full-service, all-you-care-to-eat facility, as well as a convenience store with different grab-and-go items.

Housing and Meal Plans

International students are provided financial aid awards to help offset the costs of remaining on campus, as you do not have the opportunity to easily return home for weekends or over breaks. International students who have been awarded International Scholarships, John F. Kennedy Irish Scholarships, Erie Zibo Sister City Scholarships, or Jim Thompson Sister City Scholarships will receive the same housing assignment rates and meal plans. On both your Fall and Spring semester eBills, you will be charged for a standard room—Briggs/Lewis quad (four person)—and the Daily Diner Meal Plan. As an upperclassman, the required meal plan will be assigned for you. You will not need to apply or register for one. You are still required to select your housing assignment; the OneCard Office assigns the Daily Diner Meal Plan for you.

All undergraduate F1 international students are required to live on campus. Freshmen are required to have the Erie Anytime Meal Plan, while upperclassmen must have the Daily Diner Meal Plan. These are minimum assignments allowed and cannot be reduced or removed. You may elect to change your housing assignment by selecting a Briggs/Lewis triple (three-person apartment) or townhouse, but you will be charged for the difference greater than the standard room rate. You may also choose to increase your assigned meal plan, but you will be charged the difference greater than the required meal plan rate.

Health Services

The Cohen Health Center provides free primary care for students including initial diagnosis, treatment of illness/injury and appropriate follow-up for most short-term illnesses. Both Cohen Health Center and the Counseling Center represent
Mercyhurst's commitment to wellness along all components—physical, mental, emotional and spiritual. Student wellness is critical to both personal satisfaction and academic success.

The center is located near the campus bookstore and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. throughout the main academic year when classes are in session. Physicians are on site for part of each weekday to treat specific concerns. The center’s team of registered nurses is present each day to discuss personal health concerns and provide health education information. The center works closely with local healthcare facilities in the event that diagnostic or laboratory services are needed. Allergy shots are provided by the Health Center and the necessary forms to request this service are located under “forms and documents” on the Health Center’s location on the Mercyhurst portal.

Mercyhurst University is committed to ensuring that all of our international students have access to health care while living in our community. Therefore, all F1 and F2 international students (undergraduate, graduate and adult) sponsored through Mercyhurst’s SEVP program will be automatically billed for the Mercyhurst University Student Health Insurance Plan. This charge will appear on the student’s bill, along with student tuition, fees and other expenses of university life. This insurance plan is, on average, $1,000 (USD) per semester.

If you have access to health insurance that works within the U.S., and meets the standard of coverage required by Mercyhurst, or if you need more information, please go to mercyhurst.edu/student-health-insurance.

Counseling Center

The Counseling Center offers individual and group counseling to currently enrolled Mercyhurst University students. Students seek counseling for many reasons, ranging from homesickness and academic stress to difficulties in relationships and more complex emotional issues including depression and anxiety. Confidentiality is protected, and there is no fee for services. All counselors are licensed behavioral health professionals and experienced therapists. A consulting psychiatrist provides some additional on-campus consultation. The Counseling Center is located above the Cohen Student Health Center by the bookstore.

While most students are seen by appointment, the Center also maintains an open hour each weekday where students experiencing urgent issues can walk in. Center staff can be accessed outside business hours by Residence Life or Campus Police and Safety in the event of a mental health emergency.

The Center provides a computer-based biofeedback program that assists students in reducing stress and anxiety, as well as access to a relaxation room and the Center’s pet partner, a Havanese dog named Bailey. In addition, the Center provides a variety of educational outreach programs and presentations for the campus. Staff is committed to assisting students in developing healthy lifestyles that in turn support good emotional health. The Center is active in the growth of a peer educator program on campus.

Student Health Insurance

Mercyhurst University is committed to making sure international students have access to adequate health care while you are away from your home countries and living in our community. Therefore, all F-1 and F2 visa-holding international
students (undergraduate, graduate, and adult) sponsored through Mercyhurst University and the U.S. Immigration and Customs Enforcement’s (ICE) Student and Exchange Visitor Program (SEVP) attending the university will automatically be billed for the Mercyhurst University student insurance. This charge will appear on your eBill along with tuition, room board, and fees. The insurance plan is Highmark Community Blue PPO. This plan is very responsive to international student needs and is administered by Hubbard-Bert, Inc., a local company.

The cost of the plan for the 2018-2019 academic year is $984 a semester, or $1,968 annually for an individual. Higher rates apply for a combined student and spouse plan, or family coverage. Students attending Mercyhurst for the 2018-2019 academic year are covered from August 1, 2018, through July 31, 2019. Students enrolling at the university during the spring semester will have their insurance costs and coverage dates adjusted accordingly. You can find a detailed description of the coverages under the Platinum Plan at www.hubbardbert.net; select “Student Insurance” and then "Benefit Grid" for the Platinum Plan.

If you already have an insurance plan you believe meets or exceeds the standards of coverage for the required Platinum Plan, you will need to provide your existing insurance plan information to Hubbard-Bert by going to www.hubbardbert.net and clicking on “Student Insurance” and following the directions for applying for outside insurance acceptance. You can upload your existing insurance information to the site. If Hubbard-Bert determines your plan meets or exceeds the standards of coverage and is acceptable, the university can honor your current insurance plan and you will not be charged on your eBill for the Platinum Plan.

Please be aware the university does not accept travel, individual, or temporary insurance policies/plans.

Your health and safety are a primary concern of Mercyhurst University.

**Autism Initiative at Mercyhurst**

In 2008, Mercyhurst introduced a program to meet the unique needs of the growing population of high-functioning college students on the Autism Spectrum. Today, the Autism Initiative at Mercyhurst (AIM) program is nationally acclaimed and focuses on building a foundation for self-advocacy, social and vocation skills, and sound academic progress. The AIM program supports students in all areas of the college experience, including campus life and course work. Students are evaluated in key domains that are essential to higher education and vocational success. These A.I.S.E. domains explore functioning in Academics, Independence, Social, and Emotional areas. This program also collaborates with the Learning Differences office that includes access to all of the accommodations that students qualify for under Section 504 of the Rehabilitation Act of 1973.

The AIM program equally emphasizes academic and social competence. The goal for students within this program is to develop their academic and social niche, demonstrate proficiency in their academic core area, and sustain an overall sense of satisfaction with their Mercyhurst University experience. This will be evidenced in the students’ earning not only an academic grade point average, but an AIM GPA that reflects their social competence, and evaluates readiness for meaningful
employment.

In addition to academic supports, students in AIM receive autism and vocational support services, which include optional specialized AIM Housing, academic support, individualized social modules, peer mentor program and the Career Path Program. Students in AIM pay an additional fee for these services. Space is limited and highly competitive. Early application is suggested. Admission to Mercyhurst University does not guarantee admission to the AIM program.

**Police & Safety**

The Mercyhurst community is served by its own Police & Safety Department. This trained professional team maintains order and security throughout the learning, living and recreational areas of the university. The Police & Safety staff partners with the Erie police force, the Erie District Attorney’s office, and state and federal governments to enforce established law, as well as university rules and regulations.

Generally, Mercyhurst is a very safe institution, but gates and reception desks cannot guarantee that a criminal element will not appear on campus. Parents and families can encourage their students to become responsible, safety-conscious members of the university community by discussing the following important safety “Do’s and Don’ts”:

**Do:**
- Follow building access procedures, and report solicitors attempting to enter buildings to the hall director.
- Always lock your room and carry your keys.
- Keep a separate record of account numbers and PIN numbers.
- Engrave valuable items if possible, and keep a record of serial numbers.
- Establish a buddy system, and always let others know when you leave campus alone.
- Discuss any behavior or event that does not seem “normal” with your hall director or Police & Safety.

**Don’t:**
- Prop open doors for any length of time.
- Hide room keys in the hallway.
- Keep large sums of money or credit cards in your room.
- Leave valuables such as laptops and MP3 players unattended in public areas.
- Walk alone after dark.
- Ignore an event that is odd or unsettling.

Your student can learn additional safety tips by visiting the Police & Safety portal page.

In accordance with state and federal campus security acts, Mercyhurst makes available an annual security report for the Erie and North East Campuses. You can view the most current report at mercyhurst.edu/clery. New reports are released each October.

As stated, many service areas of the university work together to guide students in making safe and legal decisions regarding alcohol and drugs. As you discuss these issues with your student, you can use the following overview of alcohol offenses and the possible penalties levied under Pennsylvania Act 31:
Parental Notification | Fines | Confine | License Suspension
---|---|---|---
Misrepresentation of age to secure alcohol | YES | YES | YES | YES
Underage purchase, consumption, or transportation of alcohol | YES | YES | YES | YES
Carrying a false identification card | YES | YES | YES | YES

OneCard – Your Mercyhurst ID Card

A Mercyhurst University identification (ID) card or “OneCard” is the key to accessing most of the available services on and off campus. It is a student’s dining, library and point-of-sale purchase or declining balance card. Students use this card for their meal plan and any of the additional dining services available. Students have instant access to all cold drink and snack vending machines across campus. Additionally, all multifunction print stations accept the OneCard and have the ability to select allotted prints, or access the student’s campus cash accounts when their free prints are exhausted.

Mercyhurst University has partnered with PNC Bank to offer a co-branded ID card through PNC’s University Banking Program. All students receive a OneCard and will now have the option to connect a PNC bank account to it. When linked to a PNC bank account, the OneCard can function as a debit card. This allows students to use the same card for all university-related transactions as well as anywhere a debit card is accepted.

The OneCard Office is responsible for meal plans and any changes associated with them. Between the beginning of the term and the last day to drop/add classes, meal plans may be changed. After last day to drop/add classes, meal plans may not be decreased or removed. At any time during the academic year, meal plans may be increased and dining dollars can be added.

Sustainability

Environmental sustainability is not just about being earth-friendly, but also about understanding the impacts our lifestyle choices have on people and ecosystems around the world, and upon the future security of life on Earth. Mercyhurst University is deeply committed to not only engaging our entire community in advancing a more environmentally responsible campus, but also in creating experiential learning opportunities and other meaningful connections on issues of sustainability throughout northwest Pennsylvania. As you get ready for your first year of college, we invite you to join this mission-driven effort to address global environmental concerns through your own actions.

While packing and thinking about what to bring remember that your choices can limit your environmental footprint. A few examples of more sustainable choices include:

- Communicating with roommates to cut down on the number of duplicate appliances or entertainment systems.
- Packing a surge protector to protect electronics during power surges and help cut down on energy waste while appliances are in stand-by mode.
- Bringing reusable water bottles, mugs and dishes rather than buying...
bottled water and disposable items. Discounts are given at the coffee bar and in Grotto Commons for using reusable coffee mugs.

• Instead of packing paper towels, bring washable hand towels and dish rags. Just a small measure like that reduces paper waste, saves trees, reduces energy consumption and helps curb greenhouse gas emissions.

Our expectation is that while students are on campus for the next four years, environmentally responsible behavior will become (if it is not already) daily habits that you don't even need to think about: proper recycling in all areas of campus; conserving energy by turning off lights and entertainment systems; keeping heating or air conditioning systems at reasonable temperatures; and reducing unnecessary transportation by carpooling, walking or biking to close destinations, and riding the Mercyhurst EMTA bus to the mall, movie theater and grocery stores.

We encourage all students with a passion for the environment to work with the university-wide Mercyhurst Green Team on ongoing or new projects that strengthen the Mercyhurst commitment to environmental sustainability. In addition, any student is welcome to apply for funding for a campus environmental project from the Student Sustainability Fund (SSF). Funded by a $10 per student annual Sustainability Fee, the SSF was established in 2007 to advance sustainability initiatives on campus. Past projects include: supporting the university's longstanding purchase of renewable energy to offset our carbon emissions; the green roof on top of the Ceramics Lab in Zurn Hall; a model sustainable landscape behind Warde Hall; and upgrades to campus recycling containers. For more information about sustainability at Mercyhurst University and how you can get involved, please contact the sustainability officer, Sarah Bennett, at sbennett@mercyhurst.edu.

SEVIS

Student and Exchange Visitors Information System

www.ice.gov/sevis/students/index.htm

The SEVIS program is an internet-based system that provides schools and the United States government with access to accurate and current information on nonimmigrant foreign students, exchange visitors and their dependents. It requires schools and exchange programs to transmit electronic information and notifications via the internet to the U.S. Department of Homeland Security's Bureau of Citizenship and Immigration throughout a student's stay in the United States.

This program was authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), and subsequently authorized on October 25, 2001, through the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act, and Enhanced Border Security Act on May 14, 2002. It calls for 100 percent compliance by institutions certified to accept nonimmigrant students. For detailed information, please visit the Homeland Security website at www.ice.gov/sevis/students/index.htm

Staying Compliant with SEVIS


2. Check the Mercyhurst University website for changes in immigration and/or visa procedures. www.mercyhurst.edu/admissions-aid/international-students

3. Be certain you understand the immigration regulations and how to maintain lawful status in the U.S. Please refer any questions or issues to Angela Phillips (PDSO).
4. Be proactive. Students should plan their course schedules carefully so they maintain full-time status. Full-time status is at least 12 credits per term for undergraduate students—15 credits per term is optimal—and 9 credits for graduate students.

5. Make travel plans early and anticipate delays at consulates and border crossings.

6. Keep all documents up-to-date. Make copies of all documents. Keep all I20s.

7. Changes in degree level, extensions, and travel validations must be done in a timely manner.

8. Be sure you are up-to-date paying your eBill. You will not be permitted to register for classes if you have an outstanding balance.

9. Register for classes in a timely manner. If you are not registered for fall or spring semester, you are required by regulations to depart the United States.

10. Make sure you comply with your immigration responsibilities as outlined by the SEVIS system, or you may lose your student’s status and not be eligible for the benefits normally granted to F-1 visa students. In some cases, you may even be subject to deportation.

**What does “fail to maintain status” mean?**

Examples of failure to maintain status include: dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a student is authorized to attend, failure to apply for a timely transfer of I-20 extension or change in level of study, unauthorized employment, failure to report to the PDSO or DSO within 10 days of the start of each semester, and failure to report a change of address.

**What are the consequences if a student fails to maintain status?**

Students who fail to maintain status lose the privilege of their student visa and become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of request for Practical Training, denial of request to change visa status, and possible denial of all future visa applications. Students who fail to maintain status, and whose I-20 is terminated, would be required to pay the $200 SEVIS fee again if they apply, and qualify, for a new I-20.

**What to do if you change your address**

The United States Department of Homeland Security’s Bureau of Citizenship and Immigration Services requires “non-citizens” of the U.S. who are present in the U.S. for more than 30 days to register any change of address within 10 days of the change. This is particularly important for students in F-1 visa status who may lose their visa status if they do not follow this mandate. To report a change, contact the PDSO or DSO.

**SEVIS Registration Instructions**

All international students with an F-1 visa through Mercyhurst University are required to complete the SEVIS registration procedure within the first 10 days of each semester start date. This is mandatory so the Mercyhurst Office of International Student Enrollment can comply with federal immigration regulations, and international students can maintain their F-1 status. Failure to register with Mercyhurst University could have negative results on current and future visa/immigration benefits.

**Step-by-Step Instructions**
1. Review “Maintaining F-1 Status” from Department of Homeland Security website—
   Study in the States, studyinthestates.dhs.gov/maintaining-status

2. Complete the SEVIS Registration Form provided by your PDSO

3. Bring the following documents to a (P)DSO within the first 10 days of each semester start date
   - Completed SEVIS Registration Form
   - Your most recent I-20

U.S. Tax Information

Nonimmigrants, both the principal and dependents, in F status considered “nonresidents for tax purposes” are required to file an individual income tax form. This needs to be completed even if the nonimmigrant does not have any United States income of any kind and was in the United States during the tax year, which runs from January 1 to December 31.

During the tax year, January 1 to December 31, individuals who work in the United States or have other United States income have taxes withheld from their total earnings. By April 15 of the following year, the individual must file an income tax return with the federal tax authorities. They may also need to file with tax authorities in the state(s) in which one was employed during the particular year. After your taxes are filed, a tax return report will show your total income and will either request a refund if more taxes were withheld than were required or you may need to pay additional taxes that are owed. The Internal Revenue Service (IRS) is the United States government agency responsible for collection of the federal income taxes.

The International Student Office is neither qualified nor permitted to answer questions from international students regarding their tax information or tax liabilities. In order to assist one with international student taxes, including filing a nonresident tax return, we recommend a web-based nonresident alien tax preparation service called GLACIER Tax Prep. To obtain access to Glacier Tax Prep, please reach out to the International Student Office for a license.

GLACIER Tax Prep will assist in completing all required nonresidents federal forms according to your answers you provided to the service. Below is a list of forms that GLACIER Tax Prep may generate for you.
   - Federal Form 1040NR-EZ
   - Federal Form 1040NR-EZ Instructions
   - Federal Form 1040NR
   - Federal Form 1040NR Instructions
   - Federal Form 8843?
   - Federal Form W-7
   - #970 Tax Benefits for Education
   - #519 United States Tax Guide for Aliens
   - #901 United States Tax treaties

Glacier Tax Prep does not prepare any state and local tax returns. In addition to access to Glacier Tax Prep, the International Student Office may provide workshops on campus.
NRA Tax

Some international students will have an NRA Tax on their student account. This is a federal tax. You will be taxed if your scholarship exceeds tuition and fees. If you file taxes in the United States, you may receive all or most of the amount back.

Guidelines for Inviting Family Members, Relatives or Friends to the U.S.

If you would like to invite one or more of your extended family members, relatives or friends to visit you in the U.S. while you are studying, for commencement, or while on OPT, please read the following guidelines in their entirety.

Note the family visit letter only serves as a supporting document for the appropriate visa applications of your guests. For information on visitor visas, please visit the appropriate U.S. embassy website: www.usembassy.gov

The following are only suggestions.

Be aware that the U.S. Embassy/Consulate Officers abroad may have different or additional policies regarding the issuance of visitor visas.

1. A letter from you to your relative(s) or friend(s), in English, as an invitation to visit you in the United States.

2. A letter from you to the U.S. Consulate Office. You may want to include:
   a. Your name
   b. Your major
   c. Degree you are pursuing
   d. For each person you are inviting, provide:
      i. Passport name
      ii. Relationship to you
      iii. Date of birth
      iv. City and country of birth
      v. Country of citizenship
      vi. Purpose of the visit: proposed activities for your guests, such as attending your commencement ceremony
      vii. When they plan to arrive and how long they will stay
      viii. Who is paying for their room, board and transportation to the U.S.

3. Evidence of financial ability, if you will be providing support (bank statements or other financial document).

4. Evidence of your student status. You may wish to attach a letter of enrollment verification, and a schedule from the Registrar’s Office. You may want to include a copy of your I-20 as well.

5. At your request, your PDSO will produce a letter that will include your visitor’s
information. If there are multiple guests, a separate letter will be created for each person listed. Please email your PDSO and attach the passport ID page of each of your guests in order to request the letter(s).

Remember: the above items from you can be helpful, but it may not be the only documentation needed. When your family member(s) or friend(s) go to the U.S. Consulate, they may need to provide additional documentation.

If you are an international student on an F-1 visa, your spouse and/or children may come to the U.S. as your dependents in F-2 and be given permission to remain in the U.S. for the same length of stay as you. Each dependent will need their own I-20 Form prepared for that purpose and documentation of additional financial support is required. Contact your PDSO for details.

**Summer Storage**

Office of Residence Life | reslife@mercyhurst.edu

The university offers limited storage—known as Summer Storage—to students with a permanent home address of 6+ hours away from the university’s 501 East 38th Street, Erie PA 16546 address.

Students will be able to access the Summer Storage Agreement Form in Egan 323 in late April/early May. Storage space will be limited and will be on a first-come basis. Residence Life will have a mock storage space set up in our main office between the aforementioned dates so students can see the size of the space they are purchasing and how accommodating the spaces typically are. Each space is roughly 2.5 feet by 4 feet, but may vary a few inches across the various storage rooms as each room is unique in the size it was constructed.

Once a storage request form is completed, payment is required in the amount U.S. $30 (cash only). This payment is non-refundable. Students can buy multiple spaces if needed, but one is usually accommodating. All forms and payments must be completed and returned to Residence Life.

Once a student has completed the Summer Storage Agreement Form and paid for their designated space(s), they will be instructed how to proceed and will receive a copy of the agreement form for their records and referral.

Approved students can begin accessing storage by going to the housing checkout desk at Baldwin Hall. A staff member will confirm a storage request form has been filled out and payment has been received. An RA will be sent to meet the students at their designated storage unit on either Briggs Avenue or Lewis Avenue. It is the student’s responsibility to get their items to the storage room—our staff members will unlock the storage room door and then lock it when they are finished, but they are not able to help move boxes for students.

Maintenance will have a shuttle service to assist students in transporting items. Dates and times will be announced.

Approved students are able to access storage at other points during finals week. However, it is highly recommend that students take advantage of these shuttle times.

All items put into storage must be clearly labeled, in sealed plastic bins, or in sealed cardboard boxes. No garbage bags will be accepted, nor will couches. Mini-fridges are accepted, as long as they are fully thawed out and cleaned.

We encourage students to use off-campus storage vendors if possible, simply because
the accommodations we offer on campus have limited security and student access when they return to campus. The storage units can be easily compromised and are prone to moisture/water damage. Upon signing the Summer Storage Agreement Form, students are made aware the university shall not be held liable for any damaged or stolen items. We do, however, make every effort to ensure the safety of the student's personal belongings.
Dear Student and Family,

The Office of Student Financial Services (SFS) is committed to the needs of its students and parents. We recognize that a college education is a significant investment in your child’s future and a major concern for most families. We understand your concerns and want to make this process as easy as possible. With a combination of our institutional scholarships and grants, federal and state aid, and a variety of financing plans, a high quality Mercyhurst University education is not only valuable, but affordable.

This section has been prepared to provide you with information about the financial aid and billing process and provide a resource for you to refer to after you leave today.

The SFS Office offers a one-stop shop for your financial aid and student account questions, including personalized counseling with your SFS Counselor by appointment. Please visit us in Old Main 115 or call us between 8:30 a.m. and 4:30 p.m., Monday through Friday, at 814-824-2288. Detailed financial aid and billing information is also available at the Mercyhurst University website, mercyhurst.edu.

We look forward to serving you throughout your time at Mercyhurst.

Sincerely,

Carrie Newman
Director, Student Financial Services
Student Financial Services

The Office of Student Financial Services (SFS) is committed to the pursuit of excellence as follows:

- In serving students by providing timely and appropriate information about application processing for scholarships, grants, loans and work-study.
- In providing the maximum and most favorable financial aid resources available to attract and retain students at Mercyhurst.
- In counseling and advising students on their costs and financial planning, as well as their financial aid rights and responsibilities before and during enrollment and after graduation.
- In providing student bills and pertinent educational tax statements (1098-T, 1042-S, etc.) required for federal and state income tax annual filing.
- In initiating and implementing efficient and student-friendly procedures that add value to its business processes and services.
- In ensuring integrity in the administration of all student aid programs.

Student Rights & Responsibilities

Students have the following rights:

- Access to complete information regarding fees, payment and refund policies.
- Confidentiality of all personal and family financial information.
- Reconsideration of student aid eligibility if student and parent’s situation warrants it through an appeal to SFS.

Students have the following responsibilities:

- To advise SFS of any additional financial aid received that is not indicated on the Mercyhurst Financial Aid Award Letter Notification.
- To follow application filing deadlines and to submit all required documentation for verification of financial and other information pertaining to the financial aid application process within 30 days of the request.
- To give SFS permission to relay pertinent financial, academic and other information to donors of aid upon request.
- To maintain Satisfactory Academic Progress (SAP) for Financial Aid (refer to Course Catalog for SAP Policy).
- To comply with the rules governing the types of financial assistance the student receives.

Students incur a legal obligation to pay for tuition and fees when registering for classes. Students should contact the Office of Academic Affairs if they expect to withdraw from the university. A recalculation of financial aid and billing charges may be required. Please refer to the Mercyhurst Course Catalog for detailed information on dropping courses or withdrawing from the university.
Student Billing Schedule

Mercyhurst fully supports the green initiative by providing 100% online billing. No paper bills will be mailed.

Students will receive an eBill for each semester. Students can retrieve their bill anytime beginning late June via their online Mercyhurst portal.

Bills must be paid no later than the due dates below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Billing Date</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Late June</td>
<td>August 3, 2018</td>
</tr>
<tr>
<td>Spring</td>
<td>Early December</td>
<td>January 7, 2019</td>
</tr>
</tbody>
</table>

Students are responsible for checking bill updates and any balance adjustments on a regular basis. After the bill due date, any new charges must be paid within 30 days. Unpaid balances will be assessed a late fee.

Students must grant "guest access" to parents to view the eBill and make online payments. The eBill login instructions and granting guest access are included at the end of this section.

Cost of Attendance by Semester (estimated)

<table>
<thead>
<tr>
<th>Term</th>
<th>Living on Campus</th>
<th>Commuter (living with parents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$17,700</td>
<td>$17,700</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,335</td>
<td>$1,335</td>
</tr>
<tr>
<td>Room</td>
<td>$3,210</td>
<td>$2,295</td>
</tr>
<tr>
<td>Meal Plan</td>
<td>$3,230</td>
<td>$2,295</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$25,475</td>
<td>$19,035</td>
</tr>
</tbody>
</table>

Indirect costs include: Books/Supplies/Travel/Misc.

- Tuition charge is for full-time study between 12 and 18 credit hours. Additional charges will apply for credits over 18 hours.
- Standard Required Fees are shown. Other fees may apply depending on student’s individual program.
- Standard Room is a Baldwin/McAuley Hall double. Warde Hall double is $4,285 per semester.
- Standard Meal Plan is the Erie Anytime Plan (Required).
- First semester only will include an orientation fee of $260 and a OneCard fee of $50.
- Lab and studio fees are extra and range from $220 to $280 per course.

Payment Methods & Financing Options

- Electronic payment from U.S. checking or savings account (via eBill website).
- International cards (including Canadian) must use afford.com.
- Paper checks
- Money orders
- Cash
- TMS monthly payment plans
- Alternative Educational Loan
- Home Equity Loans*
- Lines of credit borrowing from life insurance*
- Other personal bank loans
A student’s registration is not considered complete until the bill is paid in full or payment arrangements have been approved. Students must have the bill paid by the bill due date to avoid late fees and/or deregistration from courses. Students are not permitted to register for future courses if there is an outstanding balance.

If Subsidized/Unsubsidized Direct Loans were accepted in the student's financial aid package, student must complete MPN & Loan Counseling requirements before the bill due date at: studentloans.gov. This is a one-time requirement while at Mercyhurst.

If mailing checks or using a 3rd party for payments or loans, please allow mailing and processing time to meet the bill due date. Payments must be received by the bill due date. If any balance remains on an account past the due date on a non-payment plan account, a late fee of $175 will be applied.

**TMS Payment Plan**

Spread your education expenses over the semester. The TMS Payment Plan is interest free. Enrollment fees do apply. Enroll at afford.com.

<table>
<thead>
<tr>
<th>#Payments</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>5 or 4</td>
<td>7/1 and 8/1</td>
<td>11/1</td>
</tr>
</tbody>
</table>

Payment plans are great for balanced budgeting and avoiding late fees.

If you choose a TMS semester plan, you must register by August 1 and re-enroll each semester that you want to remain in the program. TMS sends reminders throughout the semester and re-enrolling is easy!

**Financial Aid on the Bill**

Financial aid is reflected on the bill for financial planning purposes. Aid is not actually credited to the student's account until after the drop/add period, when final enrollment eligibility is confirmed and verification is completed. This is usually the second week of classes. If a student is planning to enroll in courses totaling less than 12 credits (part-time), they should contact their SFS Counselor prior to the last day of the drop/add period so the awards can be adjusted accordingly. Otherwise, awards will be adjusted after the drop/add period is over and a revised award letter will be sent. Mercyhurst scholarships and grants require a student to remain full time and maintain Satisfactory Academic Progress (SAP) as outlined in the official Mercyhurst University Course Catalog.
Tuition Refund Policy

The Office of SFS may be required to make necessary recalculation adjustments to the student’s charges and financial aid when a student withdraws completely from all courses in a given semester at Mercyhurst University. There are official policies in place that a student must follow if this situation occurs. Please refer to the Mercyhurst University Course Catalog to view the full policy.

Financial Aid awards and student bills are subject to change based on any updates received from any outside agency or scholarship donor and in accordance with all federal, state, and institutional policies. It is the student’s responsibility to check their eBill regularly for changes. Any charge applied after the bill due date must be paid within 30 days to avoid late fees.

Financial Aid and Awarding

Types of Financial Aid

- Scholarships – gift aid
- Grants – gift aid
- Loans – must be repaid
- Work-study – a position at the university that the student is assigned. The student must have been awarded work-study on the Award Letter.

Scholarships and grants are awards that do not have to be repaid; however, many may have specific criteria which must be met to remain eligible. For example:

- Financial need
- Grade point average
- Major
- Participation in athletics, dance, music, art, etc.

Most Mercyhurst scholarships and grants are for four years of study. They begin the first semester of enrollment and end four years from the start date. Students should work closely with their advisor to complete all coursework within that time frame. Refer to your Admissions packet for details on the specific awards that were included on your Award Letter.

University Work-Study Awards:

Students who received a work-study award in the Award Letter are contacted by the Human Resources Department in early July via their Mercyhurst email with a list of jobs available and a form to return indicating student job preferences. Work assignments are made on a first come, first serve basis. Wages are paid directly to the student via direct deposit into an account of the student’s choosing. Therefore, work-study funds do not appear on the student’s eBill. If the student’s award is cancelled for non-response or failing to meet the required minimum hours, they may not be eligible to reapply for future semesters.
Private Alternative Education Loans:

- If you need extra resources or are only interested in being a co-signer for your student, please visit our website at mercyhurst.edu/finaid.

Important Reminders:

- Mercyhurst scholarships and grants are available for a maximum of four years. Please refer to your Admissions Award Packet for details on your awards, including GPA renewal requirements.
  - Students receiving a scholarship from an external source must submit this information to the Office of Student Financial Services
- Review the scholarship renewal requirements and have a clear understanding of financial aid policies. Federal, state, and Mercyhurst awards may have different GPA requirements.
  - Students are expected to complete at least 30 credits per year (may be more depending on program of study).
  - Students are required to complete at least 67 percent of credits attempted each academic year and achieve at least a 2.00 cumulative GPA. Some awards may require a higher GPA and students should familiarize themselves with the requirements for each award as detailed in their Admissions Award Letter packet.
  - Students must consult with SFS prior to withdrawing from courses to understand any financial impacts.
  - There are institutional policies, including Satisfactory Academic Progress requirements which must be met each year to continue eligibility.
- If renewal requirements are not met, the scholarship will be canceled.
- Visit mercyhurst.edu/finaid for details.

eBill instructions for students:

Your Mercyhurst University bill is available on your Student Portal Page. We are a 100 percent online billing institution, which means you will not receive a separate paper bill. Your bill is available online—this is called your eBill. Fall semester bills are due on or before Aug. 3, 2018. Spring semester bills are due on or before Jan. 7, 2019.

- To access your eBill, simply log in to your student portal and click on the eBill icon.
- Please note that your Mercyhurst eBill is your source of communication for any billing changes. Please reference it on a regular basis.
- Students: If your parent, spouse or other interested party is paying for your college education, make sure that you add them as a Shared Access user on your eBill. The following instructions allow you to add Shared Access users to your eBill account.

1. Once you are in your eBill, click on the “Manage Account Access” button in the top right corner.
2. Enter your parent’s/interested party’s information.
3. This will send an email invitation for shared access to each entered user. Once they accept the invitation and create their own eBill user account, these individuals will receive emails each time a new billing statement is available.
4. When logging in to the eBill, you will land on the Summary page. This page is in real time and reflects your current balance. Itemized statements can be viewed by clicking on the Statements Tab. Statements are listed with the most recent statement on top. Click on the statement listing and the “View Your Bill” button to open and review your bill. Note: Pop-ups will need to be enabled on your browser to view the itemized statement. After the drop/add period, current statements will be uploaded to your eBill once a month for the remainder of each semester. Please reference it on a regular basis. Any additional charges you incur after the due date are required to be paid within 30 days of the charge.
to avoid any late payment penalties. It is important that you check your bill regularly.

Complete eBill instructions and navigation information are located on your Mercyhurst student portal under Services/Student Financial Services.

**Access to Student Financial Records**

Students’ information and records are kept confidential and are protected under FERPA regulations. Students should complete the FERPA Form from the Registrar’s Office identifying all parties whom the student wishes to grant student record access.

The Office of Student Financial Services is here to serve you. We look forward to working with you.

Please call the SFS Office at 814-824-2288 if you have questions or need assistance, now or in the future.
Dear Student & Family,

On behalf of the Information Technology Department, it’s my pleasure to welcome you to Mercyhurst University. For incoming students, technology is a constant part of life. At Mercyhurst University, technology is also an integral part of the academic experience.

In this section, you’ll learn about the variety of network and computer services available—including your Mercyhurst email account, the Blackboard Course Management System, and WebAdvisor. Students bringing a computer to campus will also find valuable information about the requirements and preparations necessary before moving in.

If you have any questions, please visit or call the Help Desk located in the Hammermill Library.

Sincerely,

Jeanette Britt
Vice President for Technology & Chief Information Officer
Academic Computing and Information Technology (IT) Services

Your student will be able to enhance learning and leisure activities through our well-developed computer facilities and services. Mercyhurst is a completely networked campus, including a network port connection for each student in the residence halls and university apartments. Campus wireless connection, LakerVapor, is provided in student rooms and apartments. Wireless connectivity is also available in the public areas, student residences, the library, the student union, the bookstore, and in most buildings across campus.

Our local area network (LAN) gives each registered student access to these online resources:

- Internet access.
- Email account at Microsoft’s Office 365 with OneDrive.
- Microsoft Office suite of products through Microsoft’s Office 365.
- Self-Service access for online registration, grades, class schedules, and financial information.
- Blackboard access for online course information, course work, and learning resources.

Each account is private, requiring the student’s username and a password. During Welcome Week, students will learn how to use these services and follow our code of conduct for IT. Students are not required to have their own computer; the university has more than 250 computers in 15 labs and 80+ classrooms with electronic podiums. However, an individual computer is often preferred because the student has full access to these resources from his or her residence.

To assist families in preparing their student for academic computing, we have created an online resource. Families can conveniently access it at my.mercyhurst.edu. Choose Parents, then IT Help Desk and then click on For New Students.

Recommended Basic Computer Setup

The standards recommended by the Mercyhurst IT Department for new computer purchases are below. The recommendations are made with a four-year useful life in mind.

PC System (desktop or laptop)

- Microsoft Windows 10
- 8 GB of RAM minimum
- 802.11b/g/n Wireless for laptops
- USB Flash Drive (aka: thumb drive, jump drive, travel drive) 4 GB or larger
- Cat 5 ethernet cable

Mercyhurst University considers a student’s university-issued Mercyhurst email account a form of official communication.

It’s critical that students regularly check their Mercyhurst email.

Increasingly Mercyhurst uses technology to enhance learning and communication with our students. Therefore, it is essential that freshmen learn this technology and develop the habits of using these tools responsibly to stay current with classroom activities, university obligations and campus opportunities.
The following page provides you with a checklist to make sure you’re ready to connect to the campus network on move-in day.

Please take a few minutes before you come to campus to check your computer; it will save you time and frustration later.

Macintosh System (desktop or laptop)

- Mac OS 10.10 or higher
- CAT S ethernet cable
- 4 GB RAM or higher
- 10/100/1000 LAN Wired Ethernet Port
- 802.11b/g/n Wireless for laptops
- USB Flash Drive (aka: thumb drive, jump drive, travel drive) 4 GB or larger

All network-enabled devices (computers, phones, gaming systems, tablets, BluRay players, wireless printers, etc.) must be registered for full network access with Bradford campus manager.

The registration process occurs as the device is connected to the network for the first time. The computer is scanned to verify that the operating system and anti-virus software are up to date. The registration process is described on the IT Help Desk page at my.mercyhurst.edu.

Some devices require manual registration at the Help Desk: wireless printers, gaming systems, smart TVs and BluRay players. If a device needs to be manually registered, the student must provide the device’s MAC address at games.mercyhurst.edu under Manual Registration.

IT Help Desk

Lobby, Hammermill Library
814-824-3200
helpdesk@mercyhurst.edu
Before move-in, students should:

1. Know their username and password.
2. Check their Mercyhurst email regularly or set it up to forward to another email address.
3. Perform all computer updates prior to arriving on campus.
4. Log in to the portal and check out the New Student Technology Information page.
5. Verify that their anti-virus software is Mercyhurst approved and up-to-date.
6. Be ready for the Bradford network registration process and requirements.
7. Read the IT Code of Conduct and the Student Handbook.
8. Protect their personal information by using secure, complex passwords.
9. Reset password at passwordreset.mercyhurst.edu
10. Know how to contact the IT Help Desk.

IT Checklist

Ensuring your PC meets the Mercyhurst University requirements

Operating System for Desktop and Laptop Models

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows Operating System must have current updates applied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC computers must have a minimum OS X (10.10 or higher)</td>
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<td></td>
</tr>
</tbody>
</table>

NOTE: All current updates must be installed. Check before you come to campus! Go to windowsupdate.microsoft.com to verify.

Anti-Virus Software

Anti-virus software is installed, operational and updated

Network Connections for Desktop and Laptop Models

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/100/1000 Ethernet connection is required for wired LAN connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>802.1x a/b/g/n Wireless LAN connection (built-in on laptops only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Wireless routers are prohibited. Individual connections will be disabled if they interfere with activity on the Mercyhurst network.

If you answered "No" to a requirement for your current system, you might find useful these resources for upgrades:

1. Windows 10 is preferred and performs better in a networked environment.
2. Your computer can download and install Critical Updates and the latest Service Packs from the Microsoft Windows Update option in Internet Explorer.

Please note, other anti-virus software that is installed on a computer must be verified by the IT Help Desk staff before the student can register the computer online during fall move-in. Trial versions are not acceptable.

BE SURE YOUR ANTI-VIRUS SOFTWARE IS UPDATED AND FUNCTIONING
Preparing for Move-In

On move-in day, our IT staff will be available to assist families. Please note that you should bring from home and have available these items:

• Account information for software subscriptions.
• Your computer warranty information.

The Mercyhurst IT department provides technical support for students experiencing difficulty with their computers. Student Technology Consultants provide assistance in the IT Technical Services room located in the Hammermill Library. Our staff will resolve network connection issues and provides general troubleshooting of computer problems free of charge as time permits.

Hardware repairs will be referred to local vendors or warranty service to the manufacturer of the computer. Information to improve computer efficiency can be found on the IT Help Desk page.

IT Code of Conduct

Of equal importance are the personal and ethical choices that arise using technology. The Code of Conduct for Use of Information Technology applies to all uses of technology by Mercyhurst students. Families should review and discuss the standards set forth by the code. The full Code of Conduct with sample violations and sanctions is in the Student Handbook and online. In brief, the code states that the “information technology systems and networks at Mercyhurst University are intended to be used in a manner that supports the educational mission of the university and is conducive to the overall academic climate. Because electronic information is easily reproduced, respect for authorial integrity is essential. Violations such as plagiarism, unauthorized access, copyright violations and invasion of privacy will not be tolerated.”

IT Resources

Student support is provided primarily by graduate and undergraduate residence technicians. IT staff will assist with a variety of technical issues such as password resets, virus remediation and device registration to name a few. Note: IT does not handle student hardware repairs.
The university provides local telephone service in the common areas of the residence halls. Students can use prepaid calling cards or their own cell phone service for long distance calls.

**Help Desk**

- **Location:** Hammermill Library
- **Telephone:** 814-824-3200
- **Hours:**
  - Monday-Thursday: 8 a.m. - 8 p.m.
  - Friday: 8 a.m. - 6 p.m.
  - Saturday: 1 - 5 p.m.
  - Sunday: 1-9 p.m.
- **Summer hours:**
  - Monday-Friday: 8 a.m. - 4 p.m.
- **Email:** helpdesk@mercyhurst.edu

**Portal • my.mercyhurst.edu**

Choose IT Help Desk and then click on For New Students to access a wide collection of resources.

**Ticketing System • support.mercyhurst.edu**