



MercyCollege

2009-2010



MercyCollege

STUDENT HANDBOOK

2009-2010

This planner belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student No. _____

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Academic Calendar

Mercy College – Toledo Campus

2009-2010

Mission

Mercy College is a Catholic institution of higher education dedicated to inspiring its students to a commitment to lifelong learning and social responsibility in the spirit of the Mercy heritage and values.

Vision

As a faith-based community of learners, we envision creating leaders who value intellectual inquiry and social responsibility by living the Mercy core values. We seek to nurture the whole person and to inspire our students to be of service and to mentor others through the twenty-first century and beyond.

Core Values

Compassion | Human Dignity | Excellence
Sacredness of Life | Service | Justice

Core Abilities

Communication | Values and Catholic Identity
Humanities | Critical Thinking | Computer Technology
Social and Global Consciousness | Mathematics
Science | Life-Long Learning



FALL 2009 – Full Term (August 24 – December 20, 2009)

| | |
|----------------------------------------------------------|------------------------------------|
| Faculty Return | Mon, Aug 10, 2009 |
| First Day of Fall 2009 Semester | Mon, Aug 24, 2009 |
| Last Day to Add/Drop w/ 100% refund | Sun, Aug 30, 2009 |
| Graduation Applications Due for Spring 2010 to Registrar | Fri, Sep 4, 2009 |
| Labor Day – COLLEGE CLOSED | Mon, Sep 7, 2009 |
| Last Day to Drop w/ 80% refund | Sun, Sep 6, 2009 |
| Last Day to Withdraw from class w/ 25% refund | Sun, Sep 20, 2009 |
| Last Day to Withdraw from class w/ W grade | Sun, Oct 18, 2009 |
| Fall Break | Mon, Oct 19 - Tue, Oct 20, 2009 |
| Thanksgiving Break – COLLEGE CLOSED NOV. 26, 2009 | Wed, Nov 25 - Sun, Nov 29, 2009 |
| Classes End | Sun, Dec 13, 2009 |
| Fall 2009 Finals Week | Mon, Dec 14 - Sun, Dec 20, 2009 |
| Last Day of Fall 2009 semester | Sun, Dec 20, 2009 |
| Christmas Holiday – COLLEGE CLOSED | Fri, Dec 25, 2009 |

FALL 2009 – 1ST 8 WEEKS (August 24 – October 18, 2009)

| | |
|------------------------------------------------------|-------------------|
| First Day of Fall 2009 Semester – 8WK1 | Mon, Aug 24, 2009 |
| Last Day to Add/Drop w/ 100% refund – 8WK1 | Sun, Aug 30, 2009 |
| Last Day to Withdraw from class w/ 50% refund – 8WK1 | Sun, Sep 6, 2009 |
| Last Day to Withdraw from class w/ W grade – 8WK1 | Sun, Sep 20, 2009 |
| Last Day of Fall 2009 semester – 8WK1 | Sun, Oct 18, 2009 |

FALL 2009 – 2ND 8 WEEKS (October 21 – December 20, 2009)

| | |
|------------------------------------------------------|-------------------|
| First Day of Fall 2009 Semester – 8WK2 | Wed, Oct 21, 2009 |
| Last Day to Add/Drop w/ 100% refund – 8WK2 | Tue, Oct 27, 2009 |
| Last Day to Withdraw from class w/ 50% refund – 8WK2 | Tue, Nov 3, 2009 |
| Last Day to Withdraw from class w/ W grade – 8WK2 | Tue, Nov 17, 2009 |
| Last Day of Fall 2009 semester – 8WK2 | Sun, Dec 20, 2009 |

FALL 2009 – 1ST 5 WEEKS (August 24 – September 27, 2009)

| | |
|---------------------------------------------------|-------------------|
| First Day of Fall 2009 Semester – 5WK1 | Mon, Aug 24, 2009 |
| Last Day to Add/Drop w/ 100% refund – 5WK1 | Sun, Aug 30, 2009 |
| Last Day to Withdraw from class w/ W grade – 5WK1 | Sun, Sep 6, 2009 |
| Last Day of Fall 2009 semester – 5WK1 | Sun, Sep 27, 2009 |

FALL 2009 – 2ND 5 WEEKS (September 28 – November 3, 2009)

| | |
|---------------------------------------------------|-------------------|
| First Day of Fall 2009 Semester – 5WK2 | Mon, Sep 28, 2009 |
| Last Day to Add/Drop w/ 100% refund – 5WK2 | Sun, Oct 4, 2009 |
| Last Day to Withdraw from class w/ W grade – 5WK2 | Sun, Oct 11, 2009 |
| Last Day of Fall 2009 semester – 5WK2 | Tue, Nov 3, 2009 |

FALL 2009 – 3RD 5 WEEKS (November 4 – December 13, 2009)

| | |
|---------------------------------------------------|-------------------|
| First Day of Fall 2009 Semester – 5WK3 | Wed, Nov 4, 2009 |
| Last Day to Add/Drop w/ 100% refund – 5WK3 | Tue, Nov 10, 2009 |
| Last Day to Withdraw from class w/ W grade – 5WK3 | Tue, Nov 17, 2009 |
| Last Day of Fall 2009 semester – 5WK3 | Sun, Dec 13, 2009 |

SPRING 2010 – Full Term (January 11 – May 9, 2010)

| | |
|----------------------------------------------------------|----------------------------------|
| New Year Holiday – COLLEGE CLOSED | Fri, Jan 1, 2010 |
| Faculty Return | Wed, Jan 6, 2010 |
| First Day of Spring 2010 Semester | Mon, Jan 11, 2010 |
| Last Day to Add/Drop w/ 100% refund | Sun, Jan 17, 2010 |
| Martin Luther King Day – COLLEGE CLOSED | Mon, Jan 18, 2010 |
| Graduation Applications Due for Summer 2010 to Registrar | Fri, Jan 22, 2010 |
| Last Day to Drop w/ 80% refund | Sun, Jan 24, 2010 |
| Last Day to Withdraw w/ 25% refund | Sun, Feb 7, 2010 |
| Last Day to Withdraw from class w/ W grade | Sun, Mar 7, 2010 |
| Spring Break | Mon, Mar 8– Sun, Mar 14, 2010 |
| Good Friday – COLLEGE CLOSED | Fri, Apr 2, 2010 |
| Classes End | Sun, May 2, 2010 |
| Spring 2010 Finals Week | Mon, May 3 – Sun May 9, 2010 |
| Last day of the Spring 2010 semester | Sun, May 9, 2010 |
| Commencement | Fri, May 7, 2010 |

SPRING 2010 – 1ST 8 WEEKS (January 11 – March 7, 2010)

| | |
|---------------------------------------------------|-------------------|
| First Day of Spring 2010 Semester – 8WK1 | Mon, Jan 11, 2010 |
| Last Day to Add/Drop w/ 100% refund – 8WK1 | Sun, Jan 17, 2010 |
| Last Day to Withdraw w/ 50% refund – 8WK1 | Sun, Jan 24, 2010 |
| Last Day to Withdraw from class w/ W grade – 8WK1 | Sun, Feb 7, 2010 |
| Last day of the Spring 2010 semester – 8WK1 | Sun, Mar 7, 2010 |

SPRING 2010 – 2ND 8 WEEKS (March 15 – May 9, 2010)

| | |
|---------------------------------------------------|-------------------|
| First Day of Spring 2010 Semester – 8WK2 | Mon, Mar 15, 2010 |
| Last Day to Add/Drop w/ 100% refund – 8WK2 | Sun, Mar 21, 2010 |
| Last Day to Withdraw w/ 50% refund – 8WK2 | Sun, Mar 28, 2010 |
| Last Day to Withdraw from class w/ W grade – 8WK2 | Sun, Apr 11, 2010 |
| Last day of the Spring 2010 semester – 8WK2 | Sun, May 9, 2010 |

SPRING 2010 – 1ST 5 WEEKS (January 11 – February 14, 2010)

| | |
|---------------------------------------------------|-------------------|
| First Day of Spring 2010 Semester – 5WK1 | Mon, Jan 11, 2010 |
| Last Day to Add/Drop w/ 100% refund – 5WK1 | Sun, Jan 17, 2010 |
| Last Day to Withdraw from class w/ W grade – 5WK1 | Sun, Jan 24, 2010 |
| Last Day of Spring 2010 semester – 5WK1 | Sun, Feb 14, 2010 |

SPRING 2010 – 2ND 5 WEEKS (February 15 – March 28, 2010)

| | |
|---------------------------------------------------|-------------------|
| First Day of Spring 2010 Semester – 5WK2 | Mon, Feb 15, 2010 |
| Last Day to Add/Drop w/ 100% refund – 5WK2 | Sun, Feb 21, 2010 |
| Last Day to Withdraw from class w/ W grade – 5WK2 | Sun, Feb 28, 2010 |
| Last Day of Spring 2010 semester – 5WK2 | Sun, Mar 28, 2010 |

SPRING 2010 – 3RD 5 WEEKS (March 29 – May 2, 2010)

| | |
|---------------------------------------------------|-------------------|
| First Day of Spring 2010 Semester – 5WK3 | Mon, Mar 29, 2010 |
| Last Day to Add/Drop w/ 100% refund – 5WK3 | Sun, Apr 4, 2010 |
| Last Day to Withdraw from class w/ W grade – 5WK3 | Sun, Apr 11, 2010 |
| Last Day of Spring 2010 semester – 5WK3 | Sun, May 2, 2010 |

SUMMER 2010

Summer I (6 weeks)

Summer I – Last Day to Add/Drop w/ 100% refund
Summer I – Last Day to Withdraw

Summer II (6 weeks)

Summer II – Last Day to Add/Drop w/ 100% refund
Summer II – Last Day to Withdraw

Summer III (10 weeks)

Summer III – Last Day to Add/Drop w/ 100% refund
Summer III – Last Day to Withdraw w/ 50% refund
Summer III – Last Day to Withdraw

Summer IV (12 weeks)

Summer IV – Last Day to Add/Drop w/ 100% refund
Summer IV – Last Day to Drop w/ 80% refund
Summer IV – Last Day to Withdraw w/ 25% refund
Summer IV – Last Day to Withdraw

Summer V (8 weeks)

Summer V – Last Day to Add/Drop w/ 100% refund
Summer V – Last Day to Withdraw w/ 50% refund
Summer V – Last Day to Withdraw
Graduation Applications Due for Fall 2010 to Registrar
Memorial Day – COLLEGE CLOSED
4th of July – COLLEGE CLOSED
Last day of summer session II and IV 2010

**Mon, May 17 -
Sun, Jun 27, 2010**
Sun, May 23, 2010
Sun, Jun 6, 2010
**Mon, Jun 28 -
Sun, Aug 8, 2010**
Sun, Jul 4, 2010
Sun, Jul 18, 2010
**Mon, May 24 –
Sun, Aug 1, 2010**
Sun, Aug 30, 2010
Sun, Jun 6, 2010
Sun, Jun 27, 2010
**Mon, May 17 –
Sun, Aug 8, 2010**
Sun, May 23, 2010
Sun, May 30, 2010
Sun, Jun 6, 2010
Sun, Jun 27, 2010
**Mon, May 17 –
Sun, Jul 11, 2010**
Sun, May 23, 2010
Sun, May 30, 2010
Sun, Jun 13, 2010
Fri, May 28, 2010
Mon, May 31, 2010
Mon, Jul 5, 2010
Sun, Aug 8, 2010

Academic Calendar

Mercy College – St. Elizabeth’s Site

2009-2010



FALL 2009

| | |
|----------------------------------------------------------------|------------------------------------|
| Ten month faculty return | Mon, Aug 24, 2009 |
| First day of fall 2009 semester | Mon, Aug 31, 2009 |
| Last day to add/drop from Mercy College classes w/100% refund | Sun, Sep 6, 2009 |
| Last day to add/drop from KSU – Trumbull classes w/100% refund | Sun, Sep 6, 2009 |
| Labor Day – COLLEGE CLOSED | Mon, Sep 7, 2009 |
| Graduation Applications Due for Spring 2010 to Registrar | Fri, Sep 11, 2009 |
| Last day to add/drop from KSU – Trumbull classes w/80% refund | Sun, Sep 13, 2009 |
| Last day to drop from Mercy College classes w/80% refund | Sun, Sep 13, 2009 |
| Last day to Withdraw from KSU - Trumbull classes w/65% refund | Sun, Sep 20, 2009 |
| Last day to Withdraw from KSU - Trumbull classes w/60% refund | Sun, Sep 27, 2009 |
| Last day to Withdraw from Mercy College classes w/25% refund | Sun, Sep 27, 2009 |
| Last day to Withdraw from Mercy College classes with W grade | Sun, Oct 25, 2009 |
| Veterans Day – No classes | Wed, Nov 11, 2009 |
| Thanksgiving Break – COLLEGE CLOSED NOV. 26, 2009 | Wed, Nov 25 - Sun, Nov 29, 2009 |
| Last day of Fall 2009 classes | Sun, Dec 13, 2009 |
| Fall 2009 Finals week | Mon, Dec 14 – Sun, Dec 20, 2009 |
| Christmas Holiday – COLLEGE CLOSED | Fri, Dec 25, 2009 |

SPRING 2010

| | |
|-----------------------------------------------------------------|------------------------------------|
| New Year’s Holiday – COLLEGE CLOSED | Fri, Jan 1, 2010 |
| Ten-month faculty return | Mon, Jan 11, 2010 |
| Martin Luther King Day –COLLEGE CLOSED | Mon, Jan 18, 2010 |
| First day of Spring 2010 semester | Tue, Jan 19, 2010 |
| Last day to add/drop from KSU – Trumbull classes w/100% refund | Fri, Jan 22, 2010 |
| Last Day to add/drop from Mercy College classes w/ 100%% refund | Mon, Jan 25, 2010 |
| Last day to add/drop from KSU – Trumbull classes w/80% refund | Fri, Jan 29, 2010 |
| Last day to drop from Mercy College classes w/80% refund | Mon, Feb 1, 2010 |
| Last day to Withdraw from KSU – Trumbull classes w/65% refund | Fri, Feb 5, 2010 |
| Last day to Withdraw from KSU – Trumbull classes w/60% refund | Fri, Feb 12, 2010 |
| Last day to Withdraw from Mercy College classes w/ 25% refund | Mon, Feb 15, 2010 |
| Last day to Withdraw from Mercy College classes with W grade | Mon, Mar 15, 2010 |
| Spring Break | Mon, Mar 29 – Sun, Apr 4, 2010 |
| Last day of Spring 2010 classes | Sun, May 9, 2010 |
| Spring 2010 Finals Week | Mon, May 10 - Sun, May 16, 2010 |
| Commencement | Thu, May 13, 2010 |

SUMMER 2010

| | |
|--------------------------------------------------|----------------------------------------|
| Summer III (10 weeks) | Mon, May 24, 2010– Sun, Aug 1, 2010 |
| Last day to add/drop from classes w/ 100% refund | Sun, May 30, 2010 |
| Memorial Day – COLLEGE CLOSED | Mon, May 31, 2010 |
| Last day to withdraw from classes w/ 50% refund | Sun, Jun 6, 2010 |
| Last day to withdraw from classes with W grade | Sun, Jun 27, 2010 |
| 4th of July observance – COLLEGE CLOSED | Mon, Jul 5, 2010 |
| Last day of Summer 2010 classes | Sun, Jul 25, 2010 |
| Summer 2010 Finals Week | Mon, Jul 26 – Sun, Aug 1, 2010 |

**For information pertaining to KSU – Trumbull Summer refunds, see the Summer 2010 KSU – Trumbull course catalog.*

Phone Directory Mercy College of Northwest Ohio

Toledo Campus:

| | |
|----------------------------------------------------------|-----------------------|
| Front Desk/Receptionist | 419.251.1313 |
| Admissions | 419.251.1313 |
| Associate Dean of Students & Chief Admissions Officer | 419.251.1203 |
| Division of Student Formation | 419.251.1734 |
| Financial Aid Director | 419.251.1598 |
| Financial Aid Officer | 419.251.1721 |
| Financial Aid Secretary | 419.251.1219 |
| Business Office | 419.251.1726 |
| Registrar | 419.251.8989 |
| Registrar Assistant | 419.251.1216 |
| Residence Life/Housing | 419.251.1906 |
| Vice President of Administrative Services | 419.251.1786 |
| Vice President of Academic Affairs | 419.251.1785 |
| Toll Free Number | 1.888.80.MERCY |

Youngstown Site:

| | |
|---------------------|----------------|
| Admissions | 1.888.80.MERCY |
| Main Reception Area | 330.480.5374 |

MERCY COLLEGE OF NORTHWEST OHIO STUDENT HANDBOOK DISCLAIMER

The college reserves the right to make changes in the Student Handbook when such changes are necessary for the effective administration of the institution. The college will make every effort to inform all who may be affected by any changes well in advance of implementation.

SERVICES – TOLEDO CAMPUS

BOOKSTORE

Textbooks and medical supplies can be purchased at Mercy College through an online campus bookstore. Orders for textbooks and medical supplies can be placed online at www.matthews-stores.com/mercycollege. Students who do not have access to ordering online can place orders via the telephone, fax, or regular mail. Please contact the Financial Aid Office at financialaid@mercycollege.edu or 419-251-1219 for further instructions on placing textbook orders. Mercy College sweatshirts, T-shirts and other items are available for purchase through the college Clothing Store.

CHILD CARE

There are childcare facilities available to Mercy College students located at St. Vincent Mercy Medical Center and St. Charles Mercy Hospital. Children are not permitted to accompany parents to class or to remain on campus unsupervised. Mercy College is not responsible for any unsupervised children on campus at any time.

COMMUNICATIONS

Means of communication on the Mercy College of Northwest Ohio campus include:

- E-Mail. See e-mail section for further information.
- Mercy College Website and News Blog.
- Student Newsletter: *The Pulse of Mercy*.
- Bulletin Boards throughout campus.
- Building intercom announcements.

Lack of familiarity with announcements will not be accepted as an excuse for noncompliance.

COMPUTER LABS

Mercy College has several computer labs for student use. There are 20 computers for student use in the Library Lab, and 20 in the second floor lab/classroom, which can be used when no classes are being taught. There are also computers in the HIT lab on the third floor of the academic center (18), the Student Success Center (2), the Retzke-Snyder Room (1) the Dunbar Room (1), and the Student Lounge (1). There is a printer/copier located in the Student Lounge that can print or copy for eight cents per page if you are using the card issued by the Library. If you are not using a copy card, copies

and printing are available for ten cents per page, in coin.

Computer Locations

DIVISION OF STUDENT FORMATION

The mission of the Division of Student Formation is to design, implement, and monitor programs and services that contribute to the holistic development of students as individuals, professionals, and citizens. All division offices are located on the 5th floor of the Madison building.

In keeping with our mission, our goals are to:

1. Assist students in achieving personal and academic **success** related to their educational and vocational abilities and goals.
2. Provide opportunities for student **involvement** that encompass programs, events, leadership development, and service.
3. Promote student **wellness** in the areas of interpersonal, intrapersonal, physical, and spiritual development.
4. **Advocate** for students as they cultivate personal responsibility and navigate higher education processes and procedures, including educating the college community on the unique nature of college student development.

Academic Support Services

Individual tutoring in math/science/English and academic assistance related to specific courses is available from Division staff by appointment and walk-in. There are also study rooms and academic support resources available for student use.

Campus Ministry

Mercy College is a Catholic educational institution admitting qualified students of all religious preferences. The mission of campus ministry is to promote the development of the spiritual lives of the college's students, faculty and staff and to uphold the spirit of our Mercy heritage and values. Campus ministry finds its expression in the general areas of worship, community building and service. Prayer services and Masses are held on a regular basis starting at the beginning of the fall semester. Attendance is voluntary, but all students, regardless of one's faith or denomination, are welcome to attend these services.

The college chapel is located on the first floor adjacent to the Library. Students, faculty, and staff can come to the Chapel at any time and find a tranquil place for reflection and quiet. The Campus Ministry Lounge on the 5th floor is a quiet place for reading or gathering with a small group. A meditation room off the Lounge has been especially set aside for quiet and reflection. A full-time campus minister is available to direct ministry programs, work individually with students in their spiritual growth, and organize service opportunities.

Career Formation

Career assistance is available in areas of job search, resume/cover letter development, interviewing skills, and more. A variety of web-based resources are also provided. The college also hosts a web-based career services platform that includes information on career events, resume uploading, job searching, and career tips. Students can sign up at <https://www.collegecentral.com/mercycollege/>.

Counseling Services

Mercy College offers free supportive counseling services to all its students provided by the Director of Counseling, a licensed professional counselor. The Director of Counseling is available M-F from 8:30 am to 4:30 pm. Students are encouraged to seek counseling help when they first experience signs of distress or other issues that they would like to discuss in a confidential setting. The Director of Counseling also has a therapy dog that is available to interact with students. Appointments can be scheduled by phone 419.251.1454 or email at wendy.nathan@mercycollege.edu. Walk-ins are also accepted.

Student Life and Student Activities

The Office of Student Life's mission is to complement classroom learning through a co-curricular experience for students. The Office of Student Life provides meaningful campus programming, community service opportunities, and exposure to diverse topics to prepare students for success beyond higher education and to serve the needs of the poor and under-served in the community. Various social, cultural, intellectual and recreational activities are provided throughout the school year to complement academic programs and provide personal and professional development. Students are also encouraged to participate in local community



activities. Information regarding student activities and community events are posted around the campus.

Student Senate

The Student Senate functions as the officially recognized governance structure of the student body at Mercy College. It is comprised of at least one elected representative from each academic degree program and is a chartered student organization that is officially recognized by the college. In addition, the executive committee of Student Senate is comprised of the President, Vice-President, Secretary and Treasurer elected by students from the entire student body.

E-MAIL

All Mercy College students are required to have a college e-mail account. An e-mail account is assigned to students when admitted, including a user name and password. The e-mail account will be used to send important correspondence from the college. E-mail accounts should be checked daily. All e-mail is the property of Mercy College. The user name will always be the same, but passwords may be changed at any time. However, if you forget your password, you will need to contact the Mercy College IT department.



Mercy College uses network security to help protect against outside sources of viral and spam infection. Accordingly, it is recommended that you do NOT forward your Mercy College email account to another outside email. These emails are seen as “spam relayed messages” and deleted. Neither the sender nor the receiver will ever know it was deleted.

Misuse of Electronic Mail

E-mail is covered under the Electronic Communication Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading, or altering another’s e-mail without permission. Mail deemed obscene or otherwise abusive by the recipient is considered an abuse of network privileges.

Any attempt to forge an e-mail message is considered an abuse of network privileges. If a user receives mail that could have been forged, it is in the best interests of all parties involved to confirm the e-mail with the sender via personal contact. Contact the E-Mail Administrator at 419.251.1780, or e-mail to email@mercycollege.edu

mercycollege.edu if it is determined the e-mail is a forgery. Please save a complete copy of the original message for further investigation.

An individual’s account on the network may be temporarily restricted for many reasons, including:

- Maintenance or servicing of network resources
- Dissemination of information before continued use of an account
- Investigation of policy violations or suspected abuse of an account.

Temporary access restrictions are intended to be short lived and usually require the account’s owner to contact the email administrator for reactivation. Investigations of network policy violations may require any number of potentially affected accounts to be temporarily restricted. The owner of the account may not be the object of the investigation if, for example, it is suspected that the user’s password has been cracked by a third party.

Permanent Restrictions

If it is determined that a user’s policy violations are so serious that continued use of the Network would infringe upon the rights or security of other users, the user’s account will be permanently restricted. The V.P. of Administrative Services must approve all permanent access restrictions. All accounts assigned to a user may be restricted and future network privileges denied.

Severe Abuse

An individual accused of severe abuse, as defined by the college IT department, may be referred to the V.P. of Administrative Services for further action or to the appropriate law enforcement agency.

Mass E-Mailings

All Mercy College students, faculty, and staff are requested not to create mass e-mail address lists. Sending a message to hundreds of people at once puts serious constraints on resources and may crash some systems. Limit messages to the most appropriate recipients. Unauthorized mass e-mailings are prohibited and will result in immediate loss of computing privileges. An example of an unauthorized mass e-mailing is using an address book or a directory service to send SPAM e-mail to every user listed. In cases where the System Administrator observes a decline in

server performance due to excessive incoming e-mail, the e-mail recipient will be requested to reduce the volume by unsubscribing from lists, etc.

SPAM

Spam could result in the loss of your computing privileges. Spam is unsolicited bulk e-mail on the Internet. It includes chain letters, items for sale, get rich quick scams, or any other unwanted e-mail that people often receive. Do not send these messages, and if you reply to them do not reply to all recipients.

FOOD SERVICE

The Mercy Healthcare Center Cafeteria is open Monday through Friday from 6:00 AM until 2:00 PM. Students receive a discount on items purchased at the cafeteria. Most clinical/practicum locations also have cafeterias available for students to purchase items. Two kitchens, one in the Student Lounge and another in the Student Success Center, are available for use by students. Vending machines can be found on the ground, second, third and fifth floors. Residence life fees do not include meals.

HEALTH SERVICES

The college does not maintain a health center. Any student who is having a health problem and is having difficulty getting assistance should contact the Director of Counseling at 419-251-1454 for resources. A student may also contact the H.E.L.P. program, located on the 6th floor of the Madison side, at 1-877-918-5400. This service connects eligible students to free health insurance and discounted medical care.

LIBRARY

The college Library provides materials and services that support the informational needs of our students. The Library is conveniently located on the first floor, just inside the Madison Avenue entrance and is open Monday through Saturday. Hours are posted outside the Library and on the Mercy College website.



Library Computer Lab

The Library Computer Lab houses 20 computers that provide access to the Internet, Ohio LINK, and to Mercy College communication systems. They also contain software programs, including Microsoft WORD. The computer lab is open during

regular library hours, but closes 15 minutes earlier than Library.

Borrowing Materials

Books in the general collection may be borrowed for three weeks, and renewed, if no one else has requested them. Reference books and books placed on reserve by instructors, do not circulate. Journals and videos can be used and viewed in the Library, but do not circulate.

Online Services

Mercy College is a member of OPAL (Ohio Private Academic Libraries), which provides access to Ohio LINK resources and materials from libraries throughout Ohio. Books may be borrowed from other libraries for three weeks, and renewed if no one else has requested them. Videos have shorter loan periods, and journal issues cannot be borrowed at all, although many journals are available full text online. Ohio LINK also provides access to research databases, electronic books and journals, and multimedia resources.

Students are encouraged to use this online resource available from the library services page at <http://me.opal-libraries.org/login>. This page provides links to the Mercy College collection and to Ohio LINK services, as well as to the student's library account.

Fines

Overdue fines are charged. Students with overdue materials will receive an email notice, and after three notices, will be billed for the materials. Grades, transcripts, and diplomas can be withheld until fines are paid or overdue materials are returned.

Research Assistance

College Librarians are available to help students with research needs, offering instruction on database searching and material retrieval through the Ohio LINK system. It is important for students to acquire the information literacy skills needed to insure their academic success and to develop lifelong learning skills.

MOTOR VEHICLE REGULATIONS (PARKING)

Persons parking on property owned or controlled by Mercy Health Partners are required to register their vehicle. Vehicle registration is completed during orientation, and any time thereafter, by the Security Department at 419-251-1463.

GENERAL PARKING REGULATIONS:

1. All persons shall park within a single Parking space.
2. Parking in restricted areas (such as fire lanes, in “no parking” areas, in reserve parking areas, in drives, in outpatient parking areas, etc.) or parking in any area not specifically designed for parking, constitutes a violation and is subject to penalty.
3. Unauthorized vehicles cannot be parked in any parking space or area specifically designated by a RESERVED sign at any time.
4. Parking in designated handicapped spaces is restricted to individuals with State handicapped permits or plates.
5. Parking in the lot on the corner of Madison Avenue & 23rd Street is prohibited after 6:00 p.m.

NOTE: Commuter students taking evening classes may park in the Madison lot after 6:00 p.m. under the direction of Security.

TRAFFIC VIOLATION PENALTIES/FINES:

The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations. A motor vehicle found in violation of any section of these motor vehicle regulations will be subject to the following five steps:

- | | |
|---------|-----------------------------------------------------------------------------------------|
| Step 1: | Receive a ticket as a warning |
| Step 2: | Receive a ticket as a second warning |
| Step 3: | Receive a \$40.00 fine payable upon receipt (grades will be held until paid in full) |
| Step 4: | Vehicle will be towed (at owner's expense) |
| Step 5: | Academic suspension |

RESIDENCE LIFE

Mercy College has a limited number of apartments available for students to lease at the Executive Towers apartment building, located at 1920 Collingwood Boulevard, one block from Mercy College. Unfurnished efficiency, one-bedroom, and two-bedroom apartments are available. Resident students must observe the rules and regulations detailed in the *Resident Student Handbook*, as well as the applicable provisions of the *Mercy College Student Handbook*. Housing assignments are made on a first-come, first-served basis and it is important to note that the demand for housing often exceeds available space. In order

to provide housing to as many incoming students as possible and still provide quality service to all, Mercy College accepts more applications than the normal capacity of housing assuming there will be cancellations and no-shows. For additional information on residence life at Mercy College, please contact the Division of Enrollment Services at 419.251.1906 or admissions@mercycollege.edu.

SECURITY

Campus security and law enforcement is primarily the responsibility of the Mercy Health Partners Metro Division Security Department. The Security Department provides 24 hour a day patrols of the grounds, parking areas and buildings. The officers use both vehicle and foot patrols. Security officers enforce college rules/regulations, and federal, state, and local laws.

The Security Department is located at the main entrance of the Mercy Healthcare Center. The station is staffed 24 hours a day. The Security Department provides an escort service that operates 24 hours a day. The purpose of this service is to provide for the safety of anyone walking alone on campus. To request an escort call 11463 from an on-campus phone or 419-251-1463 from off campus phone and a security officer will come to your location and accompany you to your vehicle or another building. A security vehicle is also available for these escorts.

SERVICES – YOUNGSTOWN SITE

The St. Elizabeth Site in Youngstown is located in the Cardiac Health Center Building on the corner of Belmont and Park Avenues, directly south of St. Elizabeth Health Care Center.

ACADEMIC SKILL CENTER

The Skill Center staff at Kent State University, Trumbull Campus, located in the Academic Services Department in the Library, works with Mercy College and its students to provide services necessary for students to be successful in their college endeavors. Types of services offered include individual and group tutoring, time management, study skills and several types of academic testing (i.e. COMPASS, ACT testing, CLEP testing, and Grammar-Spelling-Punctuation Test). Also offered is online English tutoring.

Writing and proofreading assistance is available online by sending e-mail to the Academic Services Online Writing Lab. Student will receive a reply within 2 business days. Students do not need an appointment to get academic help at Academic Services. All services are provided free of charge to students.



BOOKSTORE

Textbooks and medical supplies can be purchased at Mercy College through an online campus bookstore. Orders for textbooks and medical supplies can be placed online at www.matthewsstores.com/mercycoll. Students who do not have access to ordering online can place orders via the telephone, fax, or regular mail. Please contact the Coordinator of Student Support Services at 330.480.3823 for complete instructions on purchasing textbook orders.

CLINICAL FACILITIES

The St. Elizabeth Site utilizes the clinical facilities of the Humility of Mary Health Partners: St. Elizabeth health Center (adjacent to the college), Assumption Village, and Humility House, all in Youngstown, Ohio. St. Joseph Health Center in Warren, Ohio also serves as a clinical site. In addition, a variety of sites are utilized, including local schools, daycare facilities and area community agencies.

COMPUTER LABORATORY

A computer laboratory is available on-site at the Youngstown Site. Additional computers are available for student use on the Kent State Trumbull Campus and in the St. Elizabeth Health Center Computer Laboratory.

FOOD SERVICE

Upon showing their student ID's, students receive a 10% discount in the St. Elizabeth Health Center cafeteria. Beverages and some other items are excluded.

LIBRARY

Located on the second floor of St. Elizabeth Health Center, the hospital library provides materials and services that support the educational, professional and informational needs of Mercy College students, attending physicians, house staff, faculty and all hospital employees.

Over 90,000 volumes of books, journals and audiovisuals comprise the library's collection. Services provided by the library include photocopy, telephone conference, document delivery, interlibrary loan, fax service and internet access at the three terminals available in the library.

Participation in local, state and national computerized library networks enables the library to quickly obtain needed information not owned by the hospital library. In addition to the Health Center Library, students have access to many of the college libraries in Ohio through Ohio LINK. In addition, the main branch of the Public Library of Youngstown and Mahoning County is located nearby.

NURSING SKILLS LABORATORY

A state-of-the art nursing skills laboratory is located on the Youngstown Site. Models, manikins that simulate normal physiological sounds, and other equipment and supplies are available for student use. The lab is designed to provide a realistic environment for students to practice skills necessary for patient care in the clinical setting.

PARKING

Student parking is available free in designated lots. A discount is available for those seniors wishing to park in other available lots. Fees can be paid on a semester basis and are due the last day of the previous semester.

SERVICES – BOTH LOCATIONS

ALUMNI ASSOCIATION

The Mercy Alumni Association, founded in 1923, currently serves more than 3,600 graduates of Mercy School of Nursing and Mercy College. Every graduate is considered a member of the Association. The association is organized for charitable, educational, and social purposes to support both the college and our alumni. Activities include the Fall Mass for deceased alumni followed by brunch held at Mercy College; annual meeting and banquet held in the spring, which honors specially our graduates of 25, 40, and 50 years; and luncheons held in December and in May to honor our newest graduates. The Alumni Association awards two scholarships annually to current students of Mercy

College. While there are no membership dues, alumni have the opportunity to designate their gift to the college's Annual Campaign for Alumni Scholarships. For further information, call 419-251-1704.

FINANCIAL AID

Mercy College provides several types of financial assistance including federal grants and loans, federal work-study, supplemental/alternative loans, state grants, Veteran's Affairs (VA) Benefits, and institutional scholarships and loans. For further information, contact the Financial Aid Office located on the Toledo campus, 419.251.1219, or toll-free at 1.888.80.MERCY, or financialaid@mercycollege.edu.



FINANCIAL ARRANGEMENTS

Students are billed once during registration. It is the student's responsibility to keep his/her account up-to-date. Students who fail to meet expenses and do not make arrangements with the college for payments during registration will be considered non-registered and excluded from attending class. Questions about an account should be directed to the Business Office at 419-251-1726.

IDENTIFICATION CARDS

Students will be issued an identification card upon enrollment in the college. The card is used for various purposes including discounted meals and access to clinical agencies. It should be carried at all times when on campus or at affiliating agencies. The card must be returned to the college upon graduation, withdrawal, or leave of absence.

Lost identification cards must be reported immediately. Replacement cards cost \$10.00 and may be obtained from the Student Life Director at 419.251.1785 (Toledo Campus) or Education Associate at 330.480.2379 (Youngstown Site).

MISSION SERVICES COMMITTEE

This committee comprised of faculty, staff, and representatives from Student Senate coordinates activities dealing with the promotion of Christian values, its Judeo-Christian heritage and its Catholic identity as a college sponsored by the Sisters of Mercy and the Grey Nuns. Two activities sponsored by the Mission Services Committee are the Heritage Tea and Operation Christmas Child.

NATIONAL STUDENT NURSES ASSOCIATION

Upon admission to the nursing program, nursing students are enrolled in the National Student Nurses Association. This is a pre-professional organization to aid in preparing student nurses for the assumption of professional responsibilities. The organization is structured on a multi-level basis, including national, state and local chapters.

Each student receives individual benefits of membership. Active participation in the organization provides students with the opportunity to be involved with their peers in addressing issues affecting students and nursing. Interested students should contact Joan Brown at 419-251-1705 or Lynne Zajac at 419.251.1614 for further information.

OPEN HOUSE/INFORMATION SESSIONS

Open Houses and Information Sessions for prospective students and their families are held several times throughout the academic year. Students are encouraged to volunteer their time at one of these programs while enrolled at Mercy College. This provides an opportunity to participate in a campus-wide event and earn a certificate to place in the portfolio. Toledo Campus students may contact Enrollment Services at 419.251.1339 or admissions@mercycollege.edu to volunteer, and Youngstown Site students may contact the Coordinator of Student Support Services at 330.480.3823.

REGISTRAR

The staff of the Registrar's Office is responsible for maintaining student records. Services provided to students include transcript requests, scheduling of courses, credit by examination, on-line registration, usernames, passwords, EMPOWERME instructions, change of status and determining transfer credits for students transferring in from another institution. Staff of this office will also assist students who need enrollment verification forms completed for financial aid and insurance purposes. The Registrar can be reached at 419-251-8989 or 419-251-1216.

STUDENT NEWSLETTER

The Student newsletter, The Pulse of Mercy, is published regularly. It contains important information for students including academic updates, job bulletins, and student activities. Interested students should contact the Director of Marketing at 419.251.1324.

VETERANS AFFAIRS

Information about benefits under the G.I. Bill and Yellow Ribbon Program are available in the Financial Aid Office. Any questions concerning Veteran's benefits should be directed to the Financial Aid Office at 419.251.1219, or toll-free at 1.888.80.MERCY, or financialaid@mercycollege.edu.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES/ DEAN OF STUDENTS OFFICE

The Vice President of Administrative Services/Dean of Students oversees many of the nonacademic areas of the college including student life.

VOLUNTEERISM

Students of Mercy College are encouraged to get involved in a variety of volunteer activities and organizations on campus, in the community, and in church. Contact the Campus Ministry Office at 419-251-1866 for volunteer opportunities and suggestions of places to serve.



POLICIES AND PROCEDURES – BOTH LOCATIONS

ACADEMIC ADVISING

Each student is assigned an advisor at the time of registration for the first term. Assigned advisors will be available to students throughout their entire academic program. Students are encouraged to meet with their advisor each term prior to registration to review their program of study.

ACADEMIC CONCERNS

Any student may consult with any faculty member in addition to his/her assigned advisor. Students may request a conference with course instructors concerning grades or GPA. If a student fails a test, it is the student's responsibility to review the test with the faculty member prior to the next test.

When contacting a faculty member the following guidelines apply.

1. Each faculty member is available during the hours posted on his/her office door and as listed in the course syllabus.
2. Other appointment times may be arranged.

3. At the faculty member's discretion, individual phone numbers may be given to students by listing phone numbers on the course syllabi.

ACADEMIC INTEGRITY POLICY

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes academic dishonesty and is liable to result in disciplinary action. Complete details of the Academic Integrity Policy can be found in the *College Catalog*.

ACADEMIC PROGRESSION

Students should refer to their individual program handbook for complete information on successful progression in their academic program.

ACADEMIC RECORDS

Students' academic records are considered confidential information by law. Without students' express permission, they are accessible only to authorized college personnel. Complete information concerning the Family Educational Rights and Privacy Act can be found in the Registrar's Office by calling 419-251-8989.

ACCESSIBILITY (DISABILITY SERVICES)

A student with a learning, or any other disability, should refer to the *College Catalog* for the complete policy governing equal access and initiating considerations for accommodations.

AIDS/INFECTIOUS DISEASE POLICY

A student who has an infectious disease considered by the CDC to present a risk to others shall take means to prevent the spread of the disease to anyone. This is especially important for students who may have individuals under their care (an example would be a student nurse doing clinicals). In order to comply with this policy, any student with an infectious disease, including AIDS or HIV infection, must notify the V.P. Administrative Services at 419-251-1786 of his or her status immediately.

In instances where college administration is informed that

someone has an infectious disease such as Acquired Immunodeficiency Syndrome (AIDS), positive HIV laboratory tests, TB, hepatitis, or herpes, the individual situation will be discussed with the appropriate Task Force on Infectious Diseases. The college reserves the right to seek independent medical consultation and will make decisions, as pertinent, about students' housing, activities, and continued attendance. Such decisions will be made on a case-by-case basis based upon professional medical, psychological, pastoral and legal counsel. The individual's right to privacy and confidentiality will be respected.

CIVIL RIGHTS/NON-DISCRIMINATION POLICY

Mercy College does not discriminate on the basis of race, color, gender, age, religion, ethnic or national origin, or disability (that would not interfere with that student's performance in his/her professional program). The college does not discriminate in the administration of its admission or academic policies, financial aid program or other college-administered programs and will not tolerate discriminatory acts or harassment by anyone.

All applicants will receive equal consideration provided said applicant has met all admissions requirements of the college and the professional program the applicant has selected for enrollment.

Discrimination is defined as behavior or conduct that tends to demean or disparage an individual on the basis of race, color, gender, age, religion, ethnic or national origin, or handicap.

The college will promptly and thoroughly investigate all allegations of harassment and discrimination. The college will take any action necessary against an individual(s) found guilty of harassment or discrimination including dismissal in order to maintain a harmonious campus environment. Any student who is a witness to or victim of harassment or discrimination should immediately notify the V.P. of Administrative Services, V. P. of Academic Affairs, or the President. The following procedure will be utilized in cases of alleged harassment or discrimination.

1. The notification to the V.P. of Administrative Services, V.P. of Academic Affairs, or President must be provided in writing.

2. The student bringing the complaint will suffer no retaliation from the college. The college will take every precaution available to protect the safety and well-being of the complainant during the investigation.
3. The student(s) accused of harassment or discrimination will be promptly contacted and given an opportunity to respond.
4. The accused student(s) will be formally charged through the campus judicial system (found on page 23) if there is evidence of harassment or discrimination.
5. The accused student(s) will be notified in writing of any charges and the judicial process available.
6. A student found guilty of harassment or discrimination will be subject to appropriate disciplinary sanctions. These sanctions can range from a reprimand to suspension or dismissal depending on the severity of the incident.
7. Cases of alleged harassment or discrimination involving faculty, staff, or administration will be handled through the grievance process. Any faculty, staff, or administrator found guilty of harassment or discrimination through this process will be subject to appropriate disciplinary sanctions. The sanction imposed will depend on the severity of the incident.
8. When it is determined that there is insufficient evidence of harassment or discrimination to warrant formal charges against the accused, the accuser(s) will be notified in writing of the specific reason(s) for this determination and of his/her right to pursue the matter with external enforcement agencies.



CLINICAL PRACTICES: AREA HEALTH CARE FACILITIES

Students doing a clinical experience at any area hospital or other health care facilities must adhere to all policies and procedures that govern the department where the clinical experience is being performed. Specific information concerning these policies and procedures can be found in the Program Handbook, or obtained from the clinical instructor. Both of these resources can also provide information on the types of facilities offered at the site (i.e. food services, parking, lockers, etc.).

Students must dress appropriate to the standards adopted at

their clinical site and the standards of the college. Identification badges must be worn at all times when doing clinicals.

Information concerning policies and procedures governing health requirements and standards of the specific clinical site can be obtained from the Clinical Instructor. General health requirements governing clinical experiences can be found in the Program Handbooks.

Evaluation of student clinical experience is the joint responsibility of the unit coordinator and the clinical instructor. A post-clinical conference will be held for all parties involved if any significant problems are identified.

COLLEGE CATALOG

The Mercy College Catalog contains further details about the programs of study at Mercy College as well as complete information on academic policies and procedures, financial aid, admission policies and procedures, costs, and academic programs. A copy of the College Catalog can be obtained from the Registrar or the Front Desk at the Toledo Campus, and from the Coordinator of Support Services at the Youngstown Site. =

COLLEGE CLOSING/CANCELLATIONS

The college will be open for classes and/or clinical experience according to the class schedule; unless an emergency or inclement weather warrants closing the college or postponing the beginning of the class and/or clinical experience time. If these situations arise, the college will contact local radio and television stations with a closing or delay announcement. Students should tune in to local stations for information. In the absence of any announcement, the college is open and students are expected to attend. Since the college serves a large geographic area, students are expected to exercise their own judgment when hazardous conditions exist in their own areas.

COLLEGE PROPERTY

All items of college property, including furniture, equipment, and other accoutrements, are to remain in their designated locations. Removal of college property from the campus premises will be interpreted as an act of theft. Appropriate disciplinary and/or legal action may be taken against the violator(s).

CONCEALED WEAPONS

The carrying of a concealed weapon on the property of Mercy Health Partners or Humility of Mary Health Partners is strictly prohibited. This includes the locations of Mercy College in Toledo and Youngstown and at events sponsored by the college.

DRESS CODE

All students are expected to wear clothing that is neat, clean, and appropriate for the setting when in classrooms, main lounges, library and cafeteria. Short shorts, mini-skirts, tank tops, bare midriffs, house slippers and bare feet are not appropriate. Knee length shorts may be worn except in clinical area. Lab coats and student ID badges must always be worn when on a clinical unit.

DRUG AND ALCOHOL ABUSE/PREVENTION POLICY

Purpose

Mercy College has an ethical and professional duty to students, employees, patients, and to the community to provide an environment that maintains high standards of safety, health, and efficiency. The use, sale, transfer or possession of controlled substances or alcohol by students creates a potential for harm. This policy provides guidelines to deal with actual or potential situations in a systematic manner. An agreement to abide by this policy is a condition of admission to Mercy College.

General Statement

It is the responsibility of all students to conduct themselves in a manner consistent with college requirements for maintaining an environment free from threat to person, property, efficiency or reputation because of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code and United States Code 21, Section 811 and 844.

Policy

1. The use, sale, transfer or possession of controlled substances, alcohol or dangerous drugs, as defined by Section 4729.02 of the Ohio Revised Code during working hours, on clinical assignment or any Mercy Health Partner organization property is forbidden, and are grounds for disciplinary action including dismissal from the college. The presence of controlled substances and/or alcohol in a student's physical system during working hours or

while the student is on clinical assignment is grounds for dismissal from the college.

2. The illegal use, sale, transfer or possession of controlled or illegal substances off college or clinical sites constitutes grounds for dismissal from the college.
3. Law enforcement may be notified of illegal sale, use, transfer or possession of controlled or illegal substances required by Section 2921.22, Ohio Revised Code, which states in part, "No person knowing that a felony is being committed shall knowingly fail to report such information to law enforcement authorities."
4. Mercy College may take any disciplinary action deemed appropriate for violation of this policy. Violation of this policy may result in dismissal from Mercy College.
5. Mercy College is under no financial obligation to assist any student who violates this policy. However, efforts would be made to assist and guide the student in initiating appropriate referral and rehabilitation.
6. Mercy College will permit the legal use of medication or drugs prescribed by a licensed practitioner if such usage does not adversely affect the student or others. Mercy College reserves the right to define "adversely affect" and may at its discretion reject any applicant who it deems may be adversely affected by the use of legally prescribed medications. All students who are taking prescribed medications must inform their Program Coordinator of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician. This information will be handled in a confidential manner. Failure to inform the Program Coordinator is grounds for disciplinary action for individuals enrolled in the college.
7. In cases in which the faculty or administration of the college or appropriate representatives of affiliating hospitals or clinical sites reasonably suspect violations of this policy, these individuals may request blood and/or urine sampling for substance detection. Verification of violations by a second person is desirable, but not mandatory. A student's failure to comply with a request to undergo sampling or refusal to sign a consent authorizing testing will result in disciplinary action, which may include dismissal from the college.
8. If an initial test result for a student is positive, a second and different test of the sample will be performed to

confirm the initial result. A student may be suspended pending the outcome of the confirmation test.

9. Students must notify the college of any criminal drug statute conviction (this includes misdemeanor or felony) within five (5) days after the conviction. Mercy College will notify any appropriate government agency entitled to notice within ten (10) days of receiving notice of a conviction.
10. Alcoholic beverages and/or alcoholic containers are not permitted in the college, residence, or hospital/college property. Administration reserves the right to require the student to move out of the residence hall or to dismiss the student from the college for failure to comply with this policy.

Awareness Program

Any student who wishes counseling or help with substance abuse should contact the college Counselor, V.P. of Administrative Services, or V.P. of Academic Affairs, for assistance with referral. Since the college does not currently have professional rehabilitation services, referrals will generally be to outside agencies or programs. The student will be responsible for the cost of the programs if not covered by medical insurance. The dangers/health risks of alcohol and/or drug abuse are included in the curriculum. Examples of available agencies or programs are Mercy Family Practice Center, Talbot Center, and Alcoholics Anonymous.

Procedure for Drug Testing

If required by circumstance, testing of Mercy College students for controlled substances/alcohol will be conducted by a hospital laboratory with the assistance of college staff personnel.

1. The student will be sent to the Hospital Laboratory or to the specific collection point as required. The student will sign the required consent form at that time. Refusal to consent is grounds for dismissal from the college.
2. The drug screening collection procedure will be handled according to established procedure to assure the confidentiality of the screening process. All testing of the samples will be done by a private reference laboratory.
3. If a blood sample is required, authorized lab personnel will draw the sample.
4. All samples will be processed in accordance with Laboratory chain-of-custody procedures.

5. The results of the testing will be forwarded to the V.P. of Administrative Services.
6. Referral to an appropriate agency or program will be made as needed.

call the college Receptionist 419-251-1279 (Toledo) or 330-480-2617 (Youngstown).

FACILITIES

The following are general policies and procedures governing the use of facilities at Mercy College.

1. Posters. College policy bans any posting of signs, notices, or posters without the permission of the Coordinator, Classrooms and Communications Operations or the Division of Student Formation.
2. Repairs. Needed repairs are to be reported in writing to the college Receptionist.
3. Pets/Animals. Pets/Animals of any type, with the exception of service dogs for students with documented disabilities, are prohibited for students in the residence life facility and on any Mercy College property, grounds and buildings.
4. Christmas Lights. No lights are allowed in rooms, offices or lounge areas unless approved by the V.P. of Administrative Services.

The college is not responsible for personal property, money or other valuables left unattended.

FIRE SAFETY PLAN

A. PREVENT FIRES AND FOLLOW SAFETY RULES

1. Keep all hallway and stairway doors closed at all times. (Do not prop doors open.)
2. Keep hallways clear at all times.
3. Know where exit doors and stairways are located. (Do not use elevators in a fire situation.)
4. Follow safety rules when cooking or using electrical appliances.
5. There is NO SMOKING anywhere in the building.
6. In the event of a fire remain calm and walk quickly; never run or shout "Fire!"

B. FOLLOW THESE PROCEDURES FOR REPORTING A FIRE

1. Close the door of the room in which the fire is discovered.
2. Ring the nearest fire alarm box by pulling down.
3. Call Security first, giving location and room number. Then

C. FOLLOW THESE PROCEDURES FOR LEAVING THE BUILDING AND REPORTING

1. Turn the light ON in your office/classroom and CLOSE the doors and windows. Turn off fans, AC, and appliances.
2. Listen for the fire alarm code (number of clangs) to determine the location of the fire.
3. Leave the building by the nearest exit and stairway, away from the fire. **DO NOT USE ELEVATORS!**
4. Notify other persons of the emergency as you pass their rooms.
5. Remain calm and walk quickly; never run or shout "Fire!"

GRADUATION

Commencement is a college ceremony held annually in the spring that honors the achievement of graduating students and their families. Certain requirements must be met before a student can graduate. Please see the College Catalog for graduation requirements for an associate or baccalaureate degree.

A student who is a recipient of Federal Student Loans must complete an exit interview before commencement. The Financial Aid Office provides an exit counseling packet to all who had student loans at any time while attending Mercy College.

HAZING

Any action taken or situation created intentionally on or off college premises to produce mental or physical discomfort, embarrassment, harassment or ridicule is considered hazing. Any student or organization believed to be involved in hazing another student(s), will be referred to the V.P. of Administrative Services for appropriate disciplinary action.

HEALTH REQUIREMENTS

Health requirements depend on the program a student is in and the sites where clinicals are being held. To determine what health requirements must be met, student should consult their program handbook, or their Program Coordinator for complete details.

INSTITUTIONAL FUND RAISING POLICY

If a class or organization chooses to sponsor a fund raising project

to raise money for an organization or a class gift, the following guidelines apply:

1. Fund raising can take place at the college and in the community with approval from the Director of College Advancement. Fund raising should not take place at any MHP hospital facility, or any clinical agency where students may be assigned.
2. Fundraising must be for the benefit of Mercy College, an IRS recognized non-profit organization, or other approved charitable organizations.
3. Funds for class or organization activities are limited to dues, collections, or per event charges.

Students with questions should contact their advisor or the Director of College Advancement.

LIABILITY INSURANCE

All students accepted into nursing or other allied health programs are required to carry liability insurance. The college has a blanket policy covering nursing and allied health programs that costs \$15.00 per year. However, there are no refunds for partial year coverage. Complete information concerning liability insurance is available in the financial aid office.

NON-ACADEMIC DISMISSAL/GRADING

If a student is dismissed for non-academic reasons, the student would be eligible for the appropriate add/drop or withdraw dates of each course depending on the date of the non-academic dismissal. If the student is dismissed during the add/drop period, he/she would be dropped from his/her course(s). If the student is dismissed during the withdraw period, he/she would be withdrawn from all course(s) and receive a grade of W. If the student is dismissed after the withdraw time period he/she would be withdrawn from all course(s) and receive grades of WP or WF depending upon the students grade at the time of the dismissal.

PROGRAM HANDBOOKS

Each professional program has a handbook containing the policies and procedures specific to the academic requirements of that program. Program Handbooks can be obtained from the Program Coordinator, or a member of the faculty in that program.

REGISTRATION/SCHEDULING

The schedule of classes is distributed each term prior to registration week. Information concerning registration is distributed through the Mercy College email accounts and posted throughout the college.

St. Elizabeth Site: Students who take classes at Kent State University-Trumbull Campus as part of the nursing curriculum must be residents of Ohio to receive the **IN-STATE** tuition rate.

EMPOWER ME! Registration Instructions

EMPOWER ME! is the on-line student database system that empowers students to access their academic and financial records. EMPOWER ME! enables student to access their schedules, unofficial academic transcripts, grades, course offerings and financial records. To register students should:



LOG IN

1. Go to <https://my.mcnwo.mercycollege.edu>
2. Type in Username and Password
3. Press LOG IN
4. Click on RECORDS
5. Click on COURSE REGISTRATION – **Students will NOT be able to register on-line until they have taken care of any holds. Students should see the Business Office to rectify any holds on their account.**
6. Select TERM – **Note: Provisional students, post-secondary education students, Associate or General Studies Students, or students that are not yet in a program of study (meaning they are currently NOT or have not been enrolled in any Nursing, Rad Tech, or HIT courses), must see their advisor prior to registering on-line to obtain an Advisor Password.**
7. Click on ADD to add courses to a schedule – **Select the DEPARTMENT CODE (Example BIO, ENG). Then click on SEARCH. Click on ADD to add the Course and Section to enroll.**
8. To add additional courses, follow the procedure in 7
9. To drop a course, select the word DROP next to the course and click on REGISTER.
10. Students can either Click on Print to obtain a schedule, or **TO PRINT A SCHEDULE:**
11. Go to CURRENTLY SET and Select the TERM

12. Click on RECORDS
13. Click on STUDENT SCHEDULE
14. Click to PRINT
15. **TO LOG OUT** – Click on the LOG OFF button in the upper right hand corner of the screen.

Questions

For questions concerning the On-Line Registration process, student should contact the Registrars' Office.



RESIDENCY CREDIT REQUIREMENTS, GRADUATION REQUIREMENTS AND OVERLOAD POLICY

Please refer to the *College Catalog* for complete information and policies covering residency credit requirements, graduation requirements, and overload policy.

SEXUAL ASSAULT/RAPE

Rape, including date rape and any form of sexual assault, including sexual battery, is prohibited by the college and by law. Rape is defined as: "The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force." (NIBRS definition) Date rape is defined as the act of forcing sex on a date.

Mercy College periodically offers programs on sexual assault, rape, and date rape to students. Any student who is a victim of rape or any other form of sexual assault should report the incident immediately to the V.P. of Administrative Services, staff, faculty member or security. A victim of rape should see a doctor immediately for treatment of any injuries and for other tests, which can provide important medical evidence. This can be done at any hospital emergency room. Victims should not douche, bathe, shower or change clothes before seeking treatment in order to preserve necessary evidence.

SEXUAL/GENDER HARASSMENT

Mercy College adheres to the principle that students, faculty, and staff are entitled to an environment that is free of sexual harassment practices. The college does not tolerate sexual harassment.

Sexual harassment is defined by Title VII of the Civil Rights Act as "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature."

Sexual harassment practices include, but are not limited to, the following: acts that interfere with an individual's work or academic performance; establishment of an academic or work environment that is hostile, offensive or intimidating; or an implicit or explicit threat that affects an individual's academic or employment status. Any Student who believes he/she has been the object of sexual harassment or gender discrimination should notify the V.P. of Administrative Services, or any other college official.

The college will promptly and thoroughly investigate all allegations of harassment. The college will take any action necessary against an individual(s) found guilty of harassment including dismissal in order to maintain a harmonious campus environment. Any student who is a witness to or victim of harassment should immediately notify the V.P. of Administrative Services, V. P. of Academic Affairs, or the President. The following procedure will be utilized in cases of alleged harassment.

1. The notification to the V.P. of Administrative Services, V.P. of Academic Affairs, or President must be provided in writing.
2. The student bringing the complaint will suffer no retaliation from the college. The college will take every precaution available to protect the safety and well-being of the complainant during the investigation.
3. The student(s) accused of harassment or discrimination will be promptly contacted and given an opportunity to respond.
4. The accused student(s) will be formally charged through the campus judicial system (found on page 24) if there is evidence of harassment or discrimination.
5. The accused student(s) will be notified in writing of any charges and the judicial process available.
6. A student found guilty of harassment or discrimination will be subject to appropriate disciplinary sanctions. These sanctions can range from a reprimand to suspension or dismissal depending on the severity of the incident.
7. Cases of alleged harassment or discrimination involving faculty, staff, or administration will be handled through the grievance process. Any faculty, staff, or administrator

found guilty of harassment or discrimination through this process will be subject to appropriate disciplinary sanctions. The sanction imposed will depend on the severity of the incident.

8. When it is determined that there is insufficient evidence of harassment or discrimination to warrant formal charges against the accused, the accuser(s) will be notified in writing of the specific reason(s) for this determination and of his/her right to pursue the matter with external enforcement agencies.

STEROIDS

The use of anabolic steroids is prohibited at Mercy College. Violations of this policy will be handled in the same manner as a violation of the institution's drug and alcohol policy.

STUDENT ACADEMIC APPEAL PROCESS

A student who believes that his/her academic rights may have been violated, or is disputing a course grade or clinical evaluation, should try to resolve the matter informally. However, if the matter cannot be resolved informally the student should follow the Student Academic Appeal Process. The complete details of this policy can be found in the *College Catalog*.



STUDENT RIGHTS AND RESPONSIBILITIES

Students at Mercy College come from many different backgrounds and localities. While students may have their own ideals, cultural backgrounds, and rules of personal conduct, campus harmony cannot be maintained without specific standards of conduct. For this reason, the college has established certain uniform regulations. To see that regulations are observed, certain judicial procedures have been established to be applied through the following Student Code of Conduct.

STUDENT CODE OF CONDUCT/STUDENT JUDICIAL SYSTEM

The following actions constitute misconduct for which students may be penalized through the college's judicial process.

- Section 1: Violation of any local, state, or federal criminal law while enrolled at the college.
- Section 2: Violation of college policies and procedures as outlined in the College Catalog, Student

Handbook, Resident Student Handbook, and the Program Handbooks.

- Section 3: Knowingly furnishing false academic or personal information to college officials; forgery; or tampering with college documents, records, and identification cards with the intent to deceive or fraud.
- Section 4: Intentional or reckless behavior that causes or attempts to cause physical harm to another person.
- Section 5: Misuse of fire safety equipment, including transmittal of a false fire alarm and tampering with fire extinguishing equipment; or other safety devices; plumbing and lighting fixtures; library materials and equipment; or private property on the campus.
- Section 6: Actual or attempted violation of computer use policy, computer security, and/or tampering with computer software equipment.
- Section 7: Theft of, or damage to, property of the college, campus organization, a member of the college community, or college visitor, or possession of stolen or misappropriated property.
- Section 8: Possession or use of unauthorized weapons (such as firearms, knives, bows and arrows, and martial arts weaponry), explosives (including fireworks), and dangerous chemicals.
- Section 9: Use, possession, or distribution of illegal and controlled substances (such as marijuana and cocaine); and violation of state laws and college policies governing the use, possession, and distribution of alcoholic beverages.
- Section 10: Involvement in acts of public indecency, disorderly conduct, and/or use of lewd, indecent, or obscene language.
- Section 11: Unprofessional behavior in the classroom or a clinical assignment.
- Section 12: Hazing, or other serious forms of physical or mental harassment, abuse, threats, or intimidation, sexual harassment, racial harassment, or action which intentionally subjects another person to public ridicule.
- Section 13: Unauthorized entry to college facilities and/or possession of keys or duplicate keys.

- Section 14: Academic dishonesty such as cheating, plagiarism, and violation of copyright laws.
- Section 15: Gambling on any college-owned or supervised property.
- Section 16: Willful obstruction or disruption of teaching, research, administrative or disciplinary procedures, or of other college activities, including functions and other authorized activities held on college premises.
- Section 17: Failure to comply with directions of college officials acting in the performance of their duties.

In any situation not specifically covered by a regulation, the college reserves the right to take action that will most effectively protect the welfare of its students and the interest of the college, including but not limited to the dismissal of any student.

THE JUDICIAL SYSTEM

The judicial system at Mercy College was established to adjudicate violations of college policy and the student code of conduct. This system is guided and advised by the V.P. of Administrative Services. Campus judicial inquiries are considered educational proceedings. Students' right to fairness in the judicial process is carefully observed, but specific rules of procedure may differ from those maintained in the civil courts.

The following outlined procedures will be used when a student becomes involved in an activity requiring possible disciplinary action:

Complaint(s)

Any member of the Mercy College campus community has the right to register a complaint against any student or group allegedly in violation of the Student Code of Conduct. The complaint must be in writing and should be directed to the V.P. of Administrative Services. Allegations of academic dishonesty should be directed to the V.P. of Academic Affairs. All other academic matters will be handled in accordance with the procedures outlined under the Student Academic Appeals Policy in the College Catalog.

Preliminary Procedures

The appropriate college official will conduct a preliminary investigation of the complaint. The college official may find it necessary to meet with the accused student/group regarding the

complaint. The judicial proceedings will stop at this point if the student/group admits to the violation. The college official will determine appropriate disciplinary sanctions.

Charges

If sufficient evidence exists to support the complaint, specific charges of violation(s) of the Student Code of Conduct will be made.

Notice

Written notification will be delivered to the student/group charged at the last known local address. The notice will inform the student/group of the following:

- a. Section(s) of the Student Code of Conduct allegedly violated.
- b. Synopsis of the event.
- c. Judicial hearing options available.

Every attempt will be made to orally inform the student/group of the charges as well.

Interim Action

The V.P. of Administrative Services may immediately suspend a student until a formal hearing is conducted after consultation with the President, in an emergency or if a student is a danger to either himself/herself or another student.

Hearing

The student/group may request an administrative hearing or board hearing to discuss the violation of the Student Code of Conduct. The administrative hearing will be conducted by the V.P. of Administrative Services, or appointed staff member. The Community Court will conduct board hearings. The Community Court shall be comprised of the following:

- a. Three (3) faculty members selected by the faculty on an annual basis at the beginning of each academic year; and
- b. Three (3) student members selected on an annual basis at the beginning of each academic year; and
- c. Chairperson appointed by the V.P. of Administrative Services.

All Members of the Community Court, with the exception of the Chairperson who votes only in the case of a tie, will have voting privileges. If a member of the Community Court is involved with the incident under consideration, the President will appoint a replacement. Legal counsel will not be allowed in the hearing. The student/group will be notified in writing of the time, date, and location of the hearing. The hearing will proceed regardless of whether the student/group attends. Decisions will be made based on the available evidence and testimony.

Finding and Sanctions

When a decision on a case is made, the V.P. of Administrative Services will be informed and the decision will go into effect immediately. The V.P. of Administrative Services will notify, in writing, the student/group of the findings and the sanctions if any are to be imposed.

Sanctions

The following sanctions may be imposed.

- a. **Admonition and Warning**, which is administered as a warning and carries with it no additional disciplinary action.
- b. **Loss of Privileges**, which involves forfeiting particular privileges either permanently or for a specified period. These may involve being restricted from participating in student activities, campus organizations, and living in college-sponsored housing. All forms of college funded financial aid to the student could also be revoked.
- c. **Behavioral Restrictions**. This is a set of actions imposed to provide an educational experience as well as disciplinary guidelines for an extended period.
- d. **Probation**, which may be imposed with or without loss of privileges, including receipt of college financial aid, for an indefinite period.
- e. **Restitution**, which requires reimbursement for damage to or misappropriation of property.
- f. **Suspension**, an involuntary separation of the student from the college for a specified period of time after which the student is eligible to return. The student will forfeit any tuition or fees paid to the college and is not entitled to any refunds.
- g. **Dismissal**, an involuntary separation of the student from the college. Students dismissed under this sanction may

not be reinstated. The student will forfeit any tuition or fees paid to the college and is not entitled to any refunds.

- h. **Group Sanctions**. The following sanctions may be imposed on any group in violation of the Student Code of Conduct.
 1. Loss of privileges for a recognized organization including the use of college facilities.
 2. Prohibition of social functions.
 3. Other sanctions as approved by the V.P. of Administrative Services consistent with the nature of the offense and the organization's own objectives and structure.

Students charged will be informed of the outcome of the judicial process and any sanctions imposed orally and in writing by the V.P. of Administrative Services.

Appeals

Judicial decisions rendered by the V.P. of Administrative Services may be appealed to the President if there is evidence that due process has been abridged, or new evidence has been discovered. Appeals must be submitted in writing within twenty-four hours after the student has been informed of the decision.

STUDENT ORGANIZATIONS

Student organizations are expected to assume responsibility for the conduct of their individual members and guests at functions of the organization. Upon credible evidence that the organization has encouraged, committed, or has not taken reasonable steps as an organization to prevent violations of college policy, the organization may be subject to disciplinary action.



STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day Mercy College receives a request for access.** A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The

Mercy College official will arrange for access and notify the student of the time and place where the records may be inspected. If the college official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask Mercy College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the**

college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Public Notification of Directory Information

At its discretion, Mercy College may provide "directory information" in accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Mercy College includes the following: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. undergraduate or graduate, full-time or part-time), degrees, honors and awards received, and the most recent educational agency or institution attended. Students may block public disclosure of directory information (all or in part) by notifying the Office of the Registrar in writing.

Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Mercy College not to release any or all of this "directory information;" thus, any further requests for such information from non-institutional person or organization will be refused.

Mercy College will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Mercy College assumes no liability as a result of honoring your instructions that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the college until removed, in writing, by the student.

Student Right to Know

The Student Right to Know (SRTK) and Campus Security Act of 1990 require certain student consumer information disclosures

from all institutions, including completion rates. All colleges nationwide are effectively required to participate in the disclosure of completion rates.

SRTK reports full-time, first-time degree seeking students for each fall semester. The SRTK reports outcomes: the Completion Rate (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and the Transfer Rate (the total number of cohort non-completers who were identified as having enrolled in another institution). A student shall be counted as a completion or graduated if, within 150 percent of the normal time for completion of or graduation from the program, the student has completed or graduated from the program, or enrolled in any program of an eligible institution for which the prior program provides substantial preparation.

In compliance with the Student Right to Know Act, Mercy College reported to the Integrated Postsecondary Education Data System (IPEDS) a persistence rate (completion rate) of 61% based on the 2001 cohort. Please note that only 21% of the entering students were counted in calculating the graduation rate.

TELEPHONES

The college does not maintain public phones for student use.

TOBACCO PRODUCTS/SMOKING

In compliance with the following Mercy Health Partners (MHP) Tobacco Policy, all facilities and campuses –including Mercy College—are tobacco-free. This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco, none of which will be sold, used, or transferred on campus or at any facility owned, leased or operated by MHP. Tobacco use is prohibited anywhere on any MHP property and is regulated by law. Tobacco use is also prohibited in all facilities used by MHP including MHP buildings, property, parking lots, company-leased buildings, vehicle spaces, parking garages, company-owned/leased vehicles, private vehicles used on company business and private vehicles on company property. There are no designated smoking areas on any MHP properties. Employees will be restricted from use of any designated smoking areas on properties leased by MHP. This policy applies to everyone, including but not limited to, all employees, patients, medical staff,

students, contracted personnel, auxiliaries, volunteers, visitors, vendors, and tenants of MHP.

Persons in violation of this policy shall be requested to stop. Any student who violates this policy may be subject to disciplinary action, including but not limited to probation, suspension and/or dismissal from Mercy College.

TORNADO/BOMB THREAT SAFETY

Tornado Warning Safety

1. In the event of a tornado warning, the Security Department will announce the emergency.
2. If possible, close all doors as you are leaving.
3. All students, faculty, staff and visitors should go to the basement. **USE STAIRWAYS...DO NOT USE ELEVATORS!**
4. Remain in the basement until the “all clear” notice is announced by the Security Department.

Bomb Threat Safety

1. In the event of a bomb threat, do not use elevators.
2. Do not turn On or Off **any** electrical or battery operated appliance, including televisions, radios, and appliances. Leave everything “AS IS”.
3. Do not move or touch any unidentified or unusual package, container, or object. Report object and location to the Security Department.
4. Do not close stairway or hallway doors.
5. Do not leave the area or building until instructed to do so by a college administrator, instructor, or member of the Security Department.

WITHDRAWAL/DISMISSAL

Complete information on the college’s Withdrawal/Dismissal policy can be found in the College Catalog.

August 2009

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2 SUNDAY

3 MONDAY

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8 SATURDAY

August 2009

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9 SUNDAY

10 MONDAY

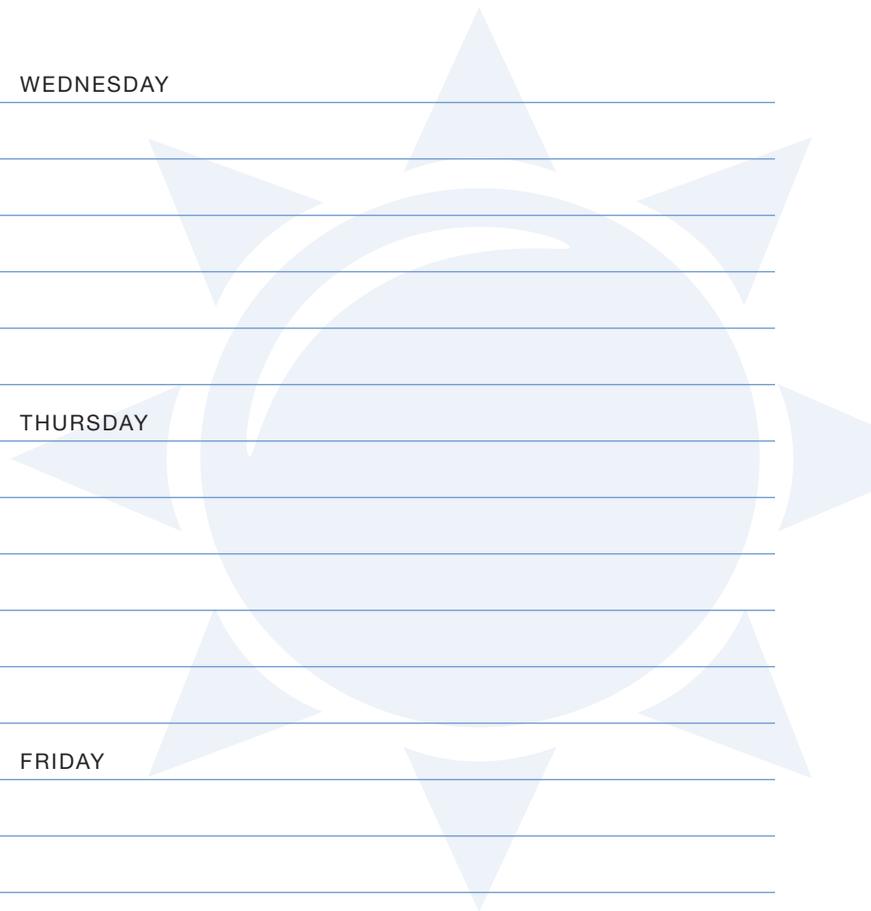
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August 2009

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16 SUNDAY

17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY *Ramadan*

August 2009

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23 SUNDAY

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

September 2009

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30 SUNDAY

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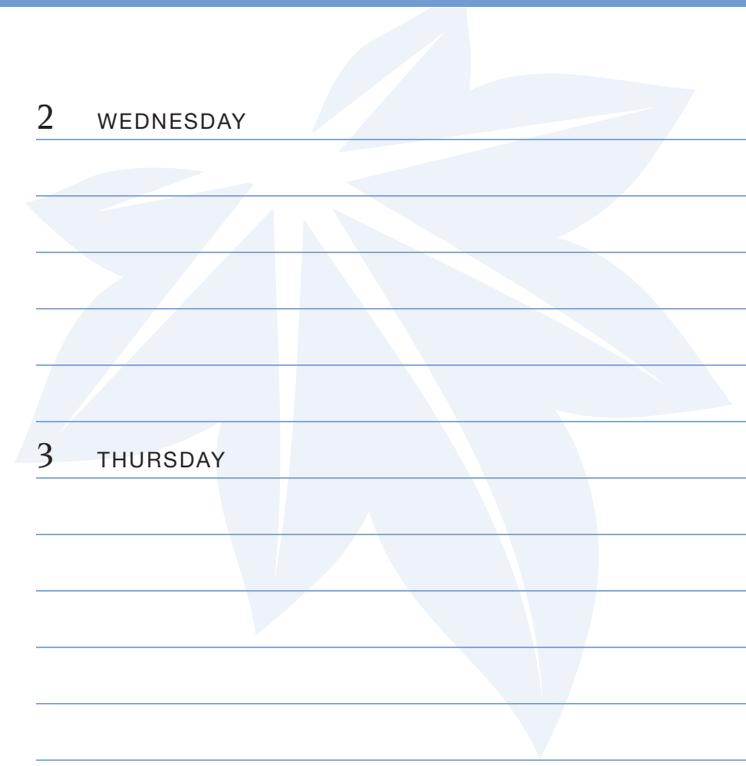
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September 2009

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6 SUNDAY

7 MONDAY *Labor Day*

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

September 2009

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13 SUNDAY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY *Rosh Hashanah*

19 SATURDAY



September 2009

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20 SUNDAY

21 MONDAY *Eid al-Fitr*

22 TUESDAY *Autumn begins*

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

September 2009

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27 SUNDAY *Yom Kippur*

28 MONDAY

29 TUESDAY

30 WEDNESDAY

1 THURSDAY

OCT

2 FRIDAY

OCT

3 SATURDAY

OCT



October 2009

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4 SUNDAY

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

October 2009

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11 SUNDAY

12 MONDAY *Columbus Day observed*

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY



October 2009

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18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY



October 2009

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25 SUNDAY

26 MONDAY

27 TUESDAY



28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

November 2009

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1 SUNDAY

2 MONDAY

3 TUESDAY *Election Day*

4 WEDNESDAY

5 THURSDAY

6 FRIDAY

7 SATURDAY



November 2009

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8 SUNDAY

9 MONDAY

10 TUESDAY

11 WEDNESDAY *Veteran's Day*

12 THURSDAY

13 FRIDAY

14 SATURDAY

November 2009

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15 SUNDAY

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY



November 2009

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22 SUNDAY

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY *Thanksgiving*

27 FRIDAY *Eid al-Adha*

28 SATURDAY

December 2009

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29 SUNDAY
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30 MONDAY
NOV

1 TUESDAY

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3 THURSDAY

4 FRIDAY

5 SATURDAY

December 2009

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6 SUNDAY

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY *Hanukkah*

December 2009

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13 SUNDAY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY *Muharram*

19 SATURDAY

December 2009

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20 SUNDAY

21 MONDAY *Winter begins*

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY *Christmas*

26 SATURDAY *Kwanzaa*

December 2009

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27 SUNDAY

28 MONDAY

29 TUESDAY

30 WEDNESDAY

31 THURSDAY

1 FRIDAY *New Year's Day*

JAN

2 SATURDAY

JAN

January 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

3 SUNDAY

4 MONDAY

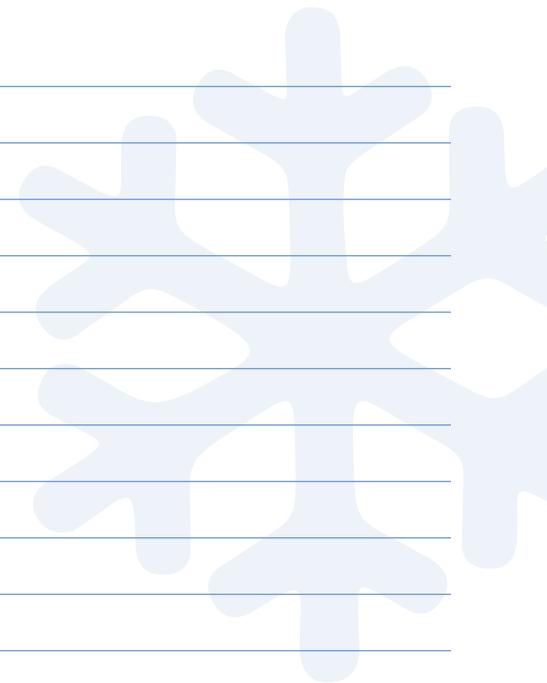
5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

9 SATURDAY



January 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

10 SUNDAY

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

16 SATURDAY



January 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

17 SUNDAY

18 MONDAY *Martin Luther King, Jr. Day*

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

22 FRIDAY

23 SATURDAY

January 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

24 SUNDAY

25 MONDAY

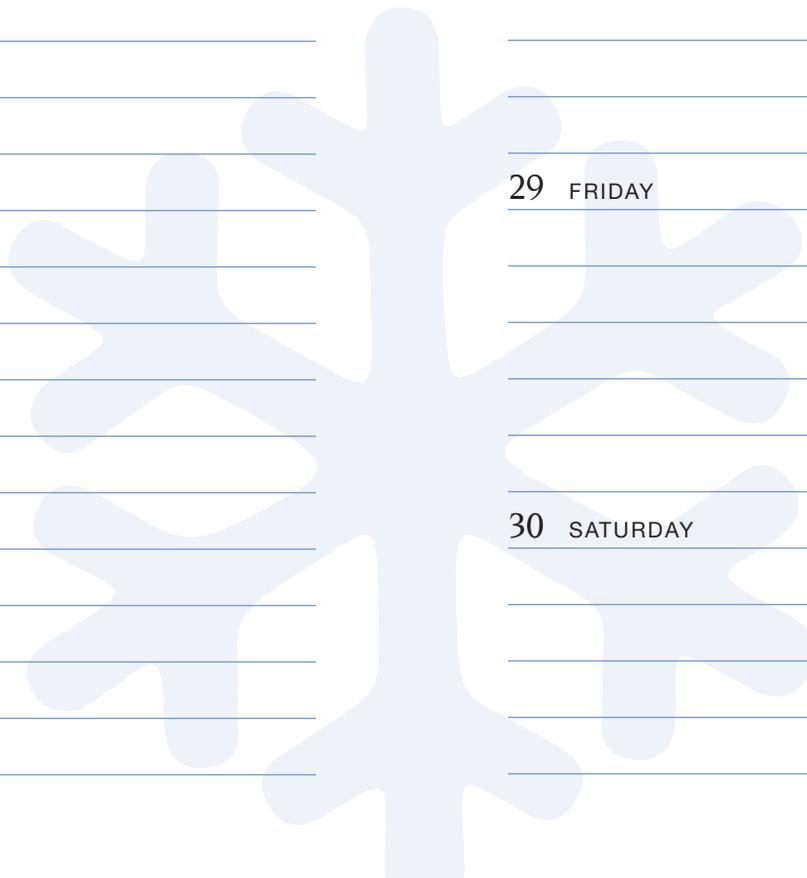
26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

30 SATURDAY



February 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

31 SUNDAY

JAN

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

February 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

7 SUNDAY

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

13 SATURDAY

February 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

14 SUNDAY

15 MONDAY *President's Day*

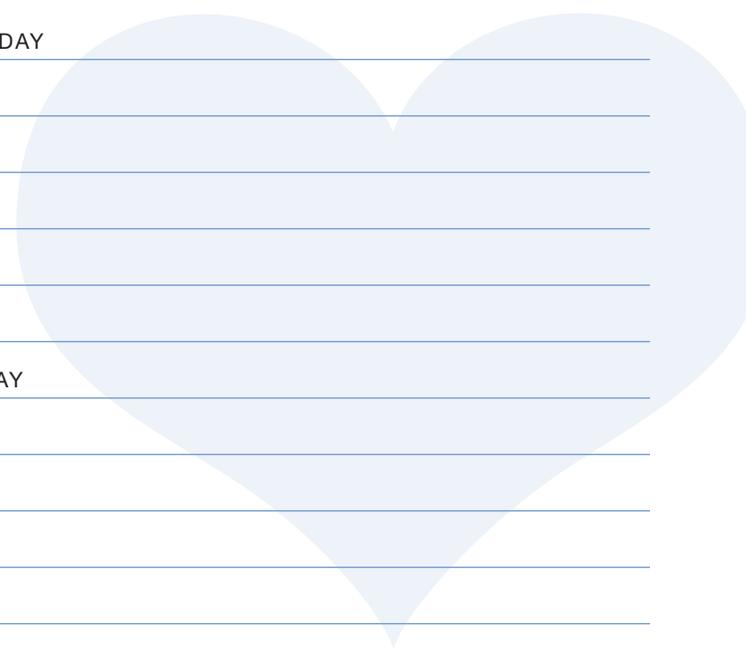
16 TUESDAY

17 WEDNESDAY

18 THURSDAY

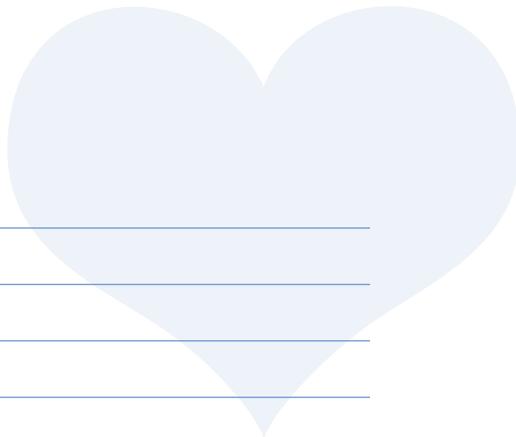
19 FRIDAY

20 SATURDAY



February 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |



21 SUNDAY

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

March 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

28 SUNDAY
FEB

1 MONDAY

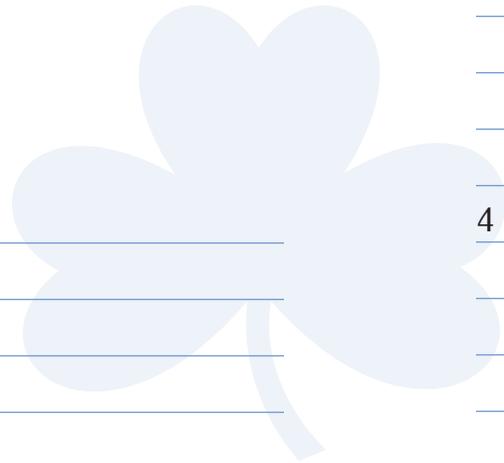
2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY



March 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

7 SUNDAY

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

13 SATURDAY



March 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

14 SUNDAY

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

20 SATURDAY *Spring begins*



March 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

21 SUNDAY

22 MONDAY

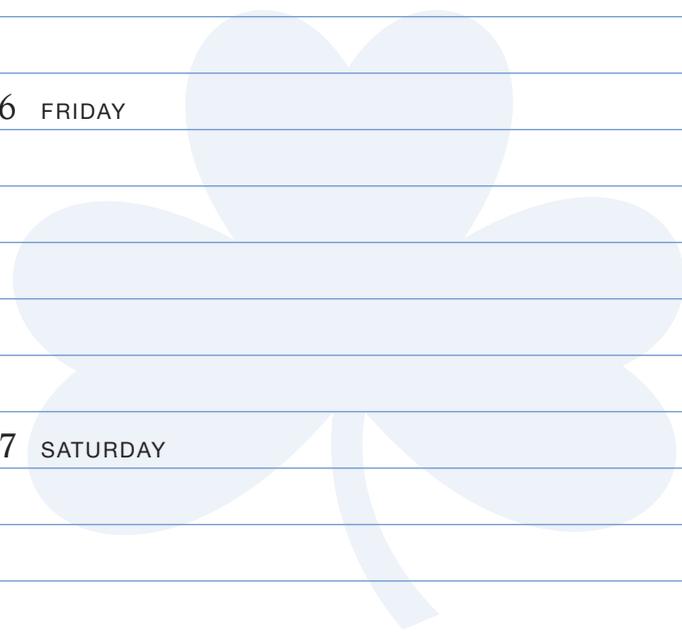
23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY



March 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

28 SUNDAY



29 MONDAY *Passover*

30 TUESDAY

31 WEDNESDAY

1 THURSDAY

APR

2 FRIDAY *Good Friday*

APR

3 SATURDAY

APR

April 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

4 SUNDAY *Easter*

5 MONDAY

6 TUESDAY



7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

April 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

11 SUNDAY

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

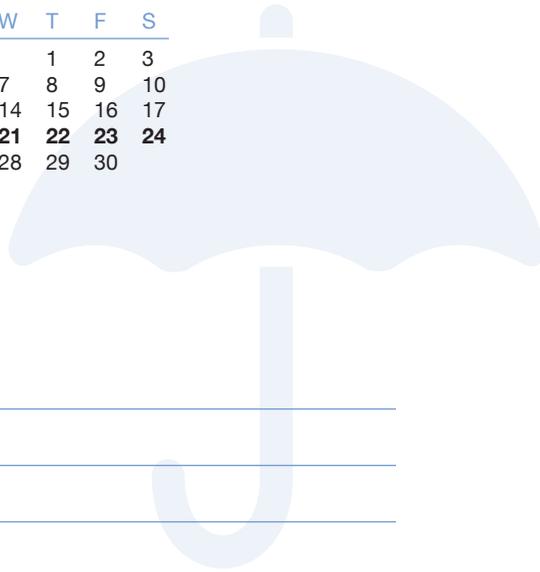
16 FRIDAY

17 SATURDAY



April 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |



18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

April 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

25 SUNDAY

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

1 SATURDAY

MAY



May 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

2 SUNDAY

3 MONDAY

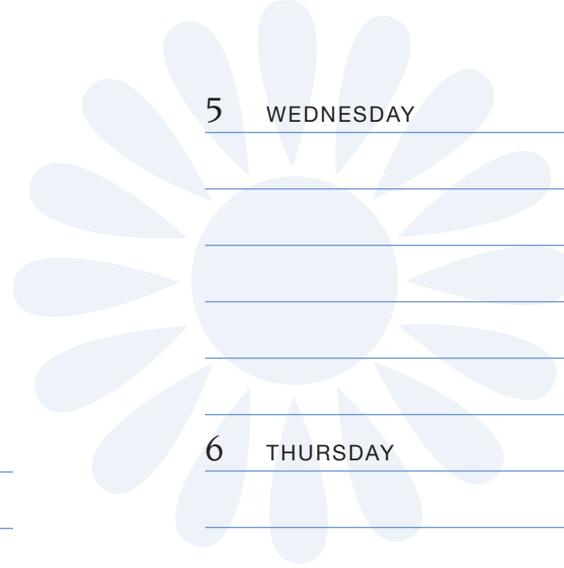
4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY



May 2010

| S | M | T | W | T | F | S |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

9 SUNDAY *Mother's Day*

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

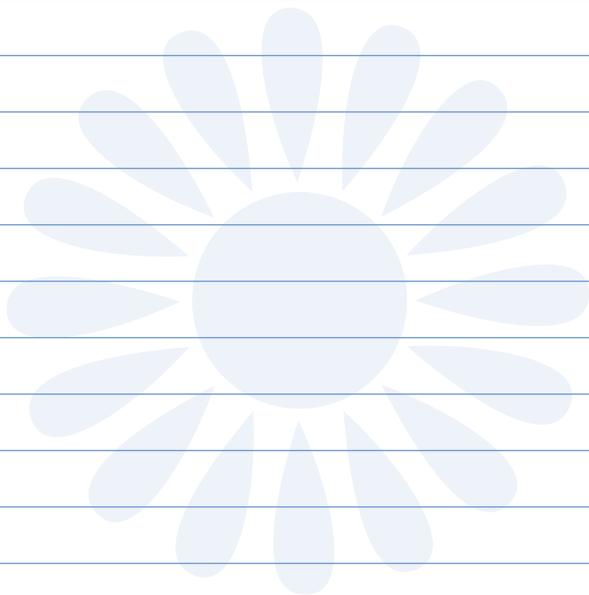
May 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

16 SUNDAY

17 MONDAY

18 TUESDAY



19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

May 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

23 SUNDAY

24 MONDAY

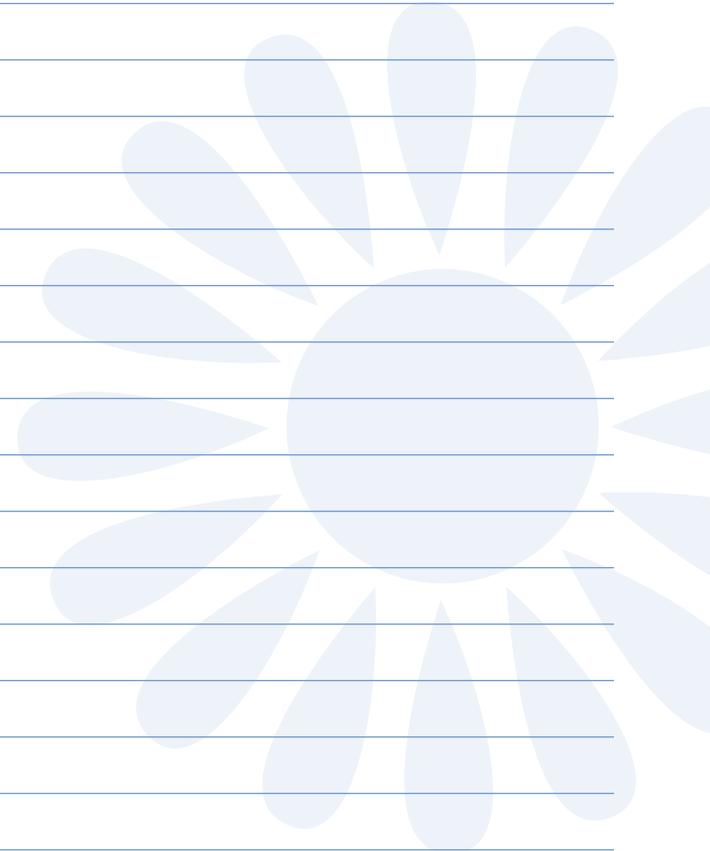
25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY



June 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

30 SUNDAY

MAY

31 MONDAY *Memorial Day observed*

MAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY



June 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

6 SUNDAY

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY



June 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

13 SUNDAY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

June 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

20 SUNDAY *Father's Day*

21 MONDAY *Summer begins*

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY



June 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

27 SUNDAY

28 MONDAY

29 TUESDAY

30 WEDNESDAY

1 THURSDAY

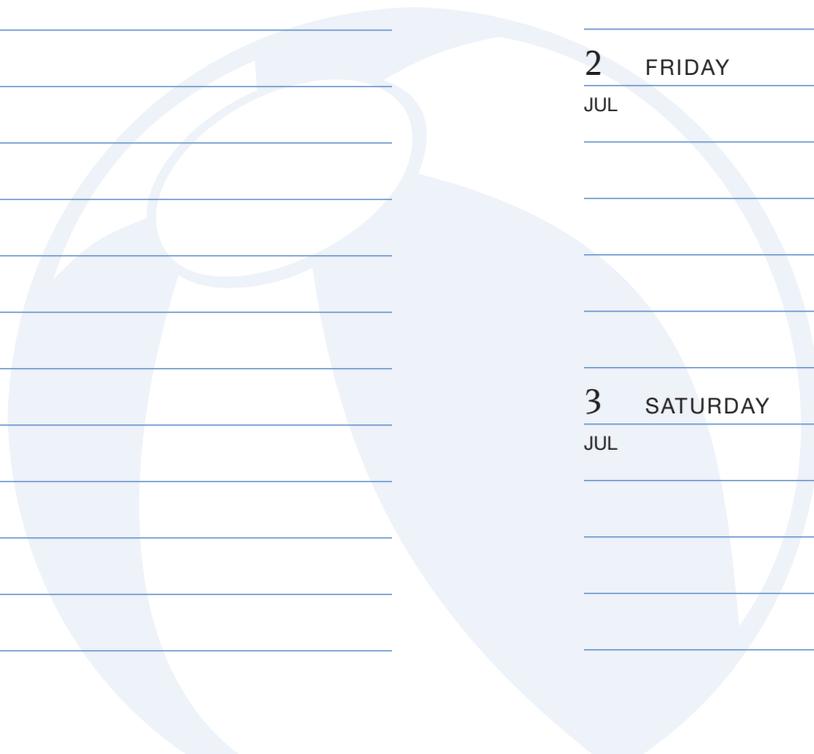
JUL

2 FRIDAY

JUL

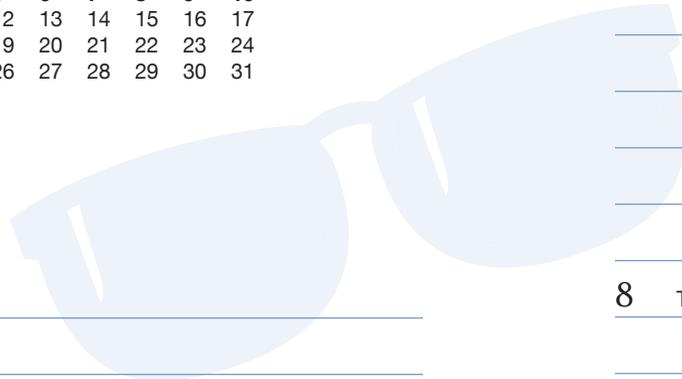
3 SATURDAY

JUL



July 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



4 SUNDAY *Independence Day*

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

July 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

11 SUNDAY

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY



July 2010

| S | M | T | W | T | F | S |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |



18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

July 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

25 SUNDAY

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

2009

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | 29 | 30 | 31 | | | | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | | |
|-------|----|----|----|----|----|----|---------------------|----|----|----|----|----|----|------|----|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 26 | 27 | 28 | 29 | 30 | | | ^{24/31} 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | | |

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
|------|----|----|----|----|----|----|---------------------|---------------------|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 4 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | | ^{23/30} 25 | ^{24/31} 26 | 27 | 28 | 29 | | 27 | 28 | 29 | 30 | | | | |

| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | 1 | 2 | 3 | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | | |

2010

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | | |
|---------------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| ^{24/31} 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 28 | | | | | | | 28 | 29 | 30 | 31 | | | | | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
|-------|----|----|----|----|----|----|---------------------|---------------------|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | | ^{23/30} 25 | ^{24/31} 26 | 27 | 28 | 29 | | 27 | 28 | 29 | 30 | | | | |

| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | 1 | 2 | 3 | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | | |

| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | |
|---------------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | 1 | 2 | 3 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | 4 | 5 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| ^{24/31} 25 | 26 | 27 | 28 | 29 | 30 | | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |