2019–2020
REGISTRATION GUIDE
Mount Mercy University does not consider race, color, creed, religion, national origin, sex, age, marital status, or handicap unrelated to ability in admission or access to, or treatment or employment in its programs and activities.
Continuing Student Registration Dates:

Seniors: April 9, 2019  
(Will have earned 90 credits by the end of Spring 2019 semester)

Juniors, Second Degree: April 10, 2019  
(Will have earned between 60 and 89 credits by the end of Spring 2019 semester)

Sophomore/Freshmen: April 11, 2019  
(Will have earned 59 credits or less by the end of Spring 2019 semester)

Note open online registration dates:
- Seniors: April 9–16, 2019
- Juniors/Second Degree: April 10–16, 2019
- Sophomores/Freshmen: April 11–16, 2019

Online registrations occurring after April 16, 2019, will be electronically sent for advisor approval.

Online Registration Instructions

1. Go to [https://selfservice.mtmercy.edu](https://selfservice.mtmercy.edu) and log in
2. From the Home Page, click the link called ‘Register’
3. Click on the ‘Traditional Courses’ link
4. Select the semester for which you would like to register.
   - Register for one semester at a time
   - The green book and text “OK to register” appear for semesters where you are authorized to register
   - NOTE: If the semester has not been authorized, please contact your advisor
   - Select MAIN session for fall, winter and spring
   - Do Not register for courses in other sessions (unless it’s an online course, Q section)
5. Go to ‘Section Search’ to pick courses
6. When searching for courses, select the period and session (Fig. 1)
   - Refine your search using keywords (a part of the title, instructor’s last name) or the course code
   - Letter code such as ‘BC’ will give all accounting courses
   - Click the ‘Search’ button
7. Search list — Click the appropriate button to add the course to your cart (Fig. 2)
   - add or wait button
8. Now the cart appears (Fig. 3)
   - To add more classes, click ‘View Cart’
   - When finished adding courses, click ‘Proceed to Registration’
9. At your cart (Fig. 4)
   - ‘Add Section’ to add another class
   - ‘Register’ if you are finished making changes
10. Review Schedule screen — Click ‘Next’ after review (Fig. 5)
    - You can drop courses with the button on the left
11. Finalize screen — Click ‘Finish’
    - During the open registration, the status of the courses will be ‘Registered’
    - After the open registration period, the status will be ‘Awaiting Advisor Approval’

ATTENTION!
Online registration available 7 AM–10 PM ONLY!

REMINDER
Check your Academic Plan on myMountMercy for required classes before registering.
Finance Aid

Mount Mercy offers scholarships and grants to both part-time and full-time students based on academic achievement. Scholarships and grants apply to only fall and spring semesters. In order to be eligible for Mount Mercy scholarships and grants, all required documentation must be turned in to the Student Financial Services Office by October 1 for the fall semester and March 1 for the spring semester. For more information, please contact Mount Mercy’s Student Financial Services Office at 319-368-6467.

Tuition Refund Policy

During the add period, students may adjust their class schedules without incurring an add/drop fee. On the first class day after the last day to add (for the term), the student’s tuition bill will be adjusted based on the student’s final class registration received from the Registrar. After this date, a tuition refund will only be applied if the student withdraws from Mount Mercy. See the Student Financial Services Office for the complete refund schedule.

Wait List

If you are on a wait list for a class, you are NOT enrolled. The Registrar’s Office processes the wait list until the start of the semester or term. If you are moved off the wait list and enrolled into the class through this process, you will be notified by e-mail. If you no longer desire to be in the class after enrollment, you must officially drop the class using a drop form. If you are not notified of enrollment, you are NOT enrolled in the class. If you attempt to add the class after the semester or term has started, you must complete the add form, including signatures of your advisor and instructor of the class you are adding, and submit the form to the Registrar’s Office before the last day to add.

Withdrawal from Mount Mercy

Students who decide to leave Mount Mercy must officially withdraw through the Registrar’s Office, x1310. Withdrawing from all courses in a given semester constitutes a withdrawal from Mount Mercy.

The official date of the withdrawal will be the date that the student initiates the withdrawal process. Students should consider how the decision to withdraw will affect any of the following: financial aid, social security, employer reimbursement, health insurance, veteran’s benefits, and scholarships. The ability to maintain athletic eligibility, to maintain a student visa (international students), or to purchase insurance as a student may also be affected as a result of the decision to withdraw.

Students withdrawing from Mount Mercy will receive “W” grades in their courses for the given semester. Students will be removed from all registered courses in subsequent terms/semester. Students who do not withdraw but quit attending all classes will receive the grade they earn in their courses. Any student desiring to return to Mount Mercy after withdrawal will be required to re-apply for admission through the Admissions Office.

Honors Program

Mount Mercy’s Honors Program offers accomplished students the opportunity to take unique classes that encourage the exploration of ideas beyond traditional academic boundaries. Eligible first year students are invited to enroll in one or more Honors sections within the Core Curriculum, as listed below. Students who wish to learn more should consult the Honors Director, their advisor, or the Catalog.

Honors Core Curriculum Classes

- **Fall 2019 (Freshmen Honors Students Only)**
  - EN 114.H Writing and Social Issues
  - ME 195.H Information Literacy

- **Spring 2020 (Open to any qualified Honors Student)**
  - PO 100.H Power and Justice

Honors Program Seminars

Honors students are invited to participate in the honors seminars (HO department courses). The seminars are interdisciplinary and taught by faculty from a variety of areas. Successful completion of two honors seminars enables students to fulfill part of the requirements for graduating in the honors program with distinction.

Honors Seminar Schedule

**Fall 2019**
- HO 238.00 World Cinema

**Winter 2020**
- HO 216.00 The Holocaust

**Spring 2020**
- PL 360.H Pursuit of Happiness

*Honors program courses are open to non-honors students with the permission of the instructor.*

Internships

To register for an internship, please complete the Internship Registration and Release of Liability Form. You will need to secure the signature and approval of your advisor and the supervising instructor for the internship. Upon approval from the Provost’s Office, use the completed form to register in the class.

International Programs

Studying abroad can offer new professional contacts and prospects, enhance your academic learning, increase global awareness, and provide opportunities for personal growth. Mount Mercy students from any major are urged to consider a study abroad experience. Study abroad options vary from short faculty-led programs to places like England, Ireland, or France; summer or semester programs at partner universities in the Czech Republic or United Kingdom; or an affiliated program in one of over 19 countries. For more information on study abroad, please contact:

**Individual Study Abroad:**
Amir Hadzic, x1543

**Faculty-Led Travel Courses:**
Ellen Warrington, x1242 or Janet Evans, x1389
Through the Core Curriculum, students will REFLECT on their thinking as they develop an understanding of self and the world, and take ACTION to promote the well-being of others.

The Core Curriculum is the foundational piece of a Mount Mercy education. Regardless of one's major, every student at Mount Mercy can be assured of a broad course of study in the traditional liberal arts. The Core Curriculum has four components:

- An introductory portal course
- A culminating capstone experience
- Multiple ways to achieve competency in writing, math, and oral communication
- A comprehensive survey of the seven domains of liberal study

THE MOUNT MERCY PORTAL

The portal course is designed to introduce students to the field of liberal studies, priming them to make informed choices about their future core courses; and to foster a sense of community and service, in the class, at Mount Mercy, and in the greater Cedar Rapids area. Students will examine questions from the Mercy critical concerns: earth, immigration, non-violence, poverty, racism, and women.

Transfer students who have an AA degree from an Iowa community college, earned 60 hours or more transferable college credits, or have used transfer courses to fulfill 7 of the 10 domain requirements, are exempt from the portal course. Portal courses include:

A list of Fall 2019 portal courses can be found on page 6.

THE MOUNT MERCY CAPSTONE – ME 450

The 400-level Mercy Experience Capstone course is intended as a culminating experience in the liberal studies. Students need to register for this course along with the senior seminar (or another designated course) within their major, typically during the year in which they plan to graduate.

COMPETENCIES

The competencies are:

1) Writing Competency: Met by successful completion of four hours of college-level English Composition:
- EN 101 Writing and History
- EN 106 Writing and the Environment
- EN 107 Writing and Popular Culture
- EN 108 Writing and Issues of Health and Mortality
- EN 111 Writing and Film
- EN 112 Writing and Gender Studies
- EN 114 Writing and Social Issues
- EN 115 Writing and Other Cultures
- EN 116 Writing and Memoirs
- EN 117 Writing and Sports
- EN 118 Writing and Place

2) Math Competency: Met by successful completion of one three-hour college-level math course designated by the math department:
- MA 120 Math for Arts & Humanities
- MA 125 Fundamentals of Arithmetic & Logic
- MA 130 Finite Mathematics

- MA 132 Basic Mathematical Modeling
- MA 135 Basic Statistics
- MA 139 Pre-Calculus
- MA 142 Mathematical Modeling
- MA 160 Business Calculus
- MA 164 Calculus I (prereq: MA 139)

3) Oral Communication Competency: Met by successful completion of one three-hour college-level oral communication course: CO 101 Oral Communication

4) Technology Competency: Met according to criteria set within each major

DOMAIN REQUIREMENTS

Domain I: Expressive Arts

Great works of art, music, drama, and literature engage us emotionally and cognitively as they interrogate the ways we perceive and understand ourselves and the world around us.

- Explore the relevance of a text/work of fine art to you and your culture
- Interpret a text/work of fine art from at least two divergent perspectives

Two courses are required from the following options:

**Literature (choose one):**
- EN 133 American Multicultural Literature
- EN 154 Major World Writers
- EN 170 Introduction to Literature
- EN 175 American Drama
- EN 176 American Literature Survey: Colonial to 1914
- EN 178 Major American Writers
- EN 180 Literature and Gender
- EN 190* British Literature and Culture
- EN 192* The Lost Generation: Expatriates in Paris
- EN 195* Irish Literature and Culture

**Fine Arts (choose one):**
- AR 101 Introduction to Art
- EN 234 Shakespeare
- FS 101 Introduction to Film Studies
- GS 151 Introduction to Dramatic Arts
- MU 189 Introduction to Music

Domain II: Historical Roots

This domain enables students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends.

- Analyze major historical issues and events
- Connect major historic events to the contemporary world

One course from the following:
- HI 114 History of Early America
- HI 115 History of Modern America
- HI 120 Origins of Western Traditions
- HI 130 Emergence of the West
- HI 140 History of the Western World since 1648

Domain III: The Natural World

This domain gives students a basic understanding of the natural world and how it functions. Students learn to employ the scientific method as they engage with specific fields of inquiry. Students are required to take a course and an accompanying lab, but transfer...
students who have earned at least six hours of approved science credits do not have to meet the lab requirement.

- Utilize the process of scientific inquiry
- Explain implications of scientific knowledge for human or natural challenges

**One course and lab from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 110</td>
<td>Natural World Domain Lab</td>
</tr>
<tr>
<td>BI 123</td>
<td>Biology of Human Concern</td>
</tr>
<tr>
<td>BI 125</td>
<td>Foundations of Biology and Scientific Inquiry I w/Lab</td>
</tr>
<tr>
<td>BI 150</td>
<td>Basic Microbiology (nursing majors only)</td>
</tr>
<tr>
<td>CH 111</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>PH 114</td>
<td>Physical Science</td>
</tr>
<tr>
<td>PH 115</td>
<td>Earth Science</td>
</tr>
</tbody>
</table>

**Domain IV: Ultimate Questions**

This domain introduces students to the study of the ultimate questions of human experiences. It invites consideration of possible answers to those questions through philosophical or religious reflection about the existence of God, the meaning of human life, ethical responsibility, the common good, and social justice.

- Understand similarities and differences between two religious or philosophical concepts about the nature or activity of God, at least one of them consistent with the Catholic tradition
- Explain two religious or philosophical concepts relating to the dignity and value of the human person, at least one of them consistent with Catholic social teaching, and apply these concepts to a social justice issue

Two courses are required from the following options:

**Philosophy (choose one):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 251</td>
<td>Western Philosophy <em>(prereq: soph)</em></td>
</tr>
<tr>
<td>PL 261</td>
<td>Philosophy of Human Person <em>(prereq: soph)</em></td>
</tr>
<tr>
<td>PL 269</td>
<td>Introduction to Ethics <em>(prereq: soph)</em></td>
</tr>
</tbody>
</table>

**Religious Studies (choose one):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS 110</td>
<td>Christian Moral Life</td>
</tr>
<tr>
<td>RS 111</td>
<td>Old Testament</td>
</tr>
<tr>
<td>RS 113</td>
<td>New Testament</td>
</tr>
<tr>
<td>RS 114</td>
<td>Introduction to Christianity</td>
</tr>
<tr>
<td>RS 115</td>
<td>World Religions</td>
</tr>
</tbody>
</table>

**Domain V: Self and Society**

This domain is designed to expose students to the study of society and the manner in which people behave and impact the world around us. Students will appreciate the interconnectedness and complexity of human interaction as represented in the various social science disciplines.

- Examine at least two factors that influence individuals, groups or social institutions
- Identify and critically apply concepts or theories OR identify and critically apply methods or measurement

Two courses, selected from two different academic disciplines below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 140</td>
<td>Introduction to Diversity Studies</td>
</tr>
<tr>
<td>EC 251</td>
<td>Macroeconomic Principles</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>PO 100</td>
<td>Power and Justice</td>
</tr>
<tr>
<td>PO 111</td>
<td>Introduction to American Politics</td>
</tr>
<tr>
<td>PS 101</td>
<td>Introductory Psychology</td>
</tr>
<tr>
<td>SO 122</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SO 155</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SW 265</td>
<td>Diversity in America</td>
</tr>
</tbody>
</table>

**Domain VI: Global Awareness**

This domain addresses at least one of three areas: multicultural sensitivity; the interconnectedness of global political and economic policies; and an understanding of ecological and resource issues that transcend national borders. Intermediate foreign language and study abroad courses may also count toward the fulfillment of the requirements of this domain.

- Explore the diversity of human culture in a global context
- Examine the interconnectedness of current global issues

**One course from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 210</td>
<td>Biology and Human Culture</td>
</tr>
<tr>
<td>CO 260</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>EN 190*</td>
<td>British Literature and Culture</td>
</tr>
<tr>
<td>EN 192*</td>
<td>The Lost Generation: Expatriates in Paris</td>
</tr>
<tr>
<td>EN 195*</td>
<td>Irish Literature and Culture</td>
</tr>
<tr>
<td>GS 260</td>
<td>European Union: Culture, Politics and Economy</td>
</tr>
<tr>
<td>HI 213</td>
<td>Recent China in the Global Economy</td>
</tr>
<tr>
<td>HI 230</td>
<td>Modern East Asia</td>
</tr>
<tr>
<td>HI 265</td>
<td>Latin American History</td>
</tr>
<tr>
<td>PL 270</td>
<td>Introduction to Asian Thought</td>
</tr>
<tr>
<td>PO 102</td>
<td>Governments and Politics Around the World</td>
</tr>
<tr>
<td>PO 103</td>
<td>Introduction to International Relations</td>
</tr>
<tr>
<td>PO 112</td>
<td>Globalization and Human Survival</td>
</tr>
<tr>
<td>SL 165</td>
<td>Service Learning Abroad</td>
</tr>
<tr>
<td>SO 183</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SO 235</td>
<td>Social Stratification</td>
</tr>
<tr>
<td>SO 330</td>
<td>Global Race Relations</td>
</tr>
<tr>
<td>SP 200</td>
<td>Intermediate Spanish I</td>
</tr>
</tbody>
</table>

**Domain VII: Holistic Health**

This domain explores health-related theories and research and addresses various aspects of the dimensions of wellness.

- Identify relationships among several dimensions of wellness (physical, occupational, emotional, social, environmental, financial, intellectual, or spiritual)
- Engage in an activity to promote well-being in one dimension of wellness

**One course from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 240</td>
<td>Personal Financial Planning</td>
</tr>
<tr>
<td>ED 164</td>
<td>Health Awareness and PE Methods</td>
</tr>
<tr>
<td>GS 115</td>
<td>Women’s Health</td>
</tr>
<tr>
<td>GS 119</td>
<td>Healthy Lifestyles</td>
</tr>
<tr>
<td>GS 120</td>
<td>Complementary Therapy and Wellness</td>
</tr>
<tr>
<td>GS 138</td>
<td>The Final Journey: Maintaining Wellness for Those Left Behind</td>
</tr>
<tr>
<td>GS 157</td>
<td>American Food</td>
</tr>
<tr>
<td>GS 179</td>
<td>Psychology of Eating</td>
</tr>
<tr>
<td>GS 195</td>
<td>Men’s Health</td>
</tr>
<tr>
<td>PS 205</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>SW 250</td>
<td>Human Sexuality</td>
</tr>
</tbody>
</table>

*Courses can only count for one domain requirement. For example, you may use EN 190 for either the Literature or the Global Awareness requirements, but not both.*

**FALL 2019 PORTAL COURSES (PRELIMINARY LIST)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME 115.00</td>
<td>Health Protection</td>
</tr>
<tr>
<td>ME 120.00</td>
<td>Immigrants and Literacy</td>
</tr>
<tr>
<td>ME 130.A</td>
<td>Why a Mercy Education?</td>
</tr>
<tr>
<td>ME 130.B</td>
<td>Why a Mercy Education?</td>
</tr>
<tr>
<td>ME 160.A</td>
<td>Law Ungendered</td>
</tr>
<tr>
<td>ME 160.B</td>
<td>Law Ungendered</td>
</tr>
<tr>
<td>ME 195.H</td>
<td>Information Literacy</td>
</tr>
</tbody>
</table>

*Be sure to consult a Mount Mercy advisor before registering for courses listed in this schedule.*

The Mount Mercy class schedule is subject to change.
### Fall 2019 Exam Schedule

**Monday**
- 9:00–10:50: Classes that meet at 8:00 or 8:30 on M W F*
- 11:30–1:20: Classes that meet at 10:00 or 10:30 on M W F*
- 1:30–3:20: Classes that meet at 3:00 or 3:30 on M W F*
- 3:30–5:20: Classes that meet at 4:00 or 4:30 on M W F*

**Tuesday**
- 9:00–10:50: Classes that meet at 8:00, 8:30, 9:00 on T R
- 11:30–1:20: Classes that meet at 11:00 or 11:30 on M W F*
- 1:30–3:20: Classes that meet at 1:00 or 1:30 on M W F*
- 3:30–5:20: Classes that meet at 2:00 or 2:30 on M W F*

**Wednesday**
- 9:00–10:50: Classes that meet at 9:00 or 9:30 on M W F*
- 11:30–1:20: Classes that meet at 10:00 or 10:30 on M W F*
- 1:30–3:20: Classes that meet at 3:00 or 3:30 on M W F*
- 3:30–5:20: Classes that meet at 4:00 or 4:30 on M W F*

**Thursday**
- 9:00–10:50: Classes that meet at 9:30, 10:00 or 10:30 on T R
- 11:30–1:20: Classes that meet at 11:00, 11:30, or 12:00 on T R
- 1:30–3:20: Classes that meet at 12:30, 1:00, or 1:30 on T R
- 3:30–5:20: Classes that meet at 3:30, 4:00, or 4:30 on T R

**Friday**
- Make-up day in case of cancellations

*Includes classes meeting on Monday–Wednesday sequence. Instructors will arrange the time for finals in weekend and evening classes.

### Spring 2020 Exam Schedule

**Monday**
- 9:00–10:50: Classes that meet at 9:00 or 9:30 on M W F*
- 11:30–1:20: Classes that meet at 11:00 or 11:30 on M W F*
- 1:30–3:20: Classes that meet at 1:00 or 1:30 on M W F*
- 3:30–5:20: Classes that meet at 2:00 or 2:30 on M W F*

**Tuesday**
- 9:00–10:50: Classes that meet at 9:30, 10:00 or 10:30 on T R
- 11:30–1:20: Classes that meet at 11:00, 11:30, or 12:00 on T R
- 1:30–3:20: Classes that meet at 12:30, 1:00, or 1:30 on T R
- 3:30–5:20: Classes that meet at 3:30, 4:00, or 4:30 on T R

**Wednesday**
- 9:00–10:50: Classes that meet at 8:00 or 8:30 on M W F*
- 11:30–1:20: Classes that meet at 10:00 or 10:30 on M W F*
- 1:30–3:20: Classes that meet at 3:00 or 3:30 on M W F*
- 3:30–5:20: Classes that meet at 4:00 or 4:30 on M W F*

**Thursday**
- 9:00–10:50: Classes that meet at 8:00, 8:30, 9:00 on T R
- 11:30–1:20: Classes that meet at 12:00 or 12:30 on M W F*
- 1:30–3:20: Classes that meet at 2:00, 2:30, or 3:00 on T R

**Friday**
- Make-up day in case of cancellations

*Includes classes meeting on Monday–Wednesday sequence. Instructors will arrange the time for finals in weekend and evening classes.

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### Brightspace Homepage

#### Functions

- Check grades and schedule
- Check billing statement and pay bills
- Register for classes
- Access course offerings
- View your academic plan

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Midterm and Final Grades for the semester or term are available for viewing in your myMountMercy account.

If you need a hard copy grade report for tuition reimbursement purposes contact the Registrar’s Office.