

# REGISTRATION

Guide

2024 - 2025



## ACADEMIC CALENDAR

Please refer to the Catalog for more details at [catalog.mtmercy.edu](http://catalog.mtmercy.edu).

### Summer 2024

Summer Session I begins .....	June 3
Last day to add .....	June 4
Independence Day (no class) .....	July 4
Last day to drop (W grade) .....	June 28
Summer Session I ends .....	July 3
Summer Session II begins .....	July 8
Last day to add .....	July 9
Last day to drop (W grade) .....	August 4
Summer Session II ends .....	August 8

### Fall 2024

Classes begin .....	August 21
Last day to add .....	August 28
Labor Day (no class) .....	September 2
Fall break .....	October 9-11
Classes resume .....	October 14
Last day to drop (W grade) .....	November 22
Thanksgiving break .....	November 27-29
Classes resume .....	December 2
Classes end .....	December 6
Final exams .....	December 9-12

### Winter 2025

Classes begin .....	January 6
Last day to add .....	January 7
Last day to drop (W grade) .....	January 17
Classes end .....	January 24

### Spring 2025

Classes begin .....	January 27
Last day to add .....	February 3
Spring break .....	March 17-21
Good Friday (no class) .....	April 18
Classes resume .....	April 21
Last day to drop (W grade) .....	May 2
Classes end .....	May 12
Final exams .....	May 13-16
Commencement Ceremony .....	May 18

### Summer 2025

Summer Session I begins .....	June 9
Last day to add .....	June 10
Last day to drop (W grade) .....	July 3
Independence Day (no class) .....	July 4
Summer Session I ends .....	July 11
Summer Session II begins .....	July 14
Last day to add .....	July 15
Last day to drop (W grade) .....	August 8
Summer Session II ends .....	August 14

Online courses follow the block schedule.  
Check [www.mtmercy.edu](http://www.mtmercy.edu) for these dates.

*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.*

## APPLYING FOR GRADUATION

**Seniors** — Seniors must file a graduation application with the Registrar's Office to:

- Be considered a candidate for graduation.
- Initiate the final evaluation of your academic record.
- Have your name placed in the commencement program.
- Be placed on final list for the cap and gown order.
- Exit with the Financial Aid Office.

### Graduation Dates for 2024–25

December 15, 2024  
February 8, 2025  
May 18, 2025  
June 8, 2025  
August 17, 2025

Graduation applications are submitted online at [www.mtmercy.edu](http://www.mtmercy.edu) and are due **August 1, 2024**.

## SUMMER 2024 AND 2025 OPPORTUNITIES

- Courses are either 5 or 10 weeks long. Most start in June.
- Both core curriculum and major courses offered.
- Courses offered both online and in the classroom.
- Find online courses using the advanced search by searching for the department "online" or looking for "Q" sections.

## IMPORTANT CONTACTS

<b>Academic Affairs / Provost Office</b> .....	Warde 214 / x1291
<b>Academic Center for Excellence</b> .....	University Center 130 / x1208
<b>Admissions Office</b> .....	University Center 260 / x1608
<b>Athletics</b> .....	Hennessey / x1376
<b>Campus Store</b> .....	Regina / x1209
<b>Campus Ministry</b> .....	Busse / x1496
<b>Public Safety</b> .....	University Center Information Desk / x1234
<b>Library</b> .....	Busse / x6465
<b>Registrar's Office</b> .....	Warde 211 / x1310
<b>Residence Life</b> .....	University Center 240 / x1218
<b>Student Engagement</b> .....	University Center / x1296
<b>Student Financial Services</b> .....	Warde 112 / x6470
<b>Technology Help Desk</b> .....	Busse / x4357

## Continuing Student Registration Dates:

### Honor Students: April 1, 2024

(Students enrolled in the University Honors program.)

### Seniors: April 2, 2024

(Will have earned 90 credits by the end of Spring 2024 semester)

### Juniors, Second Degree: April 3, 2024

(Will have earned between 60 and 89 credits by the end of Spring 2024 semester)

### Sophomore/Freshmen: April 4, 2024

(Will have earned 59 credits or less by the end of Spring 2024 semester)

### Note open online registration dates:

- Seniors: April 2–April 30, 2024
- Juniors/Second Degree: April 3–30, 2024
- Sophomores/Freshmen: April 4–30, 2024

Online registrations occurring after April 30, 2024, will be electronically sent for advisor approval.

## Online Registration Instructions

1. Go to <https://selfservice.mtmercy.edu> and log in
2. From the Home Page, click the link called **'Registration'**
3. Click on the **'Courses'** link
4. Select the semester for which you would like to register. (Fig.1)
  - Register for one semester at a time
  - **NOTE:** If the semester has not been authorized, please contact your advisor
5. When searching for courses, select the period and session in the Advanced Search (Fig. 2)
  - Select MAIN session for fall, winter, and spring and I or II for summer courses. **Do Not** register for courses in other sessions (unless it's an online course, Q section) (ex. 01, 02, 23, 45)
  - 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
  - **Use: BC 265** Not: BC265, BC 265.B
  - Click the **'Search'** button
6. Search list — Click the appropriate button to add the course to your cart (Fig. 3)
  - add or wait button
7. Now the course appears in the cart (Fig. 4)
  - Add the rest of your courses to the cart or remove a course by clicking the "X"
  - When finished adding courses, click **'Register'**
8. Course will be moved into new status
  - During the open registration, the status of the courses will be **'Registered'**
  - After the open registration period, the status will be **'Awaiting Advisor Approval'**
9. Courses can be dropped by clicking "garbage can" icon next to course.

Fig. 1

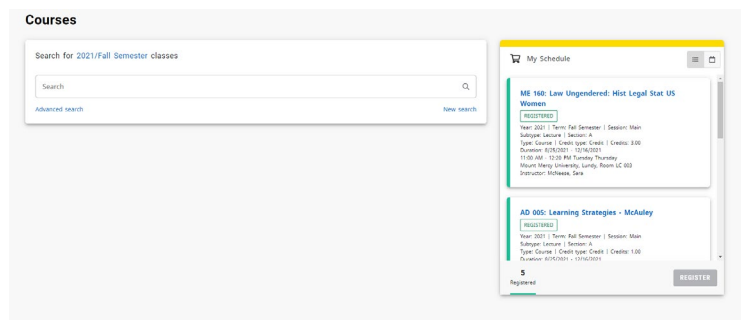


Fig. 2

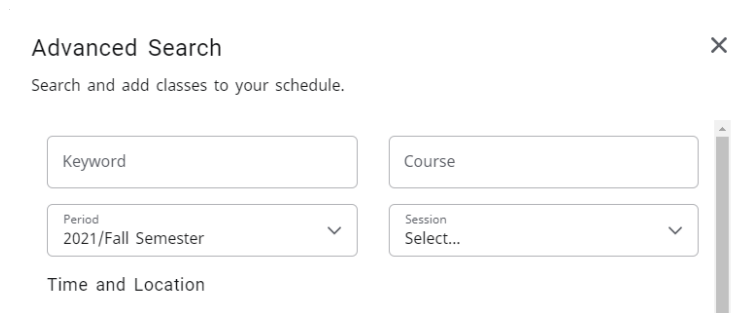


Fig. 3

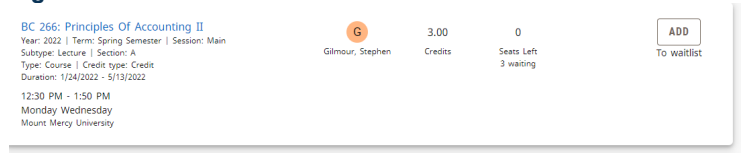
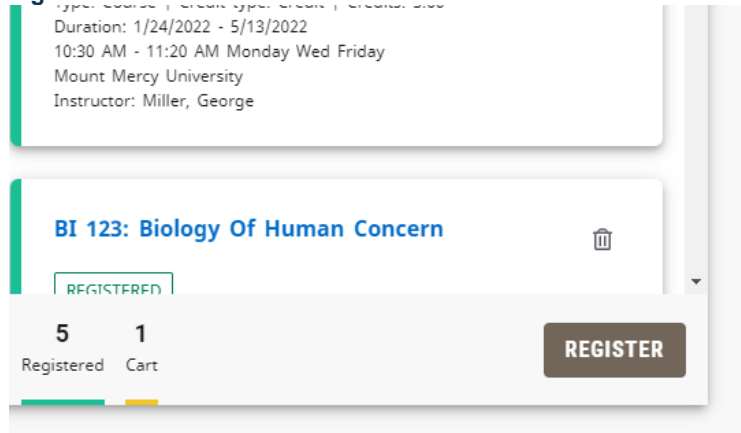


Fig. 4



## ATTENTION!

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.

## REMINDER

Check your Academic Plan on *myMountMercy* for required classes before registering.

## SELECT POLICIES AND PROCEDURES

### Financial 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 Program Seminars

Honors students are invited to participate in the honors seminars. 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.

### Contact Information for Honors Director:

Dr. Richard Barrett  
Office: Lundy 010  
Phone: x1887  
Email: rbarrett@mtmercy.edu

*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.

## CORE CURRICULUM

*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:

### 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 125 Fundamentals of Arithmetic & Logic
  - MA 130 Finite Mathematics
  - MA 132 Basic Mathematical Modeling
  - MA 135 Basic Statistics

- MA 139 Pre-Calculus
- MA 162 Discrete Mathematics
- MA 164 Calculus I (prereq: MA 139)
- MA 165 Calculus II
- MA 166 Calculus III

- 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 134 Intro to U.S. Latino Literature
- EN 135 Intro to African American Literature
- EN 150 Introduction to Film Adaptation
- 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 181 LGBTQ Literature
- 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 203 Creative Writing
- EN 234 Shakespeare
- GS 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:**

BI 110	Natural World Domain Lab
BI 120	Forensic Anthropology
BI 123	Biology of Human Concern
BI 125	Foundations of Biology and Scientific Inquiry I w/Lab
BI 150	Basic Microbiology (nursing majors only)
CH 100	Chemistry Lab
CH 101	Chemistry in the Kitchen
CH 111	General Chemistry I
PH 100	Physics Lab
PH 114	Physical Science
PH 115	Earth Science

### 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):**

PL 251	Western Philosophy (prereq: soph)
PL 261	Philosophy of Human Person (prereq: soph)
PL 269	Introduction to Ethics (prereq: soph)

#### **Religious Studies (choose one):**

RS 110	Christian Moral Life
RS 111	Old Testament
RS 113	New Testament
RS 114	Introduction to Christianity
RS 115	World Religions
RS 217	Catholic Biomedical Ethics

### 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:

CJ 101	Introduction to Criminal Justice
EC 251	Macroeconomic Principles
EN 140	Introduction to Diversity Studies

PO 100	Power and Justice
PO 111	Introduction to American Politics
PS 101	Introductory Psychology
SO 122	Introduction to Sociology
SO 155	Social Problems
SW 265	Diversity in America

### 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:**

BI 210	Biology and Human Culture
CO 260	Intercultural Communication
EN 190*	British Literature and Culture
EN 192*	The Lost Generation: Expatriates in Paris
EN 195*	Irish Literature and Culture
GS 159	Healthcare in the UK
GS 260	European Union: Culture, Politics and Economy
HI 213	Recent China in the Global Economy
HI 230	Modern East Asia
HI 265	Latin American History
PL 270	Introduction to Asian Thought
PO 102	Governments and Politics Around the World
PO 103	Introduction to International Relations
PO 112	Globalization and Human Survival
PS 201	History and Systems of Psychology
SL 165	Service Learning Abroad
SO 183	Cultural Anthropology
SO 235	Social Stratification
SO 330	Global Race Relations
SP 200	Intermediate Spanish I
SP 370	Race, Class and Gender in Latin American Film

### 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:**

BA 240	Personal Financial Planning
ED 164	Health Awareness and PE Methods
GS 115	Women's Health
GS 119	Healthy Lifestyles
GS 120	Complementary Therapy and Wellness
GS 138	The Final Journey: Death & Dying
GS 145	Introduction to Sustainability
GS 157	American Food
GS 179	Psychology of Eating
GS 195	Men's Health
PS 205	Psychology of Adjustment
PS 210	Stress Management
SP 103	Spanish for Health Professions
SW/SO 310	Human Sexuality

*\*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.*



## EXAM SCHEDULES

### FALL 2024 EXAM SCHEDULE

#### Monday

7:30–9:50	Classes that meet at 8:00 or 8:30 on M W F*
10:00–12:20	Classes that meet at 10:00 or 10:30 on M W F*
12:30–2:50	Classes that meet at 3:00 or 3:30 on M W F*
3:00–5:20	Classes that meet at 4:00 or 4:30 on M W F*

#### Tuesday

7:30–9:50	Classes that meet at 8:00, 8:30, 9:00 on T R
10:00–12:20	Classes that meet at 12:00 or 12:30 on M W F*
12:30–2:50	Classes that meet at 2:00, 2:30, or 3:00 on T R

#### Wednesday

7:30–9:50	Classes that meet at 9:00 or 9:30 on M W F*
10:00–12:20	Classes that meet at 11:00 or 11:30 on M W F*
12:30–2:50	Classes that meet at 1:00 or 1:30 on M W F*
3:00–5:20	Classes that meet at 2:00 or 2:30 on M W F*

#### Thursday

7:30–9:50	Classes that meet at 9:30, 10:00 or 10:30 on T R
10:00–12:20	Classes that meet at 11:00, 11:30, or 12:00 on T R

R

12:30–2:50	Classes that meet at 12:30, 1:00, or 1:30 on T R
3:00–5:20	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 2025 EXAM SCHEDULE

#### Tuesday

7:30–9:50	Classes that meet at 9:30, 10:00 or 10:30 on T R
10:00–12:20	Classes that meet at 11:00, 11:30, or 12:00 on T R
12:30–2:50	Classes that meet at 12:30, 1:00, or 1:30 on T R
3:00–5:20	Classes that meet at 3:30, 4:00, or 4:30 on T R

#### Wednesday

7:30–9:50	Classes that meet at 8:00 or 8:30 on M W F*
10:00–12:20	Classes that meet at 10:00 or 10:30 on M W F*
12:30–2:50	Classes that meet at 3:00 or 3:30 on M W F*
3:00–5:20	Classes that meet at 4:00 or 4:30 on M W F*

#### Thursday

7:30–9:50	Classes that meet at 9:00 or 9:30 on M W F*
10:00–12:20	Classes that meet at 11:00 or 11:30 on M W F*
12:30–2:50	Classes that meet at 1:00 or 1:30 on M W F*
3:00–5:20	Classes that meet at 2:00 or 2:30 on M W F*

#### Friday

7:30–9:50	Classes that meet at 8:00, 8:30, 9:00 on T R
10:00–12:20	Classes that meet at 12:00 or 12:30 on M W F*
12:30–2:50	Classes that meet at 2:00, 2:30, or 3:00 on T R

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

## BRIGHTSPACE HOMEPAGE

Welcome to Brightspace, Ann

**My Courses**

Student Resources for Brightspace

**Twitter**

Tweets

Mount Mercy @MountMercy 15h  
There's still time to trade in your books for some cash. Buyback continues until 5:30 p.m. in the campus store! Expand

Mount Mercy @MountMercy 21h  
There's still time for book buyback! Stop by the campus store by 5:30! twitter.com/201CHYD/status... Expand

Mount Mercy @MountMercy 23h  
Don't forget! Book buyback is TODAY, 10-5:30 p.m. in the Campus Store. Expand

Mount Mercy @MountMercy 27 Jan  
Welcome back, Mustangs! Spring semester is in the air! Spring, however... Expand

MMU Sustainability @GreenMMU 26 Jan  
New year! Looking for new applications! Expand

**Mount Mercy Resources**

Mount Mercy Homepage

**Technology Instructions**

How to Change Your Password

Student Email Instructions

Student Email Smartphone Instructions

**Institutional Resources**

Department of Public Safety

Campus Building Hours

Find Your Textbooks

CARE Form

Service or Volunteer Activity Form

Spanish Placement Exam (Will be a quiz within Brightspace)

**Class Schedule Information**

Academic Calendar

Schedules & Catalog

Final Exam Schedule

**Policies**

Acceptable Use Policy

Academic Integrity Policy

Graduate Academic Integrity Policy

Copyright Policy

**News**

There is no news to display.

**D2L Technical Support**

**Need Help?**

**Student Support**

If you have any questions or are having difficulties with the course material, please contact your instructor. If you are having trouble with Brightspace, contact brightspace@mtmercy.edu or contact D2L Technical Support below.

**Technical Support**

If you are having difficulties using any of the course tools, please contact D2L Technical Support. Click Here to submit an issue via email.

**System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 1am - 7am est.

Have questions or need help with D2L? Chat now!

## myMountMercy FUNCTIONS

REGISTRATION FINANCES GRADES PLANNING MOUNT MERCY WEBSITE SEARCH REGISTRAR'S OFFICE

**Today's Overview**

**Your Calendar**

November 2021

SU MO TU WE TH FR SA

31 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 1 2 3 4

Wednesday, November 3, 2021

There are no calendar events for this day

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

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



1330 Elmhurst Drive NE, Cedar Rapids, IA 52402  
319-363-8213 | [mtmercy.edu](https://mtmercy.edu)