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Mercy College Of Health Sciences

Student Handbook

1998-1999

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Welcome to Mercy College!

We are pleased you have chosen Mercy College and wish you great success. This 1998–1999 edition of the Mercy College Student Handbook will tell you where to find resources and how to handle many situations. A supplemental handbook specific to your program of study will be given to you at your first class. Course-specific information can be found in the syllabus that you will receive for each course.

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Students are responsible for knowing the information in this handbook.

The information contained in this Handbook was current as of the date printed.

It is the Mercy College policy to conduct academic and business activities in a manner that is free from discrimination and to provide equal opportunity and treatment for students regardless of race, color, creed, religion, sex, age, national origin, or disability.

Summer 1998

Dorms Open for Summer	May 10
Last Day to Drop Summer Session I Classes without F	May 29
Last Day to Drop Summer Session II Classes with Refund	July 3
Fall Dorm Deposit Deadline	July 15
Last Day to Drop Summer Session II Classes without F	July 17
Fall Tuition Payment or Deferred Payment Plan Established	August 1
Dorms Close for Summer Break (4 p.m. on Friday)	August 15-26

Fall Semester 1998

Dorms Open for Fall (Noon on Thursday)	August 27
New Student Orientation	August 27, 28
First Day of Classes	August 31
Labor Day, no classes	September 7
Mercy Day	September 24
Mercy College Spring Scholarship Applications Available	October 1
Homecoming	October 5-6
Fall Recess, no classes	October 9
Spring Recruitment Information Session	October 17
Last Day to Drop Fall Semester Classes without F	October 23
Spring Scholarship Application Deadline	November 1
Registration for Spring Semester	November 16-20
Thanksgiving, no classes	November 26-27
Dorms Close for Thanksgiving (4 p.m. on Wednesday)	November 26-28
Dorms Reopen after Thanksgiving (Noon)	November 29
Spring Dorm Deposit Fee Deadline	December 11
Spring Tuition Payment Deadline or Deferred Payment Plan Established	December 11
Final Exams	December 14-18
Spring Registration Deadline	December 18
Fall Baccalaureate and Commencement	December 19
Christmas Break	December 19 - January 10
Dorms Close for Christmas Break (4 p.m. on Friday)	December 19 - January 7

Spring Semester 1999

Dorms Reopen for Spring Semester (Noon)	January 7
New Student Orientation	January 7, 8
First Day of Classes	January 11
Presidents Day, no classes	February 15
Mercy College Fall Scholarship Applications Available	March 1
Last Day to Drop Spring Semester Classes without F	March 5
Summer/Fall Recruitment Information Session	March 13
Spring Break	March 22-26
Dorms Close for Spring Break (4 p.m. on Friday)	March 20-27
Dorms Reopen after Spring Break (Noon)	March 28
Fall Scholarship Application Deadline	April 1
Registration for Summer and Fall 1999	April 5-9
Summer Registration Deadline	April 30
Final Exams	May 3-7
Dorms Close for Spring Term (4 p.m. on Friday)	May 7
Spring Baccalaureate and Commencement	May 8

Summer 1999

Dorms Open for Summer Term (Noon)	May 9
First Day of Classes, Session I	May 10
Last Day to Drop Summer Session I Classes without F	May 28
Memorial Day, no classes	May 31
Final Exams, Session I	June 21-25
First Day of Classes, Session II	June 28
Independence Day, no classes	July 4
Fall Dorm Deposit Deadline	July 15
Last Day to Drop Summer Session II Classes without F	July 16
Fall Tuition Payment Deadline or Fall 1999 Registration Deadline	July 30
Deferred Payment Plan Established	August 1
Final Exams, Session II	August 9-13
Dorms Closed for Summer-Break (4 p.m. on Friday)	August 14-26

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Mission

Mercy College of Health Sciences is a health-system-affiliated, Catholic institution of higher education. Guided by the core values of the Spirit of Mercy—compassion, hospitality, excellence, stewardship and dignity of the individual—the primary purpose of the College is to prepare students for service and leadership roles in health care. By providing coherent general and professional educational experiences, the College offers programs leading to academic degrees, certificates and continuing professional development in selected health care disciplines.

Goals and Objectives

To fulfill its mission, Mercy College is committed to achieving the following goals and objectives.

1. Develop an intellectually stimulating and caring environment that will facilitate student academic achievement and clinical competence by:
 - a) Engaging professional role models for general education and selected health care disciplines;
 - b) Offering student services which facilitate success in the college;
 - c) Providing learning resources to enhance the student's academic and professional development;
 - d) Fostering caring relationships within the college community.
2. Provide general education that facilitates personal development and community involvement by enhancing the student's ability to:
 - a) Think analytically and creatively;
 - b) Communicate effectively in writing and speech;
 - c) Acquire knowledge from the arts and sciences;
 - d) Articulate personal values in relation to ethical standards;
 - e) Participate responsibly in the community.
3. Prepare students for entry level positions in their chosen profession by providing opportunities for students to:
 - a) Demonstrate competencies in knowledge, skills and attitudes for their chosen profession;
 - b) Develop caring, ethical, and professional behaviors;
 - c) Participate in diverse educational experiences in the health care system;
 - d) Interact with professional role models in selected health care settings;
 - e) Display leadership ability through participation in health care related and service oriented activities.
4. Provide continuing and community health-related education by:
 - a) Offering educational opportunities that enable health care professionals to remain current in and across disciplines;
 - b) Sponsoring health related programming for the community.

Monitors

Mercy College information, updated daily, can be seen on the video monitors in five locations.

- Building One Lobby
- Building One Commons
- Brennan Hall Lobby
- Brennan Hall Classroom Area
- Building Two Hallway

Information Desk

Building One Lobby, 643-3180

Dissemination of information, including telephone messages and mail, among students, faculty and staff occurs at the Information Desk. This desk is covered by personnel on a 24-hour basis, seven days per week.

College Newsletter

The Mercy Messenger is a bi-weekly publication of important campus news and information. Students are expected to read the Messenger and are encouraged to submit information for publication to the Director of Student Services.

Student Directory

The Student Directory, available for use at the Information Desk, lists addresses, telephone numbers and majors of all students.

Bulletin Boards

Students may utilize bulletin boards by having appropriate items signed and dated at the Information Desk. Postings will be removed after two weeks.

Telephones

Telephones for student use are available in the Building One Commons and the second floor hallway of Building Two.

Weather Emergencies

Weather-related class cancellations or emergencies affecting Mercy College will be announced on five media outlets serving Central Iowa. Students are asked to listen to reports from radio stations 1040 AM (WHO Radio) and 102.5 FM (STAR); and/or the three local television affiliates of ABC (WOI TV5), CBS (KCCI TV8), and NBC (WHO TV13). An announcement will be requested of each media company as soon as a decision is made, based on weather conditions. These announcements will generally indicate whether the cancellation affects day and/or evening classes.

The Mercy College campus includes three buildings—Brennan Hall (BH), Building One (B1), and Building Two (B2). The prefix for the telephone numbers is 643.

Name	Telephone Number	Position/Teaching Area	Office Number
Adams, Kathy	3-6622	ASN/BSN Nursing	B1-209
Albaugh, Steven	3-6623	Philosophy (Adjunct)	B1-219
Anderson, Vicky	3-6627	Nursing	B1-106
Askland, Ron	3-6661	Director of Cont./Comm. Ed.	B1-211
Barinsky, Cynthia	3-6623	BSN Nursing (Adjunct)	B1-219
Beynen, Bert	3-6623	Philosophy (Adjunct)	B1-219
Belden, Jenyse	3-6601	Administrative Assistant	B1-118
Bouhaik, Connie	3-6606	LAN Network Administrator	BH-127
Braband, Barb	3-6627	Surgical Technology	B1-106
Brekken, Todd	3-6624	ASEMS Program Chair	B1-201
Brody, Kenneth	3-6623	Sociology (Adjunct)	B1-219
Brown, Dale	3-6633	Nursing	B1-221
Bush, Kristine	3-6625	Nursing	B1-203
Carlson, Carole	3-6626	Caring	B1-223
Citarella, Anne	3-6627	Nursing	B1-106
Clark, Connie	3-6621	Nursing	B1-104
Clauson, Kathleen	3-6609	Director of Student Services	B1-111
Crandall, Suzanne	3-6616	IS Program Chair	B1-117
Danes, Jennifer	3-6626	English (Adjunct)	B1-223
Dermody, Stephanie	3-6637	Secretary, Student Services	B1-Lobby
Funk, Ann	3-6604	Admissions Counselor	B1-112
Graham, Matthew	3-6692	Cont./Comm. Ed. Clerk	B1-217
Grove, David	3-6623	Psychology (Adjunct)	B1-219
Hammond, Diane	3-6619	Education Specialist	B1-219
Hansen, Hugh	3-6623	Sociology (Adjunct)	B1-219
Hartog, John	3-6626	Philosophy	B1-223
Hess, Tony	3-6607	Bookstore Coordinator	B1-A-level
Horton, Dorothy	3-6633	Nursing	B1-221
Hudson, Dianne	3-3180	Receptionist/Security	Front Desk
Humphreys, JoAnn	3-6633	Nursing	B1-221
Johnson, Carl	3-6623	Music (Adjunct)	B1-219
Kellogg, Dennis	3-6623	History/Cultural Studies (Adjunct)	B1-219
Kelly, Mary	3-6615	BSN Program Chair	B1-113
Lane, Kathleen	3-6610	DMS Program Coordinator	B1-107
Linkletter, Theresa	3-6706	Community Ed. Instructor	B1-225
Mains, Suzanne	3-6636	CEU Coordinator	B1-225
Matz, Jeannine	3-6703	Anatomy	B2-252
McCabe, Richard	3-6623	Pathophysiology (Adjunct)	B1-219
McCleish, Joan	3-6625	Nursing	B1-203
McQueen, Joyce	3-6603	Business Manager	B1-114
Millard, Matthew	3-6634	Radiologic Technology	B1-215
Miller, Kathy	3-67	DMS	B1-213
Minnick, Kay	3-6618	Secretary, Administrative Support	B1-Lobby
Moore, Angie	3-6715	Secretary, Faculty	
Moravec, Sue	3-6622	Nursing	B1-209
Nagel, Sandi	3-6605	Admissions Counselor	B1-112

Name	Telephone Number	Position/Teaching Area	Office Number
Olson, Joann	3-6622	Nursing	B1-209
Pfantz, Lance	3-6704	Audiovisual Technician	BH-134
Philipsen, Wanda	3-3180	Secretary, Receptionist/Facilities	Front Desk
Poehler, M.J.	3-6612	Librarian	BH-131
Pringle, Maria	3-6621	Nursing	B1-104
Randolph, Scott	3-6623	Computers (Adjunct)	B1-219
Remer, Deanne	3-6600	CEO	B1-116
Roberts, Helen	3-6614	ASN Program Chair	B1-115
Schemmel, Mary	3-6635	Nursing	B1-102
Schulte, Robert	3-6623	Art (Adjunct)	B1-219
Sherman, Faith	3-6613	Librarian Assistant	BH-131
Simanski, Julia	3-6623	Gerontology (Adjunct)	B1-219
Stevens, Mark	3-6623	Microbiology (Adjunct)	B1-219
Stevenson, Catherine	3-6635	Nursing	B1-102
Summy, Amy	3-6702	Financial Aid	B1-110
Swanson, Phyllis	3-6627	Nursing	B1-106
Thompson, Cheryl	3-6711	DMS	B1-213
Thuente, David	3-6602	Academic Dean	B1-121
Tingleff, Brian	3-6663	Director of Institutional Advancement	B1-119
Toal, Daniel	3-6623	Pharmacology (Adjunct)	B1-219
Tremmel, Nancy	3-6635	Nursing	B1-102
Vinton, Kim	3-6617	Registrar	B1-108

Location	Phone Number	Location	Phone Number
B2-Nursing Arts Lab 157	3-6712	B1-Student Commons (Basement)	3-6648 wall/3-6649 desk
B2-Surg Tech Lab 155	3-6643	B1-Computer Lab 122	
B2-2nd Floor Hallway	3-6644	B1-Fax (Receptionist)	643-6698
BH-137 Conference Room	3-6646	BH-Fax (Library)	643-6695
BH-South Hall (Outside 132)	3-6647	Shuttle	247-4246
BH-128 Computer Classroom	3-6608	B1-Residence Hall 2nd Floor Lounge	3-6658
BH-131 Library Circulation Desk	3-6613	B1-Residence Hall 3rd Floor West	3-6691
B1-105 Faculty Computer Lab	3-6638	B1-Residence Hall 3rd Floor Lounge	3-6693
B1-Faculty Lounge	3-6688	B1-Resident Hall 3rd Floor West	3-6694

How to Register for Classes

Mercy College notifies new students of registration dates by mail upon admission to the College. Students who cannot attend on their assigned date may register by appointment. Returning students will register during the last four weeks of each semester for the following semester, or by appointment with the Registrar. Registration is not official until tuition is paid or a payment plan is arranged.

How Grades are Disseminated

After grades are recorded at the conclusion of each semester, grade reports are mailed to the student's home address. Grade reports will not be released if the student's academic status is on hold.

How to Obtain a Transcript

Transcripts will be issued upon receipt of a written request from the student. A form for this purpose is available from the Registrar. The first transcript following graduation is provided at no charge; all others cost \$5.00. Transcripts will not be released if the student's academic status is on hold.

How to Review Your Student Records

Mercy College students, former students, graduates, and parents of minor students have the right to review their official records, except for confidential recommendations for which such right has been waived. Records may be reviewed by appointment with the Academic Dean, which will be scheduled within ten working days of a request. A record may be reviewed in the office and in the presence of the Academic Dean or his designee. If a student believes that any record is inaccurate or misleading, a meeting may be scheduled with the Student Record Review Board composed of the Academic Dean, the Registrar and the student's advisor.

Confidentiality of Your Student Records

Mercy College complies with federal and state laws in the maintenance of, access to and release of student records. No third party access to non-directory information is permitted without the student's written consent, except as allowed by law. At its discretion, the institution may provide directory information which is defined as: student name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, most recent previous educational institution attended, and participation in College activities.

Student requests for release of non-directory information must include the date, the information being sought and the signature of the student. Persons, agencies, or organizations desiring to access a student's records are required to submit a letter stating the date, person desiring access and reason for viewing the records. The College will release records only if the student involved also gives written consent, reason for release and the name and address of the party to receive the records. This data is mailed to the authorized third party with a warning that no other party should have access to the information. Documents will be mailed within ten working days of receiving the signed requests and the student will be billed \$2.00 per item, per copy.

Faculty and staff of Mercy College must have access to student records in order to fulfill their responsibilities. Paper records of current students and graduates are maintained in locked files in the Registrar's Office.

Faculty members may write recommendations upon the student's written request and completion of a Release of Information form. The request and a copy of the recommendation will be maintained in the student's file.

The person responsible for records is:

Dr. Deanne M. Remer, College Chief Executive Officer
 Mercy College of Health Sciences, 928 Sixth Avenue, Des Moines, IA 50309-1239

Academic Counseling and Tutoring

All new full-time students are required to take Freshman Seminar, a one-credit class, which includes stress and time management, test taking, and other learning skills. New part-time students are strongly encouraged to take this class. Monday noon workshops on these topics are also available to all students.

Individual tutoring may be arranged upon request. Talk to your advisor or pick up a Tutor Request Form at the Information Desk.

Math Concepts; a one-credit class designed to help students with medical math calculations is offered each semester.

Financial Aid Counseling

Office 110, 643-6611

Two financial aid officers assist students in applying for federal and state aid and private financial assistance. Scholarship and aid application workshops are offered annually.

Personal Counseling

Office 111, 643-6609

Short-term personal counseling is now available at no cost to students through Mercy's Franklin Center. A new contract enables all full-time and part-time students to receive a maximum of six counseling sessions each year and allows round-the-clock telephone access to a professional counselor. This personal counseling is an addition to the career, financial aid and admissions advising that continues to be available through the Student Services staff at the College.

Libraries

Mercy College Library, Brennan Hall 125, 643-6613

Levitt Library, Mercy Hospital A-level, 247-4189

Mercy College Library provides students with print, electronic, and audiovisual resources in support of liberal arts and sciences and professional coursework. Levitt Medical Library, located in Mercy Hospital, is another important resource for students. Levitt is especially strong in allied health literature, as well as in biomedical and medical research. Mercy College Library offers students individual instruction in how to fully utilize the electronic information resources offered at the library, including online resources, CD ROM literature indexes, and the internet. When the library's holdings aren't able to meet students' needs, full interlibrary loan services are available at no cost. Through interlibrary loan, students have access to materials held at other libraries without having to visit the other libraries.

In addition, Mercy College maintains an agreement with Drake University, which allows students to borrow from Drake's Cowles Library.

College Library Hours:

Monday – Thursday	9:00 a.m. – 10:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.
Sunday	5:00 p.m. – 10:00 p.m.
(Closed Sundays during summer session)	

Levitt Library Hours:

Monday – Friday	7:00 a.m. – 5:30 p.m.
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Drake Cowles Library Hours:

Monday – Thursday	7:30 a.m. – 1:30 a.m.
Friday	7:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 9:00 p.m.
Sunday	Noon – 1:00 a.m.

Library Testing Services

Under instructor-approved circumstances, a missed examination may be taken in the library. This is initiated by the faculty member involved. After a student has arranged with a faculty member to take a test in the library, the student is responsible for scheduling an appointment with library staff. The library is unable

to administer tests on a walk-in basis. Depending on library staffing, some evenings and weekends are not available for testing. It is wise to request an appointment as soon as possible.

Employment Service **Building 1, Room 109**

A self-service, drop-in placement office is available for student day or evening use in Building 1, Room 109. Resources include career-exploration and job-skills books, job-search and career exploration web sites, resume guides specific to Mercy College, and a computer resume template. Also available are quick-reference information on practice interview questions, employer expectations, resume samples, and tips for dressing professionally. A bulletin board and binder displaying local job openings is updated daily.

Career and job-seeking skills workshops are offered each semester and students may request individual employment counseling sessions from the Director of Student Services. All College graduates who have actively sought employment are currently working in their professional field.

Computer Classroom **Brennan Hall, Room 128**

The Mercy College Computer Classroom offers individual workstations and interactive video units and is available to students during posted hours.

Computer Lab **Brennan Hall, Room 122**

The computer lab offers individual workstations and is available to students 24-hours-a-day.

Computer Center User Rights and Responsibilities

Computer resources are available for research, coursework and the professional development of students. Resources are shared and therefore users are expected to be considerate of others by working quietly, keeping food and fluids out of computer rooms and leaving workstations clean and orderly. Children are not allowed in the computer classroom or lab.

It is the user's responsibility to save work on diskettes. Files will be routinely purged. College computers may be used for lawful purposes only. Uses prohibited include, but are not limited to:

- Activities that have the potential to adversely affect Mercy's reputation;
- Attempts to gain access to Mercy College records or those of any other organization;
- Destruction of programs, data or equipment;
- Uses that benefit any political or commercial organization or that are for profit;
- Transmission of copyrighted material;
- Transmission of threatening or obscene material;
- Illegal copying of software.

The illegal copying of software for a friend or for personal use is called softlifting. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000.00 or more, and criminal penalties including fines and imprisonment (Code of Ethics, Computer Professional Societies; Copyright Reform Act of 1976, Section 107; Federal Copyright Law, Title 17, Section 106, 117, 501). Destroying valuable programs, data, or equipment are considered crimes (State of Iowa Computer Crime Law 716A.2, 716A.3, 716A.9).

If the propriety of any computer use is unclear, it is the responsibility of the student to seek clarification from the LAN Administrator (ext. 36606) or another staff member.

Bookstore **Building One, Lower Level, 643-6607**

The bookstore offers textbooks, classroom, office, medical supplies, Mercy College imprinted clothing and gift items, food and convenience items. The hours of operation, subject to change, are:

Monday– Thursday	7:30 a.m. – 4:00 p.m.
Friday	7:30 a.m. – 1:00 p.m.

Purchases may be made by cash, personal check, credit card (Visa or Master Card) or financial aid voucher issued by the MCHS financial aid office.

Bookstore Textbook Return Policy

The bookstore will accept returns on new books within thirty (30) days of purchase. Books must be in original condition (not written or marked in), and not removed from packaging. The cash register receipt is needed with all returns, no exceptions. Only purchases made via cash or check will be given cash returns. Credit card purchases will be refunded to the card used (credit card receipt must be provided with cash register receipt). Purchases made by financial aid vouchers will be refunded to the purchaser's financial aid account.

Bookstore Bad Check Policy

A \$15.00 charge will be placed on the student's tuition account.

Repurchase of Used Textbooks Policy

The bookstore does not purchase used textbooks. However, during the last week of each semester, the bookstore will host an independent book dealer who will purchase books that they determine can be resold.

Study Areas

Mercy College provides students with the following areas for study:

- Brennan Hall Commons
- Brennan Hall Library
- Building One Commons
- Building One Residence Hall lounges, when accompanied by a resident

Wellness Center

Mercy Hospital, A-level, 247-3066

The Mercy Wellness Center, is available to all Mercy College students for a nominal fee. The Wellness Center includes a gymnasium, swimming pool, whirlpool, racquetball court, treadmills, exercise bicycles, and Nautilus™. The Wellness Center is open from 6:00 a.m. to 1:00 a.m. weekdays and weekends, except during summer months. Students may earn a free membership by volunteering at the Wellness Center.

Chapel

Brennan Hall, Room 125

Students, faculty, and staff are encouraged to use the Chapel for individual and group worship, reflection and solitude. Chapel services for the College community are scheduled monthly. All students are welcome to participate in planning and conducting these services. If interested, contact the Director of Student Services (643-6609).

Student Lounges

The student commons is located on the lower level of building one next to the bookstore. Comfortable furniture, a television, piano, change machine, microwave, refrigerator, lockers and vending machines are available in this lounge. A smaller lounge on the second floor of building two offers vending machines and a microwave.

Student Lockers

Students may request a locker at the bookstore. Rental is free, student's provide their own lock and are expected to empty the locker by the last day of class. If the student fails to do this within ten working days of the final class session, the lock will be removed and the contents of the locker discarded.

In the interest of the health and safety of Mercy College students, visitors, and staff and the security of College equipment and supplies, Mercy Safety/Security officers have the authority to conduct unannounced locker searches.

Student Residence Hall

643-6637

The Mercy College Residence Hall, located on the second and third floors of Building One, is available to any Mercy College student who is currently enrolled and in good standing. Persons enrolled in various Mercy Hospital educational programs are eligible to obtain temporary residence as well. Arrangements for using the Residence Hall may be made through the Office of Student Services.

Residents must read and agree in writing to abide by regulations outlined in the Residence Hall Supplement to the Student Handbook. Failure to comply with these regulations will result in disciplinary action and may include immediate eviction with no refund.

Meal Options

Food may be purchased in the Mercy College Bookstore, as well as the Mercy Court Cafe across Sixth Avenue. Meals are also available in the McDonalds Restaurant and the Marketplace and Grill located on the hospital's A-level.

Mercy Child Development Center

1150 6th Avenue, 243-6232

Mercy's Child Development Center is conveniently located across the street from Mercy Hospital and accepts children of employees and students on an arranged or drop-in basis.

Mercy Credit Union

1053 5th Avenue, 247-3096

The Mercy Credit Union offers special rates to full-time students, including reduced fees and a low deposit requirement. Stafford loans are also available through the Credit Union. Credit Union staff provide money management workshops as well as individual financial advising upon request.

Mailboxes

Building One

A mailbox for interoffice correspondence is available to each student resident, student employee, and student leader. The Student Services Secretary assigns mailboxes to all residents upon arrival and to officers of each recognized student organization upon notification by that organization's advisor. A key will be assigned and must be returned by the last day of each semester or a replacement charge of \$10 per key will be assessed. Duplicates are not to be made.

Business Office

Building One, Room 114, 643-6603

Payment and billing concerns may be brought to the Business Office during the hours of 7:30 a.m.-11:30 a.m. and 12:30 p.m.-4:30 p.m. (Monday through Thursday) and 7:30-1:00 (Friday).

Student Senate

Student Senate provides an exceptional opportunity for students to participate in College decision-making by electing student representatives to the College Senate and to the College Curriculum, Student Services and Institutional Effectiveness Committees. Student Senate will appoint Chapel, Newsletter, Service, and Homecoming committee chairs and will work with the Director of Student Services to establish activities that foster communication and positive relationships among students, faculty and administration.

An excellent leadership opportunity, Student Senate meets in Brennan Hall Commons at noon, the second Monday of every month, September through April.

Chapel Committee

All members experience student leadership under the direction of the Student Senate Chaplain, by planning and participating in monthly interdenominational chapel services.

Messenger Staff

Under the direction of the Student Senate Secretary, members provide student quotes and news for the bi-weekly newsletter.

Community Club

Students under the supervision of the Student Senate Service Chair, who are committed to helping others, join together for peer support and community awareness. A primary goal of the Community Club is to help students find appropriate placements for Community Service Projects.

Walking Club

Students log miles by walking individually or in groups around the College and on the downtown skywalk system. Competitions and healthy giveaways provide incentives, and members participate in annual fundraising walk-a-thons for the Juvenile Diabetes Foundation and the American Cancer Society. Students may join at any time though the school year.

Toastmasters

Open to both staff and students, monthly Toastmasters meetings enable members to practice public speaking in a supportive, non-competitive environment.

Professional Organizations

All Mercy College students are encouraged to sponsor a local chapter of their respective national professional organization. Start a new organization by contacting your Program Director or join:

- Iowa Association of Nursing Students by contacting Assistant Professor, Nancy Tremmel.

Students are strongly encouraged to develop new student organizations and to suggest student activities. Bring your ideas to the Director of Student Services.

Resident Assistant Program

The Resident Assistant Program enables students to develop leadership skills. Selected, trained and supervised by the Director of Student Services, the Resident Assistants assure that dormitory residents have their concerns properly addressed and that all cooperate in healthy community living.

Work Study Programs

The Federal work study program offers employment opportunities for eligible students who demonstrate behaviors consistent with the values of Mercy College and are currently enrolled and in good standing. Positions are available in clerical, computer, library, bookstore, tutor, and admissions areas.

Student Ambassador Program

The Student Ambassador program offers opportunities to exercise leadership and communicate enthusiasm for Mercy College by assisting prospective students and their families. Selected and trained by Admissions Counselors, Ambassadors host tours and participate in recruitment events.

Mercy Hospital Medical Center

Human Resources, 4th Floor West, 247-3100

A wide variety of hospital jobs are available to students, many with flexible hours to suit student schedules. Apply at the Human Resources office.

Applications for any of these positions may be obtained from the Student Services secretary.

Mercy is committed to the policy that all persons have equal access to its employment, programs and facilities without regard to race, color, religion, sex, national origin, age or disability. It is the applicant's responsibility to request any special arrangements needed to facilitate the application process.

Security is provided at all times and security procedures are in accordance with Mercy Hospital Medical Center Security Policy Number 23. All new full-time students are required to attend an orientation session before beginning classes, which includes safety and security information presented by Mercy Hospital Security Officers. Buildings are locked at 7:00 p.m. and can only be accessed with an employee or student identification card.

Local police agencies monitor and record criminal activity at college-related events that take place off campus.

Security Office

Hospital A-level, 247-3111

A lost and found service is maintained at the Security Office and missing articles should be reported to them. Mercy College is not responsible for money, jewelry, or any other articles lost on campus.

Students should report any vandalism and security incidents to a member of the College faculty or staff. Between the hours of 11:00 p.m. and 7:00 a.m., report incidents directly to the Information Desk or the hospital Security Office.

What to do in an Emergency

If immediate assistance is required, contact the Des Moines Police Department (9-911) and *specify that the call is being made from 928 Sixth Avenue.*

- **Fire Alarm.** Close all doors and use the stairs to exit the building. Do not use elevators. Fire extinguishers, hoses, sprinklers and alarms are located throughout all campus buildings (see diagrams posted in hallways).
- **Tornado Warning.** Building One: proceed to the Student Commons (lower level); use first floor hallway for any overflow. Brennan Hall: proceed to restroom. Building Two: proceed to any first-floor restroom.
- **Bomb Threat.** Vacate area and notify hospital Security Office (247-3111). An immediate search will be conducted by security personnel. An object suspected to be a bomb should never be disturbed; trained personnel will handle all suspicious objects.
- **Disaster.** Students may be requested to assist with patients and families.

1997 Security Report

Mercy College has a record of no crimes committed on campus. Had any offenses occurred, details would be available in the Security Office. The following breakdown is presented as a courtesy, in consideration of your right to know.

1997 Crimes Committed on Campus				Arrests Made – 1997	
Murder	0	Burglary	0	Liquor law violations	0
Rape	0	Robbery	0	Drug abuse violation	0
Car Theft	0	Assault	0	Weapon possession	0
Forcible sexual offense	0			Forcible sexual offense	0
Non-forcible sexual offense	0			Non-forcible sexual offense	0

Because busy hospital parking lots have a high volume of emergency vehicles and time-critical situations, hospital parking rules require extreme respect.

Parking Permits

Security Office, Hospital A-level, 247-3111

To provide safe and secure parking for the students of Mercy College, all student vehicles must display an appropriate parking permit, available at no cost at the Security Office, and are restricted to certain areas and times.

Shuttle Service

Parking, 247-4246

Shuttle transportation between Mercy College and Mercy Hospital is provided so students may park at the College. The shuttle makes regularly scheduled trips between 6:15 a.m. and 7:15 a.m., Monday through Friday, and is available upon request from 8:00 a.m. to 8:00 p.m. College information desk staff will gladly request a shuttle for you.

Parking Areas

Student vehicles must not be parked on the following hospital lots between the hours of 6:00 a.m. and 1:30 p.m., Monday through Friday: East Lot, East Ramp, Education Center, Education Center East, Holiday Inn, Laurel Center, Visitor Lot, West Lot, North Lot and West Ramp.

City streets north of University Avenue cannot be monitored effectively by the Security Department and the College strongly discourages parking on those streets.

Student vehicles may be parked in any lot of Mercy Hospital *except the visitor lot* between the hours of 1:30 p.m. and 6:00 a.m., Monday through Friday, and at any time on Saturday and Sunday. *Yellow traffic control markings and posted signs give directions for authorized and unauthorized parking.*

Parking Violations

Vehicles without an appropriate Mercy permit that are parked on the lots of the hospital will receive a parking citation. Student vehicles parked in restricted or unauthorized areas will also receive a parking citation. *Students will be billed \$15 for each citation received.*

Physical Examination

All students accepted into a degree program must submit a Physical Exam Form, including results of a tuberculin skin test, urinalysis and blood test before being allowed to register. Also required is documentation, signed by a physician, of required immunizations. Evidence of tuberculin skin tests at 12 month intervals following admission must be filed with the Student Health Nurse.

Health Insurance Coverage

Human Resources, Hospital, 4th Floor West, 247-3100

All students admitted to Mercy College are required to have health insurance. Insurance information is provided at Orientation and at the Information Desk, *and may only be purchased during the first 30 days of each semester.*

CPR Certification

Degree-seeking students must provide verification of current certification in Cardiopulmonary Resuscitation (CPR) for Health Care Providers to their instructor prior to providing patient care. Certification must be from a nationally recognized agency and must include: One-Person CPR—Infant,

Child and Adult; Two-Person CPR—Adult; Airway Obstruction—Conscious, Becoming Conscious and Unconscious in the Infant, Child and Adult; and Barrier Devices.

Standard Precautions

Mercy College follows the rules and regulations established by host worksites, the Occupational Safety and Health Administration, the Center for Disease Control and the State of Iowa.

Students are expected to use standard precautions and to comply with all safety standards and procedures. Failure to do so will result in disciplinary action. Students must immediately report to their instructor any exposure to potentially infectious materials. The instructor will follow host agency protocol and students will be monitored by Employee Health at no charge. Students are also responsible for reporting any injury or illness which occurs during a clinical experience.

Employee Health

Hospital, 4th Floor West, 247-3097

Mercy Hospital Department of Employee Health assessment services are available at no cost when students become ill if on campus or at clinical sites. If a referral is made, students will be responsible for expenses. Twenty-four hour emergency medical care is available through the Mercy Hospital Emergency Department at regular emergency room fees.

Returning to Clinical or Field Following Absence

Students absent for three or more days because of illness or injury must report to Employee Health to obtain clearance to return. Students who have been absent for five days or more, and students who have undergone outpatient surgery, emergency room treatment, hospitalization, casting or splinting must provide a signed physician's statement to Employee Health. Employee Health will notify the student's instructor of permission to return. A physician's release may be requested at the instructor's discretion.

Professional Malpractice/Liability

Students who are currently enrolled in a Mercy College degree program, are functioning within the scope of their practice, and are being supervised by an approved instructor/preceptor during a scheduled clinical or field internship on Mercy's campus or with a contracted affiliate, are covered under the Professional Malpractice Insurance of Mercy Hospital Medical Center.

Mercy College expects students to be honest, respectful, accountable for their actions and protective of confidentiality and to adhere to the standards of professional conduct established by their respective professions. Our statements of professional ethics, adopted from the Association of Schools of Allied Health Professions, is on page 21.

Community Service

The primary purpose of Mercy College is to prepare students for service and leadership roles in health care. For this reason, each student must complete a Community Service Project, which is independent of and distinct from class assignments. The purpose of this project is to:

- Provide, on behalf of Mercy College, a service to an individual or group that has an identified human service need.
- Provide an opportunity for students to demonstrate personal development and community involvement by integrating their ability to think analytically and creatively, communicate effectively in writing and speech, utilize knowledge from the arts and sciences, articulate personal values in relation to ethical standards, participate responsibly in the community, and demonstrate caring.

Although no grade is given, specific criteria must be met, including the following:

- A minimum of 20 hours must be devoted to the project.
- The project must be client-centered (no office or computer work, no cleaning up roadsides, etc.)
- This project can be completed at any time during your Mercy program. However, the final paper is due ***no later than the end of the eighth week of the semester in which the student plans to graduate.***

Your advisor or the College Registrar has the detailed information necessary to proceed with the activity. This packet contains examples of appropriate projects, specific guidelines and criteria, and topics which must be addressed in the final paper. Advisors approve, supervise, and evaluate projects.

Confidentiality of Patient Information

Strict confidentiality of patient information is maintained in all clinical areas and fieldwork. Absolutely no portion of any chart may be removed from the institution or photocopied. Patient information needed for coursework may be handwritten on the Data Collection Tool or the Student Care plan. Initials are the only form of patient identification to be used in coursework.

Change of Address/Telephone

Registrar's Office, Office 108, 643-6617

Each student is responsible for keeping the Registrar apprised of changes in address and telephone numbers. Whenever necessary, please complete a change of address form in the Registrar's Office.

Academic Dishonesty

Academic dishonesty consists of any deliberate misrepresentation of an academic record, academic status, examination performance, papers or other work prepared outside of class, or of one's efforts toward the fulfillment of course or degree requirements.

Plagiarism is the representation of another person's ideas, statements or research as one's own and includes having another person write a paper or do an assignment and copying, summarizing or paraphrasing another's work without appropriate and standard documentation.

Cheating refers to dishonesty in completing examinations and includes copying from another student's paper and use of unauthorized materials during an exam.

Students who plagiarize or cheat *and students who provide the material for plagiarism or for cheating* are guilty of academic dishonesty. The penalty will depend upon the nature, extent and frequency of the infraction and ranges from a failing grade for the exam or assignment to dismissal from the College.

For a first offense, the instructor shall determine the penalty, up to and including failure of the course. For a second offense, the instructor shall inform the Academic Dean who will determine the penalty, up to and including dismissal from the College.

In all cases of academic dishonesty, the student will be notified in writing of the determined penalty. A student who wishes to deny the instructor's allegations or appeal the instructor's penalty may do so through the Student Grievance and Appeal Procedure (see p.21).

Student Attire

Neat, clean, wrinkle-free attire will enhance the patient's and the community's confidence in Mercy College students. Footwear is always required and good grooming is expected. Jeans are acceptable for the classroom only. When at a clinical or field site, students must comply with the dress code of site and hair must be styled so that it will not fall in a sterile field or in a patient's face. Fingernails must be clean, trimmed and free of nail polish.

Please refer to your Division Supplement to the Student Handbook for a detailed dress code. Faculty members reserve the right to determine appropriateness of dress. Students or staff who have a complaint with respect to student attire should contact the Director of Student Services.

Attendance

Mercy College students are expected to attend all assigned class, laboratory and clinical/field sessions and to be punctual. Tardiness or leaving a session early may be recorded as an absence.

Attendance is critical and will be recorded. It is always the students responsibility to follow specific program procedures in notifying instructors of absences, and to request make-up assignments and complete them promptly.

Legitimate reasons for absence include compassionate leave (up to three calendar days for the death of a mother, father, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, or father-in-law), and cancellation of classes due to weather emergency. All absences must be made up.

Each division of Mercy College has specific attendance guidelines. Consult your Division Supplement to the Student Handbook for additional information.

Drug Free Environment

Mercy College is committed to providing a drug-free and smoke-free environment and expects the same commitment from students, faculty and staff. The College complies with all federal and state laws, regulations, and orders which pertain to providing a drug-free campus and workplace. The Handbook Appendix provides information concerning the health risks associated with tobacco, alcohol and drug abuse, related sanctions imposed by local, state and federal agencies and telephone numbers for treatment centers.

The Director of Student Services will help with confidential referrals. Students may not report to class, learning experiences or college-related activities under the influence of alcohol or illegal drugs. Neither shall students bring in, make, distribute, sell, use or have in their possession alcohol or illegal drugs when on college premises or participating in any college-related activity. Violation of this policy will result in discipline of the student up to and including expulsion. *The minimum disciplinary measure will be one semester of probation*, with the student's continued status being determined by the Director of Student Services at the end of the probationary period.

If a student of Mercy College is convicted of violation of any criminal drug statute, the student is required to inform the Director of Student Services within five days of the conviction. Any drug or alcohol-related conviction will result in discipline of the student up to and including expulsion.

The Director of Student Services will notify all appropriate agencies, registries, and authorities of any drug or alcohol-related convictions within thirty days of receiving the information. Students licensed in Iowa as LPN's are additionally subject to all sanctions imposed by the Iowa Nurse Practice Act and will be referred to the Iowa Board of Nursing for disciplinary action where appropriate.

Mercy College reserves the right to remove a student from the college or a College-related activity if the student's appearance or conduct is unprofessional or inappropriate. This includes but is not limited to the use of foul language, inappropriate dress and the smell of alcohol.

Smoke-Free Environment

Legal age students who choose to use tobacco must do so in designated locations outside of the buildings.

Discipline Procedure

Mercy College reserves the right to initiate discipline at any of the following levels, including immediate expulsion. However, disciplinary action shall normally follow this sequence:

- Step 1. The observing party shall attempt to resolve the matter privately with the student. If unable to resolve, the observing party shall bring it to the attention of the Program Chair.
- Step 2. Discussion between student and Program Chair. Student will be given a written warning regarding the consequence of any future offense (copy to be placed in the student's file and removed at graduation if there are no further offenses). If unable to resolve, the Program Chair shall notify the Director of Student Services.
- Step 3. Discussion between student and Director of Student Services to form a written plan outlining action steps for correcting the problem. The plan is retained by the student, a copy is placed in the student's file. The Director of Students Services will monitor the student's conduct during a probationary period (length determined by Director of Student Services). If the matter remains unresolved, the Director of Student Services shall suspend the student.
- Step 4. Discussion between student and Director of Student Services followed by termination of participation in class, clinical and College-related activities for a length of time to be determined by Director of Student Services. Suspended students (residents included) are banned from campus. A written report by the Director of Student Services will be placed in the student's file. If the matter remains unresolved, the Director of Student Services shall notify the Student Services Committee.
- Step 5. Discussion between student and Student Services Committee. If unable to resolve, the student shall be immediately dismissed from the College. All courses for which grades have yet to be received shall be recorded as either "W" or "WF" depending upon whether the student was passing when dismissed. The student shall be ineligible to apply for re-admission to the College. A report by the Student Services Committee will be placed in the student's file and the student's transcript will indicate that the student was dismissed for non-academic reasons.

Students have thirty days to challenge any grade or any decision or action affecting their academic record. Failure of a student to adhere to specified time limits or to appear at related meetings shall result in dismissal of the grievance. All grievance and appeal proceedings will be conducted in strict confidentiality. However, the College reserves the right to discuss any matter with appropriate external authorities.

Student Grievance and Appeal Procedures for Academic Issues

- Step 1.* Student shall attempt to resolve the matter privately with instructor.
- Step 2.* Student may file an Academic Grievance Form with Program Chair or Academic Dean's designee no later than five academic working days following the private attempt to resolve the matter.
- Step 3.* Program Chair or Academic Dean's designee shall meet with student and instructor to propose a resolution. This meeting shall take place no later than ten academic working days following receipt of the properly completed Grievance Form.
- Step 4.* Program Chair or Academic Dean's designee shall, within five academic working days, inform the parties involved of the proposed resolution and place a report on the issue in the files of the student and the instructor.
- Step 5.* A student may write an appeal to the Academic Dean within five academic working days of the decision.
- Step 6.* The Academic Dean shall meet with student and any other party to the original grievance within ten academic working days of receipt of the appeal. The parties shall be notified of this meeting at least three academic working days prior its scheduled occurrence.
- Step 7.* The Academic Dean shall, at his discretion, meet separately or jointly with all parties, each of which shall be given a reasonable time to present relevant information.
- Step 8.* The Academic Dean shall inform all parties of the resolution of the matter within five academic working days. The decision of the Academic Dean shall be binding.
- Step 9.* The Academic Dean shall place a copy of the written resolution into the file of each party involved.

Student Grievance and Appeal Procedures for Non-Academic Issues

- Step 1.* The student shall attempt to resolve the matter in private conversation with the other party.
- Step 2.* The student may complete and file a Grievance Form with the Director of Student Services no later than five academic working days following the private attempt to resolve the matter.
- Step 3.* The Director of Student Services shall meet with the student and the party against whom the grievance has been filed no later than ten academic working days following receipt of the properly completed Grievance Form.
- Step 4.* The Director of Student Services shall, within five academic working days, inform the parties involved of her proposed resolution. Copies of this resolution and a report of the incident shall be provided to each party and placed into each person's file.
- Step 5.* A student may file a written appeal with the Director of Student Services within five academic working days of the decision.
- Step 6.* The Director of Student Services shall arrange a meeting of the Student Services Committee to take place within ten academic working days of receipt of the appeal. The Director of Student Services shall inform all parties to the original grievance of the date, time and place of the Committee meeting and forward all materials to committee members at least three academic working days prior to its scheduled occurrence.
- Step 7.* The Student Services Committee shall, at its discretion, meet separately or jointly with the parties involved, each of which shall be given a reasonable time to present relevant information.
- Step 8.* The Student Services Committee shall discuss the case privately and immediately inform all parties of its resolution and provide a written report to the Director of Student Services within five academic working days of the meeting. The decision of this committee shall be binding.
- Step 9.* The Director of Student Services shall provide copies of this report to each party and place a copy into the file of each person involved.

Sexual harassment will not be tolerated at Mercy College. Harassment includes, but is not limited to, sexual advances, requests for sexual favors and verbal or physical contact of a sexual nature; when submission to these actions is implicitly made a condition of maintaining academic status or receiving a favorable educational decision; or when the conduct has the purpose or effect of interfering with class or clinical performance or creates an intimidating, hostile, or offensive environment.

A student who has a complaint of sexual harassment against another member of the College community shall be responsible for taking steps to resolve the matter within 180 days of the alleged incident. Incidents involving another student shall be reported to the Director of Students Services; those involving a faculty or staff member shall be reported to the Academic Dean.

Sexual Harassment Complaint Procedure

- Step 1.* The student shall obtain a Sexual Harassment Complaint Form from the Director of Student Services when a fellow student is involved, or from the Academic Dean when a faculty or staff member is involved. The student must complete and return this form within five academic working days.
- Step 2.* Within five academic working days of receipt of a properly completed Sexual Harassment Complaint Form, a Sexual Harassment Complaint Resolution Committee, appointed by the Director of Student Services or Academic Dean, will interview the individual who filed the report, and any witnesses.
- Step 3.* If the Committee determines that the accusation of sexual harassment is credible, a meeting will be scheduled with the alleged perpetrator within five academic working days. At this meeting, the committee will provide all parties involved with reasonable time to present relevant information. The Committee shall meet immediately in private to discuss the case and appropriate disciplinary action will be taken.
- Step 4.* The Complaint Resolution Committee shall provide a written report of its decision within five academic working days of resolution. A completed Resolution of Complaint Form shall accompany this report. All parties shall be notified in writing of the Committee's decision and copies shall be provided to the Director of Student Services or Academic Dean and placed into the file of each party involved.
- Step 5.* Student may file a written appeal with the Director of Student Services or Academic Dean within five academic working days of the decision.
- Step 6.* The Director of Student Services or Academic Dean shall inform both parties, in writing, of the final resolution of the matter within five academic working days of the appeal. The decision of the Director of Student Services or Academic Dean shall be binding.
- Step 7.* The Director of Student Services or Academic Dean shall place a copy of the written resolution into the file of each party involved.

The Director of Student Services or Academic Dean shall be responsible for monitoring this process to assure that all time limits are met and may grant a reasonable extension of the time limits at the request of the students. Failure of a student to adhere to the time limits or failure to appear at a meeting scheduled to resolve the matter shall result in dismissal of the complaint.

These proceedings will be conducted in strict confidentiality. All parties involved are prohibited from discussing the case with uninvolved persons. However, the College reserves the right to discuss the matter with appropriate external authorities.

Article I—Name

The name of this organization shall be the Mercy College Student Senate.

Article II—Purpose

The purpose of the Student Senate shall be to:

- Provide a forum for Mercy College students to discuss ideas and policy matters that impact upon the College and staff.
- Present ideas and policy recommendations to the College Senate, the deliberative body of the College faculty and staff.
- Participate in College decision-making by electing Student Senate representatives to the following standing committees of the College: Curriculum, Student Services, and Institutional Effectiveness.
- Work with the Student Counselor to establish a program of activities for Mercy College students.
- Foster communication, positive relationships, and unity among students, faculty, and administration.
- Promote personal and professional integrity among students.
- Provide an opportunity for students to develop leadership abilities.

Article III—Membership

The membership of the Student Senate shall consist of all currently enrolled students of Mercy College. All members of the Senate are eligible to vote.

Article IV—Organization

A. Meetings

- Regular Meetings. The Student Senate shall meet on the second Monday of every month, September through April.
- Special Meetings. The Student Senate Chairperson shall call other Senate meetings as needed. Special meetings shall be announced at least one week in advance on the video monitors.
- Presiding Officer. The Student Senate Chairperson shall preside at all regular and special meetings of the Senate.
- Agenda. The Chairperson and the Director of Student Services shall establish the agenda for each meeting of the Student Senate.
- Minutes. The minutes of Student Senate meetings shall be recorded by the Secretary and placed into the permanent record book. A reproduction of these minutes shall appear in the edition of the Mercy Messenger that is published immediately following the Senate meeting.

B. Officers and Their Responsibilities

- Chairperson. The Chairperson of the Student Senate shall establish the agenda of all Senate meetings in concert with the Director of Student Services, preside at all meetings of the Senate, approve the minutes of Senate meetings, and appoint the members of the nominating committee.
- Chairperson—Elect. The Chairperson-elect shall preside at meetings of the Student Senate in the absence of the Chairperson, chair the nominating committee, and monitor the Student Senate Bylaws to assure that they are current.
- Secretary. The secretary shall record the minutes of Student Senate meetings, have them approved by the Chairperson, place them into the permanent record book, and assure that they appear in the next issue of the *Mercy Messenger*.
- Treasurer. The treasurer shall maintain a Student Senate checking account, receive and disperse all monies, and provide an accounting of fund revenues, expenditures, and the account balance at each regularly-scheduled meeting of the Student Senate.
- Chaplain. The Chaplain shall lead the Chapel Committee in coordinating and planning monthly Chapel Services for the student body.
- Service Chair.
- Homecoming Committee Chair.

C. Election of Officers

- Chairperson. A Chairperson of the Student Senate shall be elected by the membership as Chairperson-elect the year before assuming the office of Chairperson. The Chairperson shall hold office for one year.
- Chairperson—Elect. A Chairperson-elect shall be elected by the membership at the first regularly scheduled meeting of the academic year. The Chairperson-elect shall hold office for one year and become the Chairperson for the new academic year after the next Chairperson-elect is elected.
- Secretary. The Secretary of the Student Senate shall be elected by the membership at the first regularly scheduled meeting of the academic year and shall hold office for one year.
- Treasurer. The Treasurer of the Student Senate shall be elected by the membership at the first regularly scheduled meeting of the academic year and shall hold office for one year.
- Chaplain. The Chaplain of the Student Senate shall be elected by the membership at the first regularly scheduled meeting of the academic year. The Chaplain shall hold office for one year.
- Service Chair. The Service Chair of the Student Senate shall be elected by the membership at the first regularly scheduled meeting of the academic year. The Community Club Chair shall hold office for one year.
- Homecoming Committee Chair. The Homecoming Committee Chair of the Student Senate shall be elected by the membership at the first regularly scheduled meeting of the academic year. The Homecoming Committee Chair shall hold office for one year.
- Nominations. Nominations shall come from the floor at the first regularly scheduled meeting of the academic year.
- Election. Election to office shall be by a majority ballot vote at the first regularly scheduled meeting of the academic year.
- Vacancies. Should any of the Student Senate offices become vacant during the academic year, the Chairperson (or the Chairperson-elect, in the absence of the Chairperson) shall appoint a temporary replacement until a special election can be held to fill the vacancy. Nominations for filling vacancies shall come from the floor.

Article V—Ad Hoc Committees

Ad hoc committees may be appointed by the Student Senate Chairperson as needed. An *ad hoc* committee shall function until it has achieved its specifically identified purpose.

Article VI—Parliamentary Procedures

All meetings of the Student Senate shall be conducted in accordance with the provisions contained in *Robert's Rules of Order (revised)*.

Article VII—Quorum

A quorum of the Student Senate membership must be present for a vote to be taken. A quorum shall be defined as the presence of the Director of Student Services and at least 20% of the Student Senate membership at a meeting of the Senate.

Article VIII—Amendments

The Bylaws of the Student Senate may be amended at any meeting of the Senate by a two-thirds vote of the quorum. The proposed amendment(s) shall have been published in the *Mercy Messenger* at least four weeks prior to the meeting at which the vote is to be taken. Amended Bylaws shall be made available by the Secretary of Communications to all Senate members.

Adopted at Inaugural Meeting of the Student Senate, Monday, April 22, 1996.

Revised at meeting of the Student Senate, Monday, April 20, 1998.

PREAMBLE

The effectiveness of education in the allied health professions is dependent upon the commitment of ethical leadership among allied health educators and administrators. Responsible leadership in allied health education recognized the importance of respect for the dignity and worth of diverse individuals, while promoting harmony and a sense of community in an effective learning environment.

PRINCIPLE I: COMMITMENT TO OUR STUDENTS

Allied health educators and administrators strive to help each student realize his or her potential as a worthy and effective member of the health care delivery system and of society as a whole. Essential to this goal is the protection of student rights to autonomy, just access and fair opportunity in the pursuit of learning while promoting responsible and accountable conduct in developing and sustaining professional competence among students.

PRINCIPLE II: COMMITMENT TO OUR INSTITUTIONS

Allied health educators and administrators strive to contribute to the sense of community and shared values that give direction and purpose to allied health programs and educational institutions. Essential to this goal is the promotion of institutional missions while assuring accountability, responsibility and commitment to quality improvement in our education, research, and service activities.

PRINCIPLE III: COMMITMENT TO OUR PROFESSIONS

Allied health educators and administrators strive to advance the contributions and recognition of the allied health professions. Essential to this goal is the promotion of public appreciation and support for allied health education while promoting a spirit of collegiality and a sense of community among the health professions.

PRINCIPLE IV: COMMITMENT TO OUR SOCIAL COMMUNITY

Allied health educators and administrators strive to serve the educational and health care needs of society in the provision of compassionate, cost-effective, high quality health care services. Essential to this goal is the promotion of inquiry, research and scholarship, and an obligation to the education, health and well being of the community in our public service commitments and contributions.

The Mercy College Residence Hall, located on the second and third floors of Building One, is available for the temporary residents of any Mercy College student who is currently enrolled and in good standing. Persons enrolled in various Mercy Hospital education programs are eligible to obtain temporary residence as well. Arrangements for using the Residence Hall may be made at the Bookstore or Information Desk.

Residents must read and agree in writing to abide by regulations governing use of the facility. Failure to comply with these regulations will result in disciplinary action and may include immediate eviction with no refund or fees.

Facilities

Each floor of the Residence Hall offers a lounge, study area, kitchen, laundry room, and a telephone. Individual rooms are equipped with a bed, dresser, desk, and chair. Individual mailboxes are located next to the Information Desk in Building One. The Mercy Court swimming pool (across Sixth Avenue) is open to residents during the summer months.

Room Rate

The room rate charged by Mercy College is published in the College Catalog. The College reserves the right to change this rate at any time and will provide a 30-day advance notice to the resident. In such case, residents have the option of continuing to live in the Residence Hall or of canceling their living arrangement with the College. Those choosing the latter option must notify the Business Office of their decision within 10 days after receipt of the notice.

Residents who fail to pay the full semester room cost or to arrange a payment plan by the conclusion of the first week of classes will no longer be eligible to live in the Residence Hall.

No refund is made of Residence Hall fees after the first week of class if students have not officially withdrawn from the College.

Eviction

Residents evicted from the Residence Hall will be billed for the days that they resided within the facility. Transcripts and graduation credentials will be retained until all delinquent payments have been received by the College. Any refund of the room rate for evicted students is calculated according to the refund policy stated in the College Catalog.

Check-In

Move-in dates are identified on Page 1. Those who have not checked in by this time and have not contacted the College regarding their late arrival will forfeit their room assignment.

At the time of check-in, the resident will review and complete a check-in form together with a Resident Assistant. This completed form will serve as a record of the contents and condition of the room. Since this form will be used at the time of check-out, any damage should be identified and reported in order to avoid a damage fee assessment.

Keys

Each resident will be issued a room key and a mailbox key. The keys must be turned in at check-out time or a replacement charge of \$10 per key will be assessed. Residents are not to loan their keys to other persons, nor are they to make duplicates.

Mail

A mailbox is available for each resident. Mail is delivered daily (except Sundays and holidays) and will be placed into the mailboxes as soon as possible after it is delivered.

Check-out

Residents are responsible for cleaning their room prior for the time of check-out. Rooms that have not been cleaned properly will be cleaned by housekeeping personnel and the cost of such cleaning will be deducted from the resident's damage deposit. Please refer to room damage costs below. Failure to follow the check-out procedure will result in the loss of the room deposit.

To check out of the Residence Hall, the resident together with the Business Coordinator will complete a check-out form, inspecting the resident's room and recording any damage. The resident will then sign the check-out form and a member of the student services staff will collect the resident's room and mailbox keys.

Damage Deposit

A damage deposit is required prior to moving into the Residence Hall. Residents are responsible for any damage to the facility that they or their guests have caused and excessive damage to the facility will result in immediate eviction.

Any administrative officer of Mercy College may inspect resident's rooms at any time and charge for damages.

The cost to repair room damage will be deducted from the resident's damage deposit. If the costs exceed the amount of the deposit, the resident will be billed for the excess. Transcripts and graduation credentials will be retained until all financial obligations have been met.

Residents will be billed for the following charges when the condition of their room does not meet exit criteria:

Lost Dorm Key (Re-keying Expense)	\$25 per lock
Cleaning Services (\$15 per hour)	\$15 minimum
Carpet Stain Removal	\$25
Wall Repair	\$25
Plumbing or Electrical Repair	Contractor's Fee's

Wall Hangings

Nails, screws, or tacks are prohibited from being placed in walls, furniture, or fixtures. Masking tape may be used on wood surfaces. Pictures and other material that may be graphically or verbally offensive are not to be displayed outside the resident's room.

Custodial Services

Shared living areas are maintained by housekeeping staff; however, residents are also responsible for keeping these areas clean. Individual room cleanliness is the responsibility of the resident.

Maintenance

Maintenance problems should be reported immediately to the Information Desk. Late night emergencies may be reported to the Information Desk or to the hospital Security Department (247-3111).

Telephones

Telephones for the use of residents are located in the hallways on the second and third floors. While local calls may be made directly from these telephones, long-distance calls must either be collect or charged to a credit card.

Residents may purchase telephone service for their rooms at their own expense.

Cooking and Kitchenettes

Cooking must be done in the kitchen located on each floor. Iowa Fire Codes prohibit cooking and cooking appliances in Residence Hall rooms. Des Moines city fire inspectors make periodic, unannounced inspections. Residents are responsible for cleaning dishes, kitchen counters, ovens, refrigerators, and cupboards.

Guests of Residents

Within guidelines, visiting hours and hours for quiet time will be determined by the residents at the first Residence Hall meeting of the school year.

To ensure maximum security, residents and guests are asked to park in the enclosed west lot of the campus and to access the Residence Hall by the Seventh Street entrance. All guests must sign in and out at the Information Desk when visiting students in the Residence Hall. The student host will be called to the main lobby to greet the guest. For security purposes, guests will not be allowed in the Residence Hall unescorted.

Roommates must consent to guests entering their room. If it is requested that the guest leave, they must be escorted out by the host resident immediately. Guests must abide by all Residence Hall policies. Security personnel retain the right to request that any guest leave the facility. The resident and the guest are mutually responsible for the conduct of the guest.

Guest Room

Parents and guests may reserve the guest room for a 24-hour period at a rate of \$35 per night. Overnight guests of the opposite sex are not permitted. Arrangements must be made at least 24 hours in advance through the student services secretary.

Insurance

Mercy College does not carry insurance covering residents or their property; residents are encouraged to carry insurance. The College is not responsible for loss, theft, or damage to the personal property of residents or their guests. However, the College does maintain a reasonable effort to protect such property.

Alcohol and Drug-Free Campus

Students may not report to class, learning experiences or college-related activities under the influence of alcohol or illegal drugs. Neither shall students bring in, make, distribute, sell, use or have in their possessions alcohol or illegal drugs when on college premises or participating in any college-related activity. Violation of this policy will result in discipline of the student up to and including expulsion. The minimum disciplinary measure will be one semester of probation, with the student's continued status being determined by the Director of Student Services at the end of the probationary period.

Smoke-Free Campus

Mercy College maintains a smoke-free campus. Legal age residents who choose to smoke must do so in designated locations outside of the building.

Bicycles

Non-motorized bicycles can be stored in a resident's room, with the permission of the roommate, as long as the bicycle does not pose a hazard to either resident. For safety and security reasons, bicycles may not be stored in the hall, lounge, or laundry facility and may not be ridden within the facility.

Message Boards

A message board is located across from the elevator on each floor of the Residence Hall. Student activities, general information, employment opportunities, and resident meeting schedules will be posted on the message boards. Students are welcome to use the message board to post academic or professional information.

Pets

Fish are the only pets permitted in the Residence Hall.

Recycling

Residents are encouraged to recycle paper, glass, aluminum and plastic.

Weapons

Weapons of any kind are not to be brought on campus (except for licensed law enforcement personnel).

Questions

Questions and concerns may be addressed to any Resident Assistant or to the Director of Student Services.

See page 19 of the Student Handbook for policies related to Student Substance Abuse.

Today, everyone is exposed to the temptation to try alcohol or other drugs but alcohol and other drugs can gradually begin to control your life. Physical or mental dependence sneaks up on you. Accidents and punishments can bring even more trouble.

You have a choice about using alcohol and other drugs. It may be necessary to make a choice for yourself that is different from the choices that others make. You are in charge of your choices.

You can't be sure how you or your body will react to using alcohol or other drugs. It will depend on what you use and how much you use. Permanent damage can happen at any point ñ even the first time.

Alcohol

Alcohol is a liquid drug. It affects all of your body functions. It slows down the heart rate and breathing, and it affects the brain. Alcohol can also change your feelings and cause you to do things that, with sober good judgement, you would not normally do. Alcohol is especially dangerous when driving or for women who are pregnant.

WARNING: Games that involve "chugging" CAN KILL YOU.

WARNING: Mixing alcohol with downers or other drugs CAN KILL YOU.

Marijuana

Marijuana affects memory and interferes with thinking and coordination. It can cause you to feel depressed and anxious and interferes with feelings, the ability to learn, and decision making. It increases your risk of chronic pulmonary disorders and cancer and reduces fertility.

Cocaine, Crack

Cocaine and crack are stimulants that last a short time and are easy to become addicted to. Crack is an intensified form of cocaine. These drugs are snorted, smoked, or taken intravenously. You quickly build a tolerance and need more and more for the same effect.

Crank, Crystal (Ice)

Crank, Crystal, or Ice are also stimulants. They make your body work harder and can cause vicious mood swings. These drugs are especially dangerous because addiction and damage to the body can happen very fast. They can cause heart attacks and death, even to healthy people who do not use them a great deal.

Heroin

Heroin is a depressant or downer. Heroin can be taken the same way that cocaine or crack can be taken but has the opposite effect. Heroin is also very addictive.

LSD, Acid (CID, Trip, Microdot, Blotter)

LSD or Acid is a hallucinogen that alters your mood and your perceptions. Acid can make you very violent and out of touch with reality. Acid can cause flashbacks (strong feelings of the acid experience weeks or months after doing the drug).

Look-a-Like Drugs

Look-a-like drugs are crudely made and may contain household chemicals such as Drano.

Nicotine

Nicotine is one of the hardest drugs to quit using. It is harmful to your health and can cause such diseases as lung, throat, and mouth cancer.

Prescription Drugs

Prescription drugs are ordered by a doctor to treat a specific condition. When taken properly under a doctor's care, they are beneficial. Using another person's medicine or using prescription drugs incorrectly is dangerous.

If someone you care about has an alcohol or drug problem, it is important to get information about how to help them and how to help yourself. You may also want to talk about your feelings with someone who will listen and care. Call the Director of Student Services at 643-6609, or:

Alcoholics Anonymous	282-8550
Al-Anon & Alateen	277-5059
Helpline.....	1-800-888-9383
Narcotics Anonymous Hotline	244-2277
Alcohol Abuse Hotline.....	1-800-444-9999
Mercy First Step/Franklin Center	270-0116

Office on Smoking and Health

Centers for Disease Control
Mail Stop K-50
4770 Buford Highway, NE
Atlanta, GA 30341-3724
(404) 488-5705

The Office on Smoking and Health (OSH) is the Department of Health and Human Services' lead agency in smoking control. OSH sponsors distribution of publications on smoking-related topics, such as free flyers on relapse after initial quitting, helping a friend or family member quit smoking, the health hazards of smoking, and the effects of parental smoking on teenagers.

See Page 21 of the Student Handbook for Mercy College Discipline Policies

Drug Laws

The possession, use, or selling of marijuana is against the law. The maximum penalty for possession of even a small quantity of pot can include a juvenile court order and loss of your liberty. The penalties for offenses involving hard drugs, such as cocaine, speed, crack, or large amounts of marijuana, can be very harsh, especially when a federal law is broken. The selling of any illegal drug is a very serious offense.

Alcohol Laws

It is against the law to serve or permit liquor to be served to minors.

It is against the law for minors to have alcohol in their possession in a public place or in a car at any time.

Anyone who is not a juvenile and helps a minor to obtain alcohol can be charged with a misdemeanor crime punishable by imprisonment and/or a fine.

Alcohol, Drugs and Driving

More than half of all fatal car accidents involve alcohol or drugs. People can't always tell beforehand how they will be affected by alcohol, prescription drugs, non-prescription drugs, or street drugs.

People's driving ability is often greatly reduced with only a small amount of alcohol or drugs. It is important to ask your doctor about side effects of any prescriptions or medicine you are taking. Drugs, including allergy remedies received without a prescription, can also affect a person's driving.

ANYONE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS SHOULD NEVER ATTEMPT TO DRIVE. IT IS ALSO VERY DANGEROUS TO GET INTO A CAR DRIVEN BY SOMEONE UNDER THE INFLUENCE.

In Iowa, the penalty for a first offense conviction of driving while intoxicated may include a fine on from \$500 to \$1,000 (depending on whether a city or state law has been violated), community service work, loss of driving privileges and a requirement to participate in a drug or alcohol treatment program. In addition to the criminal penalties, it is likely that insurance rates of the convicted driver will be higher for a period of up to ten years. Depending on the situation, your parents may be held responsible for any penalties, fines, or damages.

Vehicular Injury or Manslaughter

If you are driving while intoxicated and injure or cause the death of another person, you may be charged with a felony crime. If convicted, you may be fined and/or imprisoned.

You work best when you feel good and you feel best when you eat well. A healthy diet gives you energy and reduces your risk of cancer.

1. **Pile on fruits and veggies**, low in calories and fat, but high in vitamins, minerals and fiber. Because they need little or no preparation, it's easy to get the recommended five servings a day. (A serving usually equals 1/2 cup.)
2. **Test your taste buds with new fruits and vegetables.** Variety is the best way to get the most nutrients and food components that help prevent cancer.
3. **Prepare lean meat the lean way.** Choose an unmarbled cut of meat. Trim fat and cook on a rack so the fat drips away from the meat. Recommended cuts: round, shank, tenderloin or sirloin beef; center loin or tenderloin pork; fish; skinned poultry.
4. **Make meat a "side dish".** Even lean meat can rack up fat grams in a hurry if portions are large. Aim for a serving about the size of a deck of cards.
5. **Indulge in nutritious grains.** Rich in nutrients and fiber, many grain products are low-fat and low-calorie. Enjoy six daily servings of pasta, rice, bagels and bread.
6. **Go for the slimmed-down dairy products.** Today's low-fat, lower-calorie dairy foods offer all the important nutrients of traditional dairy plus great taste! Try:
 - Low-fat cheeses, including part-skim mozzarella, farmer's cheese, ricotta, cottage cheese and reduced-fat versions of traditional cheese, such as cheddar and Swiss.
 - Low-fat versions of other dairy products. For example, substitute skim milk for whole milk; plain yogurt for sour cream; ice milk or frozen yogurt for ice cream.
7. **Move to low-fat, lip-smackin' snacks.** Trade in potato chips for low-fat snacks:
 - One cookie and a piece of fruit.
 - Plain pretzels, breadsticks, flatbreads or dry cereal.
 - Baked chips and salsa.
 - Popcorn with no or very little oil. Mix in dried fruit pieces.
8. **Make wise choices from menus.** When dining out, look for the low-fat meal suggestions that many restaurants offer. When ingredients or preparation methods are not clear on the menu, ask!
 - Request that sauces or dressings be served on the side.
 - Ask for little or no butter and cheese.
 - Enjoy the salad, vegetable and baked potato!
9. **Put away the calculator.** A healthy diet doesn't mean you have to count calories and fat grams. Know what foods you should eat more or less of.

Join Mercy Hospital Medical Center's Wellness Center at the employee rate—
or volunteer and join for free. Call 247-3066.

What is AIDS?

AIDS stands for Acquired Immune Deficiency Syndrome. People with AIDS get serious infections, unusual types of pneumonia, or rare forms of cancer. These conditions would not be a threat to a person with a healthy immune system. There is no known cure for AIDS.

What Causes AIDS?

AIDS is caused by a virus called Human Immunodeficiency Virus (HIV). HIV attacks certain white blood cells that protect the body from disease.

The virus is found in blood, semen, and vaginal fluid of an infected person. Once an individual has been infected with the virus, they have it for life and can infect others.

You can get HIV:

- By having vaginal, anal, or oral sex with an infected person; or
- By sharing drug needles with an infected person.

An infected pregnant woman may also pass the virus to her infant during pregnancy, at birth, or possibly through breast milk.

The AIDS causing virus is NOT spread by such activities as:

- | | |
|--|------------------------|
| • Working with or attending school with someone who is infected with HIV or has AIDS | • Touching or hugging |
| • Sharing cups or plates | • Shaking hands |
| • Swimming in pools | • Coughing or sneezing |
| | • Sharing toilets |
| | • Donating blood |

What are the Signs of HIV?

There are no signs. Many carriers of HIV do not show signs of the disease — and may not for many years. Once infected, however, HIV carriers have the lifetime ability to infect others.

The Signs of AIDS include:

- | | |
|-------------------------------|------------------------|
| • Extreme tiredness | • Fever |
| • Loss of appetite and weight | • Diarrhea |
| • Night sweats | • Persistent dry cough |

You should see your doctor if you have any of these symptoms and they last longer than two weeks.

Is There a Test for AIDS?

No. There is no specific test for AIDS. However, there is a blood test for antibodies (exposure) to the AIDS causing virus. For more information about AIDS and HIV testing, contact:

- Your physician
- The Iowa Department of Public Health, 515-281-6801
- The Iowa AIDS information Line, 1-800-445-AIDS

For FREE, confidential, and anonymous HIV testing, contact the Iowa AIDS information Line, 1-800-445-AIDS

Polk County Health Department
1907 Carpenter Des Moines, IA 50314
(515) 286-3897, or

Iowa State Univ. Student Health Center
Ames, Iowa
(515) 294-5803

See Page 23 of the Student Handbook.

It is the Mercy College policy to conduct academic and business activities in a manner that is free from discrimination and to provide equal opportunity and treatment for students regardless of race, color, creed, religion, sex, age, national origin, or disability.

Sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school that denies, limits, provides different or conditions the provision of aid, benefits or services.

A student with a sexual harassment complaint should contact the Director of Student Services and follow the sexual harassment complaint procedure on page 18 of the Student Handbook.

Dealing with displeasing behaviors, assertive communication gives you the power to prevent harassment by stating and therefore protecting your thoughts and feelings in a polite manner. Practice these examples of assertive statements:

1. **Ask a person to stop a specific behavior.**

- Student: "Kerry, would you please not tell religious jokes in my presence? I take my religion seriously and don't appreciate the jokes. Is that agreeable?"
- Student: "Randy, I can't help but notice those derogatory cartoons you have on your wall every time I enter the office. Would you please remove them since I find them offensive?"

2. **Tell a person to stop a specific behavior.**

Student: "Terry, I have noticed that over the past few months, you have repeatedly singled me out as the butt of your jokes. This upsets me very much because your comments are demeaning to women. I want and expect these joke to stop now."

Student: "Pat, I have noticed that when we are working together on projects, you sometimes put your hands on my shoulders and rub my neck. This bothers me. I expect you to respect my wishes and stop this behavior" Note that the tone is forceful, yet the offender is not belittled or ridiculed.

3. **Warn a person that you may file a complaint.**

Student: "Sam, I have asked you repeatedly to stop telling dirty jokes! I am offended by your comments and you are disrupting my work. If you continue to do this, I will file a complaint."

See page 15 of the Student Handbook, "What to do in an Emergency".

AIDS

AIDS Hotline (Iowa) 1-800-445-2437

Alcohol Problems

Alcohol Abuse Hotline 1-800-444-9999

Drug Overdose

Drug Overdose Hotline 1-800-362-2327

Gambling

Gambler's Assistance Hotline 1-800-238-7633

Delta Dynamics Gambling Assistance Program 279-4128

Mercy Hospital Security Department. **247-3111**

Poison

Mercy Hospital 247-3211

Poison Hotline 1-800-362-2327

Police 911

Rape/Date Rape/Sexual Assault

Rape Crisis Line 288-1050

Shelters

National Runaway Switchboard 1-800-621-4000

Youth Emergency Services & Shelter 282-9377 (282-YESS)

Safeplace (YESS) 282-9377

Community Voicemail Shelter Hotline (18 & Over) 1-800-275-2144

Suicide

Community Telephone Counseling Crisis Line 244-1000

National Adolescent Suicide Hotline 1-800-621-4000

Violent Behavior

Child & Dependent Adult Abuse Reporting (Des Moines) 283-9222

Child Abuse & Neglect Reporting (Outside Des Moines) 1-800-652-9516

Iowa Domestic Abuse Hotline 1-800-942-0333

General

Police/Fire/Sheriff/Emergency 911

First Call for Help (Referrals) 246-6555

Mercy Franklin Center (Crisis Line) 271-6111

Teen Line 1-800-443-8336

Adventureland Park, I-80 & Highway 65	266-2121
Blank Park Zoo, 401 SW 9th Street	285-4722
Botanical Center, 909 E. River Drive	242-2934
Civic Center of Greater Des Moines, 221 Walnut Street	243-0766
Catholic Student Center, Drake Newman Community (St. Catherine of Siena Church)	271-4747
Des Moines Art Center, 700 Grand Avenue	277-4405
Des Moines Events	246-5600 (2903)
Des Moines Buccaneers—Hockey, 73rd Street & Hickman	254-0423
Des Moines Metro Opera Inc., 106 W. Boston & Indianola	961-6221
Des Moines Playhouse, 831 42nd Street	277-6261 or 277-1901
Des Moines Symphony, 221 Walnut	243-1140
Drake University Fine Arts—Harmon Fine Arts Center, 25th St. & Carpenter Avenue	271-2018
Aquarium Center, 501 E. 30th Street	263-0612
Ingersoll Dinner Theater, 3711 Ingersoll Avenue	274-4686
Iowa Cubs Baseball, Sec Taylor Stadium	243-6111
Iowa State Fairgrounds, E. 30th Street & University	262-3111
Metro Arts Alliance, 221 Walnut	280-3222
Science Center of Iowa, 4500 Grand Avenue	274-4138
Skate East, 2220 E. Ovid	266-0988
Skate North, 5621 Meredith Drive	270-0411
Skate South, County Line Rd. & SE 5th	285-6037
Skate West, 2019 Grand Ave., West Des Moines	225-6411
Riverfront YMCA, 101 Locust Street	288-0131
Ankeny Family YMCA, 1102 N. Ankeny Blvd.	965-8800
Walnut Creek Family YMCA, 48 73rd Street	224-1888
YWCA, 717 Grand Avenue	244-8961
Des Moines Park & Recreation Department, 3226 University	237-1386

Des Moines Park & Recreation Department Community Centers:

Four Mile, 3711 Easton Blvd.	265-3770
Logan, E. 17th St. Ct. & Garfield	265-5616
Archie Brooks, 2100 SE 5th Street	242-2889
Southeast, 2501 SE Maury	265-6414

Des Moines Park & Recreation Department Swimming Pools:

Ashworth, 101 SW 45th Street	243-3567
Birdland, 300 Holcomb	243-3567
Good Park, 105 17th Street	243-3567
Northwest Family Aquatic Center, 4915 Madison	243-3567
Southtown Family Aquatic Center, 1101 Porter Ave.	243-3567
Teachout Family Aquatic Center, 2601 Hubbell	243-3567

Historic Attractions:

State Historical Building, 600 E. Locust	281-5111
Jordan House, 2001 Fuller Road, West Des Moines	225-1286
National Balloon Museum, 1601 N. Jefferson, Indianola	961-3714
Living History Farms, Hickman Road & I-35/I-80 (Exit 125)	278-5286
Salisbury House, 4025 Tonawanda Dr.	279-9711
Sherman Hill Fall Historic Walking Tour, 756 16th St.	284-5717
State Capitol Building, E. 9th & Grand	281-5591
Terrace Hill—Iowa Governor's Mansion, 2300 Grand Avenue	281-3604
Trainland U.S.A., Hwy 117, Colfax	674-3813
Henry Wallace House, 756 16th Street	243-7063
Hoyt Sherman Place Museum & Auditorium, 1501 Woodland	243-0913

Wellness Center, Mercy Hospital Medical Center, A-level	247-3066
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Have Fun!!

See Page 18 of the Student Handbook for Community Service Guidelines.

Your Community Service Project is just one part of a caring lifestyle. Despite busy schedules, many people are concerned about what's going on in their neighborhoods and communities, and are looking for ways to help.

- In a recent survey of nearly 1,000 young people, 95 percent support volunteering.
- Almost two-thirds of respondents said that individual responsibility is the best way to solve community problems.
- Sixty-seven percent indicated that they devote time to volunteering.

Although the efforts of one person may seem small, people continue to discover that millions of individual volunteers can create a revolution.

Don't be hasty in selecting a project or organization. First, take time to learn about groups, ideas and causes that interest you. Think about:

- What community or neighborhood problems concern me?
- Which of these groups fit my interests?
- How much time do I have to commit?
- What talents or skills do I offer?
- What do I want to get out of my involvement?
- Will I enjoy this type of service?
- If the health care field intrigues you, consider volunteering at a local blood bank, a clinic for the poor, a nursing home, veteran's hospital, or an AIDS hospice.
- If animals are your passion, check with your local zoo, animal shelter or humane society.
- If you enjoy reading, shelters often house children who are as hungry for stories. Libraries or children's hospitals may jump at the offer of organized story hours, or read to an elderly neighbor or someone who is blind.
- If you're artistic, serve as an usher at a community theater or help find stage props and costumes, or offer assistance at an arts center or a local art gallery. Develop skits, musical revues, magic shows, prepare readings or other entertainment you can present at senior citizen homes, hospitals or other places.
- Athletic? Coach for Special Olympics, YMCA, YWCA, or neighborhood programs for low-income kids.
- Your local parks department may welcome an offer to plant trees and flowers in public parks, along walkways or in downtown areas. Planting flowers for an elderly neighbor can bring a lot of happiness to them and you!
- If you like helping other kids, volunteering can work for you. Local camps, especially those for low-income youngsters or kids who are ill, need counselors and tutors. Children's hospitals, low-income daycare centers and shelters, programs for "latchkey" kids, homework tutoring phone lines, or Big Brother or Sister programs are only a few ideas.
- Recycle and help others recycle.

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