Need to take care of something? Have a question?
Contact the number listed below...

Academic Affairs ................................................................. 814) 886-6459
Academic Divisions
Health Studies and Sciences..................................................... (814) 886-6417
Humanities, Social Science, and Professional Studies .............. (814) 886-6345
Nursing .................................................................................. (814) 886-6393
Admissions ................................................................. (814) 886-6383 or (814) 886-6379
Alumni Office ............................................................ (814) 886-6425 or (814) 886-6396
Athletics/Intramurals.............................................................. (814) 886-6359
Billing questions (Controller’s Office) ........... (814) 886-6368 or (814) 886-6473
Bookstore ............................................................................. (814) 886-6380
Campus Ministry............................................................ (814) 886-6483 or (814) 886-6476
Campus Safety (Emergency, ID Cards, Parking Permits) ....... (814) 886-6327
Career Services ........................................................................ (814) 886-6512
Child Care, Little People's Place............................................... (814) 886-6456
Clubs/Organizations .............................................................. (814) 886-6321
College Counselor ............................................................... (814) 886-6336 or (814) 886-6515
Computer Services
(Information Technology Servies)/Help Desk.......................... (814) 886-6502
Disability Services ............................................................... (814) 886-6336 or (814) 886-6515
Financial Aid ............................................................................. (814) 886-6357
Graduate and Continuing Education ....................................... (814) 886-6406
Learning Commons .............................................................. (814) 886-6566
Library .................................................................................. (814) 886-6445 or (814) 886-6477
Mission Integration .............................................................. (814) 886-6510
Orientation ............................................................................. (814) 886-6321
Placement Testing .................................................................... (814) 886-6420 or (814) 886-6398
Registrar .................................................................................. (814) 886-6343 or (814) 886-6400
Residence Life .......................................................................... (814) 886-6407 or (814) 886-6388
Student Affairs ........................................................................ (814) 886-6472
Student Success and Advising ................................................. (814) 886-6398 or (814) 886-6420
Student Health Services
Health Forms/Immunizations ........................................... (814) 886-6391 or (814) 886-6515
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Mission Statement

The Mission of Mount Aloysius College is to respond to individual and community needs with quality programs of education in the tradition of the Religious Sisters of Mercy. Each student will have the opportunity to acquire knowledge and to develop values, attitudes, and competencies necessary for lifelong learning within an environment which reflects a liberal arts orientation and a Catholic, Judeo Christian heritage.

Philosophy Statement

As a Catholic College founded and sponsored by the Religious Sisters of Mercy, Mount Aloysius College provides a setting in which students are encouraged to synthesize faith with learning, to develop competence with compassion, to put talents and gifts at the service of others, and to begin to assume leadership in the world community. With emphasis on values of justice, hospitality, mercy, and service, the College's liberal arts core curriculum provides the necessary basis for leadership and the knowledge and skills for success in a wide range of professions. While the academic focus is paramount at Mount Aloysius, the College also considers spiritual, cultural, social and personal growth as essential elements in the development of the student.

Encouraging all students to explore their religious heritages, Mount Aloysius College welcomes women and men of all creeds, races, nationalities and ages who wish to participate in the life of the campus community. Through course work, religious activities, and service, all students are challenged to grow in faith and to fully engage in their intellectual growth and personal religious commitment.

Committed to making available a student-centered education, Mount Aloysius tailors its academic and co-curricular programs to meet the developmental needs of each student. Welcoming students with a range of abilities and economic resources, the faculty and staff work to enable each student to reach his or her fullest potential.

Academic advising, direct contact with faculty and staff, personal counseling and educational enrichment courses are resources provided to students throughout their college careers. Students are also encouraged to participate in extracurricular activities that include student government and other student organizations, athletics, theatre, and other social and service programs.

Mount Aloysius strives to be a just and caring learning community where hospitality and compassionate service are hallmarks. Building on its early history as a women’s college, Mount Aloysius continues to have a particular interest in the education and advancement of women even as it has made the commitment to coeducational offerings in all programs. The College is firm in its commitment to creating an environment for living and learning in the hope of supporting the lifelong intellectual, spiritual, and emotional development of every student who experiences the unique and exceptional Mount Aloysius College education.
President’s Message

Dear Students:

Welcome! Congratulations on starting another great year at Mount Aloysius College.

This Student Handbook should be a good resource for you. Within these pages I hope you will find valuable information that will help you create an outstanding college experience. College can be fun, but there is also a necessary focus on safety and security in this book. We are committed to helping you stay safe while you’re here. Please become familiar with your responsibilities too, and help maintain the secure hospitality for which Mount Aloysius College is known.

College is so much more than books, buildings, lectures and exams. We invite you to grow here. Expand your life by taking full advantage of your school and the people who are your Mount Aloysius community. Certainly we want you to immerse yourself in academics, but we hope that you will go beyond that as well. Play your heart out too. Meet new people. Make new friends. Engage in sports, try out for a play, join a singing group or just find a club and express yourself. This is your time! Build a strong foundation for a great future and leave few stones unturned when you leave this wonderful place.

Mount Aloysius College is one of 16 colleges and universities in the United States operating under the auspices of the Sisters of Mercy. We are part of their great tradition, formed by the core values of mercy, service, hospitality and justice. These are more than words carved into the side of a building. Taken to heart, they form a way of life. They can create for you a life of peace, selflessness and meaning. I invite you to embrace these values and let the light within you make our world a brighter place.

Have wonderful year.

All the best,

Thomas P. Foley, J.D.
President
Greetings and Welcome!

I encourage you to familiarize yourself with the information provided in this Student Handbook. It contains essential information about the services available to you at Mount Aloysius College, as well as the rights and responsibilities of the members of our academic community.

Our Catholic and Mercy values are not simply words. They are guideposts for our community as we live, work and study together. We hold dear the values of respect for persons, service, personal growth and a belief in the common good. The policies and procedures contained in this Handbook are designed to balance individual rights with the good of the community.

The Student Affairs staff and I look forward to working with you as a new or returning Mountie this year and challenging you to take full advantage of the opportunities available at the College.

Respectfully,

Dr. Jane M. Grassadonia

Vice President

Student Affairs
Non-Discrimination Statement

Mount Aloysius College strictly prohibits and does not tolerate unlawful discrimination against any person on the basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, genetic information or veteran status in the administration of its admissions and employment practices, educational policies, financial aid, scholarship and loan programs, athletics or any other College administered program.

Any person with limited language skills will be eligible for assistance in language skills from the College upon request. The College will provide such assistance to assure that any person with limited English language skills will not have language act as a barrier either to admission or to participation in programs of the College.

Inquiries or requests for information regarding civil rights or grievance procedures, should be directed to the Vice President for Student Affairs, the College’s designated Title IX and Section 504 Coordinator, at the Office of Student Affairs, Cosgrave Center, 7373 Admiral Peary Highway, Cresson, PA 16630. Tel: (814) 886-6472.

If you have questions or need information regarding specific accommodation(s), including physical access to campus facilities, please contact the Office of Counseling and Disability Services department, St. Joseph’s Hall, room 101, or call (814) 886-6515. Any request(s) for accommodation should be made with as much advance notice as possible in order to provide sufficient time for the College to review and respond to your request in a timely manner. All requests should be submitted at least 30 days prior to an effective date of implementation.
Disability Services

Mount Aloysius College makes every reasonable effort to provide qualified students with disabilities the opportunity to take full advantage of programs, practices, services and facilities. Students with disabilities who wish to request an accommodation are required to do so through the Department of Counseling and Disability Services, St. Joseph's Hall, Room 101, or call (814) 886-6515.

At that time, students will be required to complete a formal request for accommodation and provide the necessary documentation. All requests should be submitted at least 30 days prior to an effective date of implementation.

The Director of Counseling and Disability Services will review the request, meet with the student, and determine what accommodations are warranted and will be approved. For any request for accommodations to be implemented, it must be formally approved.

The College's policy complies with the requirements of Title VII of the Civil Rights Act of 1964, Title IX and Section 504 of the Educational Amendments of 1972, and all other applicable Federal, State, and Local statutes, regulations, and guidelines.

Facilities

Designated handicapped accessible residence hall spaces are available for students with physical disabilities. The Main Building, Pierce Hall, Academic Hall, Alumni Hall, the Library, and Cosgrave Student Center have elevators and a wheelchair accessible entrances. Students requiring alternate classroom seating may request such through the Counseling and Disability Services department.
Mount Aloysius College is a special place. Our community is defined by our commitment in word and action to our Mercy and Catholic values. When we have to address a concern in our community, we begin with our values and our Mount Aloysius Student Commitment to creating HOME.

The MAC Student Commitment – HOME

- Hospitality – we welcome everyone and do the small things that count in making our peers feel at home here.
- Others – we are committed to serving others in our communities through volunteering, acting as servant leaders, and being contributing citizens.
- Mercy – we respect the value of every human person and try to put ourselves in another’s shoes before judging or reacting.
- Engaged – we take the initiative in our learning, in our campus activities, and in looking out for each other.

We are committed to abiding by all College policies and regulations to ensure that everyone can learn, work and socialize in an environment that reflects the Mercy Values of justice, mercy, service and hospitality. As a community, we are accountable for our actions and so we make this commitment to upholding these values.
Academic Integrity Policy and Procedure

Mount Aloysius College is committed to the academic integrity of the entire community. All share responsibility for maintaining high standards of academic honesty, and no forms of academic dishonesty are tolerated. Forms of academic dishonesty include but are not restricted to: giving or receiving unauthorized assistance on an examination, project, or assignment, using unauthorized forms of assistance such as crib notes or cell phones on an examination, falsification of data, plagiarism (using another person’s words or ideas as one’s own), and lying or falsifying reasons for missing examinations or class.

A student found guilty of lying, cheating or plagiarism, depending on the nature of the offense and the history of the student, is usually subject to one or both of the following: a grade of zero on the assignment, project, or examination or a grade of F in the course. All cases of lying, cheating or plagiarism where a punishment is incurred are reported to the Vice President and Dean of Academic Affairs, who maintains a record of all offenses. Serial offenders may be subject to suspension or dismissal.

Students have the right to appeal as outlined in the policy below.

Academic Integrity Appeal Policy

1. The student submits a written appeal to the Vice President and Dean of Academic Affairs. The deadline for initiating an academic integrity appeal is thirty (30) days after notification of the grade.
2. The Dean consults with the involved faculty member and appropriate division chairs to seek a resolution to the matter.
3. If no resolution is achieved, the matter is sent to the Academic Integrity Council.
4. The Council shall consist of the chairperson of the division in which the offense occurred, an uninvolved faculty member from the department in which the offense occurred, another faculty member from outside the department, and a student representative to be determined by the Student Government Association. The Council reviews the case and speaks to the involved faculty member and student as needed. The Council then makes a decision regarding penalty or dismissal. The Council’s decision is final.
Academic Grievance Policy

If a student has a cause for grievance in academic matters, except concerning Academic Integrity issues, the student is requested to meet with the faculty member involved. If an agreeable decision is not reached, the student should then request a meeting with the Department Chairperson and, if necessary, the Division Chairperson to discuss the matter.

Bulletin Board and Flyer Policy

All student club and organization informational flyers must be approved and stamped with an expiration date by the Department of Student Activities before being posted on campus. Flyers may only be posted on those bulletin boards marked as general/informational. Please do not post flyers on office, club, or faculty/staff bulletin boards. Do not post signs on walls, doors, or windows.

Children on Campus Policy

Mount Aloysius College complies with all Commonwealth of Pennsylvania and federal laws concerning the protection of children, and will immediately report any cases of suspected child abuse or neglect to ChildLine for investigation by Child Protective Services of Cambria County or local enforcement.

Mandatory Reporting

Employees of Mount Aloysius College, who work with children in the course of their employment with the College, are considered mandated reporters under the law. Mandated reporters are obligated by law to make a report any time they have a reasonable suspicion that a child, they are aware of through the course of their employment, is being or has been abused. Mandated reporters are responsible to make a report to ChildLine themselves or cause a report to be made by the College’s designated reporter. Mount Aloysius has designated the Director of Counseling and Disability Services as its official designee for mandated reporting. The Director of Student Health Services shall act in this capacity in the absence of the Director of Counseling and Disability Services.

Outside Organizations

MAC expects all organizations that bring children to our campus to have procedures in place for appropriate background checks of the adults who work with the children, and evidence of the appropriate credentialing and supervision of the children and the staff working with them. Evidence of such procedures shall be provided to College upon request.

Children on Campus

MAC is committed to maintaining an appropriate academic environment for collegiate-level teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the college. To achieve these objectives, MAC expects the full cooperation of all faculty, staff and students in observing these policies, which apply to all persons under the age of 18 who are not otherwise enrolled in programs of MAC.
As a general rule, the mission of Mount Aloysius College is higher education. MAC’s campus is not an environment structured for children unless they are enrolled in a program specifically designed for children and appropriately supervised by trained and credentialed adults with appropriate background check clearances. One such program is the Ann Harris Smith Little People’s Place, a child care program/facility on campus which is governed by state and federal rules and regulations in addition to overall campus policy.

Students and faculty expect to be able to conduct their teaching and research in an adult academic environment. MAC manages the campus primarily for adults, and does not have the capacity to provide safe places for children who are not enrolled in specific programs. As a result, parents or guardians who find it necessary to bring a child to campus must adhere strictly to these rules:

- No child may be left alone on campus at any time for any reason; MAC will call the police if any child is found locked in a car or wandering alone around the campus;
- Children should not accompany MAC students to class;
- Personnel should not bring children to work unless MAC has specifically designated a time or place for staff children to be present;
- Unless they are enrolled in a specific program approved by MAC with appropriate adult supervision, children should not be in the library, classrooms, computer labs or science building;
- Resident students may not ‘babysit’ children in their dorm rooms. All guests must be at least 18 years of age. Children under the age of 18 may only visit siblings who are resident students and must be escorted by said sibling at all times. Children under 18 are not allowed as overnight guests; and
- Invited guests with children who are here for campus events such as Homecoming, Alumni Weekend, athletic events, theatre programs etc. are also subject to the provisions of this policy. In the interest of protecting children, we reserve the right to ask anyone failing to comply with this policy to remove themselves from campus.

We understand that child care emergencies happen. We ask supervisors and faculty members to be lenient in excusing absences that result from child care emergencies.

If no other arrangements can be worked out and a student brings a child to class, the faculty member may act at his or her discretion in handling the immediate situation, but in all cases, should remind the student of this policy. In all cases, the faculty member should inform the respective division chair of the situation so that appropriate follow-up communications can occur in a timely way.
Computer Email Policy

Purpose of the Policy
There is an expanding reliance on electronic communication among students, faculty, staff and administration at Mount Aloysius College. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered one of the College's official means of communication within the Mount Aloysius community.

Implementation of this policy ensures that faculty, staff, and students have access to this critical form of communication and understand that it is a powerful tool that brings with it responsibilities and expectations. Full participation ensures that faculty, staff, and students can access, and be accessed by email as the need arises.

Scope
This College email policy provides guidelines regarding the following aspects of email as one of the College's official means of communication:
• College use of email;
• Assignment of email addresses;
• Use and responsibilities associated with assigned email addresses; and
• Email communication expectation.

Policy
1. College use of email
Email is an official means for communication within Mount Aloysius College. Therefore, the College has the right to send communications to faculty, staff, and students via email and the right to expect that those communications will be received and read in a timely fashion. The College's email system can be accessed on-campus and off-campus. It is the responsibility of the users to arrange access to a service provider off campus.

2. Account disabled
All student login accounts including email are verified with class registrations. If a student is not registered in any courses for a period of one year, then IT Services will disable the student’s account including email. If you graduate or leave the College be sure to remove any email you may need to a non-campus email account.

3. Assignment of email addresses
Information Technology Services will assign all faculty, staff, and students an official College email address. It is to this official address that the College will send email communications. This official address will be the email address listed in College directories.
4. Redirecting email

It is recommended that students use the College’s email system however, a faculty, staff or student may have email electronically redirected to another email address. If a faculty, staff or student wishes to have an email redirected from his or her official address to another email address (e.g., an alternate gmail, Microsoft, or Yahoo mail account) they may do so at his or her own risk. The College will not be responsible for the handling of email outside of the College’s gmail hosted email. Having an email redirected does not absolve a faculty, staff, or student from the responsibilities associated with communication sent to his or her official email address.

5. Email communications expectations

Faculty, staff and students are expected to check their official email address on a frequent and consistent basis in order to stay current with College communications. It is recommended that email be checked twice a week at a minimum, recognizing that some communications may be time-critical. The College considers email a primary communication tool and as such all announcements, requests, timelines, updates, requirements, etc. transmitted constitute fair notice. Failure to access or review email communication is an assumed risk on behalf of each user.

6. Educational uses of email

Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students’ official email addresses are being accessed and faculty may use email for their course accordingly.

7. Appropriate use of email

In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.

The following criteria relate to email use:

- All use of email, including use for sensitive or confidential information, will be consistent with the Systems Security and Operational Procedures policy located on the intranet;
- All use of email will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA;
- Communications sent to a faculty, staff, or students’ official Mount Aloysius College email address may include notification of college related actions;
- Email shall not be the sole method for notification of any legal action;
• The College's campus-wide email system is designed for use by sanctioned clubs and organizations for mass communication only with prior approval of the Director of Student Activities. Students who use the system for personal conversations or in any manner for personal or financial gain that does not follow these guidelines will be subject to disciplinary action;

• Email messages that have been in the trash for 30 days will be automatically purged; and

• Students may also create personal web pages on sites.google.com with their Mount Aloysius email account.
IT Security

To secure information at Mount Aloysius College, all student, staff, and faculty users are responsible for taking precautions to maintain the security of information stored on or accessed from their computer or account. Never share your password with anyone. You are responsible for any accidental or purposeful deletion of files or records resulting from your user ID. If you believe someone is using your ID and password, notify the IT Department immediately so a new password can be created.

In the event that any equipment or file storage equipment is lost or stolen the user must notify the IT Department immediately.

By sharing accounts and passwords with other individuals, the user is then responsible for any data or network equipment accessed from that account and password. Failure to comply with this policy may result in Mount Aloysius College disciplinary procedures as well as criminal or civil prosecution.

Terminals and computers should be logged off when unattended, and the office door should be locked and secured. If computers are unattended for extended periods of time, the computer should be restarted so the Novell Login screen appears. Making this part of your daily routine will provide the College with an added layer of security and prevent any unauthorized access to the College’s computer system. By performing these simple procedures, you are forcing anyone who uses your computer to enter his or her own ID and password to gain access to the network.

The network and all computer systems are owned by Mount Aloysius College, and the College maintains the right to provide further regulation, as it deems appropriate, to limit use or access, deny access, and to monitor the systems for security purposes. Mount Aloysius College will respect individual privacy, but maintains the right to monitor the use of technology, including email. The College expects users to be responsible in their use of the system. If the College determines it necessary or appropriate, monitoring of all resources may be instituted in order to ensure reasonable maintenance of hardware, software, data, network traffic or security.

Computer Fair Use Policy

To ensure that campus computing resources are being used reasonably, ethically and appropriately, the following guidelines have been implemented:

• Unauthorized use of facilities, networks or passwords is prohibited; and
• Users should not damage, change settings, reconfigure or create unnecessary traffic on College-owned hardware or software.
• Please note that Residence Hall students may:
• use hubs to share network access with multiple devices in a room;
• users must ensure the privacy and confidentiality of all files and programs;
Facilities should not be used to:
- install, run or copy software without a license to do so;
- create or install viruses;
- conduct commercial business;
- harass others;
- transmit offensive material;
- guess or decrypt passwords of others;
- deprive authorized users of access;
- secure a higher level of privilege than permitted by the College; and
- change or delete another user’s files or software without her/his permission.

A full text of the Computer Fair Use Policy is located in the Policy section of the College’s Intranet at http://portal.mtaloy.edu under the documents section. Violations of the Computer Fair Use Policy could result in disciplinary action.

Music and Video Downloading
Did you know that copyright infringement is against the law and by downloading music or videos you may be in violation of this law? “Intellectual property” or copyright restrictions protect most artistic works including, but not limited to music, films, videos and software. Title 17 of the United States Code recognizes that among other exclusive rights of the copyright holder of audio and visual works are the sole rights to reproduce, display, or perform their work. Furthermore, the Digital Millennium Copyright Act (DMCA) of 1998 sets forth penalties for copyright infringements performed via the Internet.

What you need to know when using the network and Internet at Mount Aloysius College?
As your Internet provider it is our obligation to inform you that illegal downloading of copyrighted material is not permitted. Network equipment is installed and in place in an effort to deter this type of downloading. While this technology is constantly changing, it is your responsibility to be sure that you are acting within the law.

The College network alerts the IT staff of users who use excessive bandwidth. This may be further investigated and your access may be terminated until a determination can be made about the activity taking place. In some situations computers are infected with viruses or trying to act as a server for distribution of illegal downloading.

Peer-to-peer (P2P) programs such as Frost Wire, BearShare, BitTorrent clients, etc. are file sharing programs that facilitate downloading of files. Be extremely cautious if you have any of these programs installed on your computer. These programs contribute to the spread of computer viruses and also may result in identity theft. YOUR IDENTITY may be stolen by criminals using this software.

All campus computing falls under the guidelines of the Computer Fair Use
What are the consequences of downloading illegal files from the Internet?
- Potential lawsuits by recording companies and copyright holders such as the Recording Industry Association of America (RIAA). In the recent case of RIAA vs. Jammie Thomas, Ms. Thomas was fined $2 million dollars.
- Your identity may be stolen.
- Viruses or worms can be introduced on computers that use P2P programs.

Where can you find more information about copyright and music downloading?
- http://www.campusdownloading.com
- http://www.copyright.gov/title17/

What legal sources are there for downloading files?
- Please note that using a legal service such as those provided below DOES NOT PROTECT you from being prosecuted for illegal downloading or uploading with another program. Always review the terms and conditions of any site you use to download files.
  - http://www.amazon.com/music

Copyright Policy

Mount Aloysius College recognizes and adheres to federal copyright laws regarding legal use, performance and display of copyright protected works of others. The College expects all of its members, including faculty, staff and students to obtain permission from copyright owners for uses protected by copyright law, except in instances where the use is deemed to be allowed under exemptions for academic institutions and libraries.

Mount Aloysius College does not support any user illegally downloading, installing, or sharing copyrighted electronic works of others. Users who do so are subject to disciplinary action by the College including dismissal, in addition to civil and criminal penalties constituting fines and/or imprisonment. The College further implements measures to restrict access to copyrighted works used in the online classroom only to authorized students of a course.

The College exercises its right to use copyrighted materials outlined in exemptions for fair use, face-to-face teaching, online teaching and library circulation of materials. The College further educates its community of users on the legal and ethical uses of copyrighted information.

Additional College guidelines relating to use or display of copyrighted works is outlined in the following College documents:

• Computer Fair Use Policy; and
• Library Film Showing Policy.

Guidelines for Film Showings in the Library

The Library supports the use of viewing films for education purposes in the Library, but recognizes that the right to display and perform films outside of personal use is governed by United States copyright law. Therefore the use of library space, materials, and equipment for educational viewings of films will be available only when the following criteria are met:

• “The performance must be by instructors or by pupils.
• The performance is in connection with face-to-face teaching activities.
• The entire audience is involved in the teaching activity.
• The entire audience is in the same room or same general area.
• The teaching activities are conducted by a non-profit education institution.
• The performance takes place in a classroom or similar place devoted to instruction.
• The person responsible for the performance has no reason to believe that the videotape was unlawfully made.” (American Library Association, 2009)

• Or:
• Proof of copyright permission is given to the Library Director when making the room/equipment request.

Furthermore, all parties displaying a film in the Library will indemnify the Library for any failure on their part to obtain necessary copyright permissions.
FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Family Educational Rights and Privacy Act - FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. They are:

The right to inspect and review the student’s education records within 45 days from the day Mount Aloysius College receives a request for access.

1. Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar’s Office, the Registrar shall advise the student of the correct official to whom the request should be addressed. Educational records are defined as those records related to a student and maintained by the institution or a party acting for the institution. The term “education records” does not include the following:
Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.

Records maintained by a law enforcement unit of the college that were created by that law enforcement unit for the purpose of law enforcement.

Records relating to individuals who are employed by the college, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose.

Records relating to a student which are (a) created or maintained by a physician, psychiatrist, or other recognized professional or paraprofessional, acting in his/her capacity or assisting in a paraprofessional capacity; (b) used solely in connection with the provision of treatment to the student; and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student's choice. “Treatment” in this context does not include remedial educational activities or activities which are part of the program of instruction at the College.

Records of the college, which contain only information relating to a person after that person is no longer a student at the institution.

The right to request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

Students may ask Mount Aloysius College to amend a record that they believe is inaccurate or misleading. They should write the Mount Aloysius College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Mount Aloysius College decides not to amend the record as requested by the student, it will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Mount Aloysius College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit
personnel and health support staff); a person or company with whom Mount Aloysius College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to request that Mount Aloysius College not release directory information including student's name, address, telephone number, date and place of birth, dates of attendance, degrees, and honors.

Requests to withhold directory information should be made in writing to the Registrar within two weeks of the beginning of the semester and updated each semester.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Aloysius College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Directory Information
The law provides students the right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. One such provision allows the release of Directory Information without the student's permission. Directory Information is a type of information that generally would not be considered harmful or an invasion of privacy if released.

At Mount Aloysius College, Directory Information includes name, address, telephone listing, email address, photographs, date and place of birth, major field of study, dates of attendance, enrollment status undergraduate or graduate; part-time or full-time, participation in officially recognized activities, degrees, honors, awards, most recent educational institution attended and weight and height for athletes.

This information that the College has identified as Directory Information and that it routinely releases without a student's explicit permission can also be made confidential at a student's request. For students to do so, they must place their request in writing at the Registrar's Office. Additionally, the College can refuse to release such information if a request seems improper, e.g., for commercial exploitation. The College considers a student's FERPA rights to begin when he or she attends the first course at the College, whether the course is on campus, online, or through dual enrollment.
**Military Leave Process**

Students interested in requesting a leave for military purposes should contact the Registrar’s Office located in the Main Building or at 814-886-6337 and present an original copy of the military orders indicating the need to leave the College for active duty purposes. The Registrar’s Office will explain the withdrawal process and veteran’s readmission policy. A withdrawal form should be completed and signed. The reason cited on the form will be “Military.”

**Student Club Web Pages**

Student Clubs are encouraged to create and maintain official club web pages. Each club is responsible for the design and maintenance of their page. Free web site services include (but are not limited to):

- Wordpress
- Weebly
- Google Sites (accessible through your student email account) sites.google.com

Once your site is completed, a representative from each club should contact the Assistant Director of Communications or the Director of Communications at marketing@mtaloy.edu for site approval. Each club web page must grant administrative access to the club advisor or a member of the Communications Department. Questions can be directed to marketing@mtaloy.edu.

**Parental Notification**

Within the guidelines of the Family Educational Rights and Privacy Act (FERPA), found in the Family Education Rights and Privacy Act section of this Handbook, and other federal, state and local laws, Mount Aloysius College reserves the right to contact parents of students to discuss any behaviors found to be contrary to the mission, beliefs and goals of the College.

**Photo/Video Disclaimer Policy**

Mount Aloysius College reserves the right to use any photograph/videography taken on College property or at any event, sponsored by the College, this includes Graduation Liturgy and Commencement, without the expressed written permission of those included within the photograph. Photographs may be used in publications or other media material produced, used or contracted by Mount Aloysius College including but not limited to: view books, catalogues, search pieces, newspapers, magazines, television, websites, etc.

Posing for a photo constitutes tacit consent to use the photo. Should you not wish to be photographed or have your image used by the College please step out of the photo and express your wish not to be photographed. Should students not wish for their photo taken or distributed, they must contact the Communications Office in writing of their intentions and include a photograph. The photo will be used for identification purposes and will be held in confidence by the Communications Office. Any individual, organization or company wishing to engage in still photography, videotaping or filming for production, broadcast or public dissemination by any means on or in property owned by Mount Aloysius
College must obtain permission in advance from an appropriate College official. A member of the Communications staff may accompany the photographer.

**Withdrawal Policy**

The student wishing to officially withdraw from Mount Aloysius College can obtain the required form from the Registrar’s Office. The student is required to obtain their advisor’s signature on the form and is strongly encouraged to discuss the decision to withdraw with their advisor. The completed form must be turned into the Registrar’s Office to officially withdraw from Mount Aloysius College. The Registrar will notify all necessary departments.

Students should be aware of the consequences of failing to complete an official withdrawal form. Additional information regarding withdrawal is available in the Tuition and Fees Section of the College Catalog.
The primary responsibility of the Campus Safety Department is to provide protection for College persons and property associated with the College. Safety officers are on-duty 24 hours a day. If an officer is not in the office, he/she can be reached at 814-886-6327, or by contacting the Switchboard Operator at 814-886-4131. You may also use the blue-lighted phones in some of the parking lots or a courtesy phone inside the buildings.

The Campus Safety Department is a non-sworn agency without arrest power. The department cooperates with Federal, State and Local Law Enforcement Agencies maintaining a good working relationship, especially with the Cresson Township Police. Campus Safety maintains a Memorandum of Understanding with local police regarding the investigation of criminal incidents. Local police share with Campus Safety, information regarding any criminal activity engaged in by students at off campus locations including off campus housing.

Mount Aloysius College makes every reasonable effort to provide a safe environment for students, employees and visitors. Each person utilizing facilities and equipment is expected to exercise proper safety procedures and report accidents, equipment failures, equipment destruction and facility problems to the Campus Safety Department. The Campus Safety Department maintains two bulletin boards, one in St. Gertrude Hall and one in the Administration Building, with current information of crime statistics and programs offered.

**Resources and Services**

**VEHICLE ASSISTANCE:** The Campus Safety Department has tools to open locked cars, jumper packs for dead batteries and an air tank for flat tires.

**LOST and FOUND:** The Lost and Found Department is located in the Campus Safety Office. Items will be disposed of after being unclaimed for 30 days.

**ESCORTS:** A Campus Escort Service is available to any visitor, student or employee. Officers will gladly provide an escort, when available, at anytime. In order to request this service, please call 814-886-6327. Escorts are offered for someone arriving or departing campus when it is dark out or during inclement weather or for anyone with a temporary or permanent disability.
ENVIRONMENTAL PREVENTION: Campus safety works to assure safe and secure conditions in campus facilities and grounds, including monitoring that foliage is trimmed, entrances are unobstructed and campus lighting is in good working order. College community members are encouraged to make Campus Safety aware of potential safety concerns on campus.

**Procedures for Reporting Crimes and Other Emergencies**

The Campus Safety Department works closely with the Vice President for Student Affairs and the Director of Residence Life to provide easy access for reporting any activity violating College regulations, any crime or emergency on campus.

During regular business hours, crimes and emergencies may be reported to the Campus Safety Department on-duty officer, the Department of Residence Life, or the Office of the Vice President for Student Affairs. After regular hours, (9:00 a.m.- 5:00 p.m., Monday - Friday) incidents should be reported to the on-duty Campus Safety personnel or, in cases involving resident student emergencies, the Residence Life staff member on duty. These same procedures shall be followed to request timely warning notifications and crime or fire statistics disclosures.

**When to Call Campus Safety**

- If you are the victim of a crime.
- If you observe a criminal act.
- If you observe or are involved in a vehicular accident.
- If you or someone you know becomes injured or seriously ill.
- If you see a suspicious person in a residence hall, parking lot or other location.
- To express a safety concern; i.e. burned out exterior light, propped doors, use of candles, etc.
- To report the use, sale or possession of illegal drugs, including alcohol.
- To report the possession of any type of firearm or weapon.

Always call the Campus Safety Department when you are unsure whether an occurrence should be reported.

**Who May Call Campus Safety**

Any student, employee of the College or visitor may contact the Campus Safety Department to report a crime or safety concern. Certain other campus employees who have significant responsibility for student and campus activities are mandated by the Clery Act to contact the Campus Safety Department when they learn of a crime. Departments who routinely contact the officer on duty include Residence Life, Student Activities, Athletics and faculty members.
Those not obligated to report details concerning a crime (confidential report) include Campus Ministry and Campus Counseling when serving in their counseling role and not considered a campus security authority. Criminal activity may be disclosed to Campus Safety for statistical information or when imminent danger exists. Victims of a crime may also report an incident to Campus Safety without providing their identity. Campus Safety may keep your information private but are required to file a report.

The officer on duty addresses reports of crime and medical emergencies immediately. The officer will respond to your complaint and meet with you to provide whatever assistance is necessary. Officers will investigate all reported crime and work with the victim/s to identify those responsible. The investigating officer will remain in contact with the victim throughout the investigation until the case is closed. Should the responsible person be identified, the victim may choose to have the suspect arrested.

The Department will work with the victim to facilitate the prosecution. Mount Aloysius College will work with all victims of crime by modifying housing or class schedule upon request, when reasonably possible. The commission of any crime will not be tolerated at Mount Aloysius College.

**Emergency Preparedness**

Emergency response and evacuation procedure information is located on the orange sign in each room on-campus and the evacuation signs in the hallways. Each room on campus also has 9-1-1 address cards for use in case of an emergency. An Emergency Plan is located on the campus intranet at: Log into MyMAC, click on “MAC Policies – Documents,” then click on ”Emergency Action Plan.” Mount Aloysius College tests emergency plans at least annually by conducting drills. The drills range from table top sessions to campus-wide drills of the Emergency Plan.

**Emergency Notification**

The College “Alert” text message system, email system, phone, voicemail system, internet site, and portal page are used for emergency mass notification. Mass notification to the campus community will be done in a timely manner upon emergency first responder confirmation of a significant emergency or a dangerous situation involving an immediate threat to the health and safety of students or employees, unless the notification at that time will compromise efforts to contain the emergency. Officials capable of initiating the mass notification include Sr. VP for Administrative Services, Director of Campus Safety, Director of Communications, Director of I.T. Services and their designees. The Mount Aloysius College Safety Department in partnership with Student Affairs and assistance from Communications Department will determine the content and use templates as necessary. The mass notification system will be used to notify the campus community when the emergency is over/all clear. Any notification to the larger community or media will be done by the Communications department.
Emergency response and evacuation procedure information is located on the orange sign in each room on-campus and the evacuation signs in the hallways. A complete campus emergency plan is located on the campus intranet: Log into MyMAC, click on “MAC Policies – Documents”, click on ”Emergency Action Plan”. And then proceed to: https://jics.mtaloy.edu/ICS/icsfs/Emergency_Action_planpdf?target=78c84cef-3542-4065-9ef3-1e70b71a3dd9

**Timely Warnings**

The Mount Aloysius College Safety Department in partnership with Student Affairs and assistance from Communications Department to issue “Timely Warning” notices to the campus community on all major crimes or incidences of significance that occur on or adjacent to campus and are considered threats to the MAC community in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). These warnings are to aid in the prevention of similar crimes and will be distributed through e-mail to the community and poster for Maintenance, Housekeeping and Food Service. The warnings are designed to provide timely notification to the campus community of a Clery crime or an ongoing threat to the campus community. The warning provides information regarding the matter in question, and provides appropriate safety tips. The timely warning will be issued by Campus Safety Department. The timely warnings, where posted, will be removed in seven days.

The emergency mass notification procedures are tested by using the same system for campus weather delays and cancellations which happens at least once a year. Small samples of telephone numbers are used for testing throughout the year.

**Student Harassment Policy**

All students have the right to work, learn, and study in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Accordingly, it is the policy of the college that no member of the campus community may engage in conduct that is abusive to others. This includes any discriminatory, quid pro quo situations, hostile, or hateful acts toward another person’s personal, educational or professional interests based on that individual’s race, color, gender, age, sexual orientation, genetic information, religious creed, national origin, disability, or veteran status.

**Definition of Harassment**

For purposes of this Policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion to a person’s race, color, gender, age, sexual orientation, genetic information, religion, national origin, disability, veteran status, or any other characteristic that may be protected by federal or state law and has the purpose or effect of one or more of the following:

- Creates an intimidating, hostile, or offensive study, learning, or work environment;
- Has the purpose or effect of unreasonably interferes with an individual’s study,
learning experience, or work performance; or
• Otherwise adversely affects an individual’s educational or employment opportunities.

**MAC Ethics Hotline and Anonymous Reporting**

The MAC Ethics Hotline may be accessed 24 hours per day, 365 days per year by calling (toll free) to 877-310-0415 or via the web at www.MACEthicsLine.EthicsPoint.com.

This system is an additional mechanism for reporting serious ethical issues, fraud or suspected illegal activity and unsafe or potentially dangerous conduct to college administrators for investigation and proper handling. Faculty, staff and students are encouraged to report issues or concerns to their supervisor or other College official when possible. However, the Ethics Hotline is intended to augment our internal reporting system when an individual is not comfortable using other reporting mechanisms and/or wishes to remain anonymous. This System is not a 911 service and situations involving imminent danger should be reported to Campus Safety at (814) 886-6327 or to local authorities. Examples of the types of issues or concerns that may be reported through this system are available by clicking on the links in the center of the MAC Ethics Line web page.

**Student Sexual Misconduct Policy**

**Introduction**

Membership in the College community carries with it the responsibility for mutual trust and respect and adherence to the standards of conduct established by the community. Standards for student conduct at the College are set forth here in the Student Handbook, College Catalog and in other policy documents. Accordingly, this statement sets forth the College’s policy on student sexual misconduct as applicable to all Mount Aloysius College students. All acts of sexual misconduct are taken very seriously by the College with possible sanctions described in detail in the “sanctions” section of the Student Handbook.

**Policy**

Mount Aloysius College prohibits sexual misconduct by students. Actions which result in charges of sexual misconduct as defined by this policy are subject to the College’s disciplinary process and also may subject a student to civil and/or criminal liability under federal and state laws and policies, including Title IX of the federal civil rights laws.

**Definition**

Student sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another person without consent including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Student sexual misconduct may include, but is not limited to:
1. Unwelcome touching – either of the victim or when the victim is forced to touch another person's body, directly or through clothing – such as patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling;
2. Sexual Acts (e.g., rape, attempted rape, sodomy, or others sexual acts or misconduct);
3. Unwelcome sexual propositions, invitations, or other pressure for sex;
4. Implied or overt threats of a sexual nature;
5. Making gestures of a sexual nature;
6. Unwelcome sexual remarks about clothing, body, or sexual activities; and
7. Humor and jokes about sex that denigrate women or men in general.

Acts of physical student sexual misconduct are commonly considered to constitute a form of sexual assault when occurring without consent. To constitute lack of consent, the acts must be committed either by threat, force, intimidation, or through the use of the victim's physical or mental inability (of which the accused was aware or should have been aware) to understand the situation, the consequences of his/her choices, or to express his/her desires.

The College encourages victims to notify appropriate campus resources, including the Director of Residence Life and Campus Safety. Victims of sexual assault who report alleged offenses to College officials will be advised of proper procedures for reporting sexual misconduct to legal authorities by a campus safety or student affairs representative. It is also important for victims to preserve all physical evidence, including clothing and written communications. If requested by the alleged victim, the College representative will assist in contacting legal authorities as well as appropriate College agents who may arrange changes in a student’s residence hall assignment and class schedule to avoid contact with the alleged perpetrator. Counseling is available for students through Counseling and Disability Services. In addition, referrals may be made through Victim Services or similar agencies within the local area.

**Student Sexual Harassment Policy**

Mount Aloysius College prohibits sexual harassment against any member of the college community. Actions which result in charges of student sexual harassment based upon this policy are subject to the College’s disciplinary process and also may subject a student to civil and/or criminal liability under federal and state laws and policies, including Title IX of the federal civil rights laws. Complaints lodged against College employees will be handled through the Human Resources Office.
Definition of Sexual Harassment

Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications, of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior, when:

1. Submission to such conduct, either explicitly or implicitly, is made a term or condition of an individual’s academic status or student employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic evaluation decisions, employment, membership in a student organization, selection for training, or performance;
3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment or substantially interferes with a student’s academic performance or work performance.

Verbal sexual harassment may include, but is not limited to:

1. Sexual innuendo, comments and sexual remarks about clothing, body, or sexual activities;
2. Humor and jokes about sex that denigrate women or men in general;
3. Sexual propositions, invitations, or other pressure for sex;
4. Implied or overt threats of a sexual nature; and
5. Making gestures of a sexual nature.

Acts of physical sexual harassment may include, but are not limited to:

1. Unwelcome touching, patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling;
2. Coerced sexual intercourse or other sexual acts or misconduct; or
   Other types of sexual harassment may include displaying sexually suggestive photographs or literature in the workplace or academic environment.
It is the policy of Mount Aloysius College to uphold all state and federal legislation regarding the possession, use, distribution or consumption of alcohol and other illegal drugs. The possession and/or use of alcoholic beverages or other illegal drugs is not permitted on campus nor is the consumption of alcohol permitted at any college sponsored activity on or off campus without prior approval by the President or his designee. This applies to all students regardless of age. Programs and workshops are sponsored annually by various Student Affairs departments regarding alcohol and drug abuse prevention.

**Alcohol Policy**

The law of the Commonwealth of Pennsylvania concerning the use of alcoholic beverages is quite specific:

“Section 6308. Purchase, Consumption, Possession, or Transportation of Intoxicating Beverages.” “A person commits a summary offense if he/she, being less than twenty-one (21) years of age, attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or malt or brewed beverages.”

The College will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the College will not present disciplinary charges unless the College's interests as an academic community are directly involved. Decisions to hold a college Conduct Board hearing prior to, simultaneously with, or after criminal proceedings is at the discretion of the Vice President for Student Affairs/Dean of Students.

The possession and/or use of alcoholic beverages is not permitted on campus or at any off-campus college-sponsored activity regardless of age without the permission of the President of the College or his designee. Any student present in the room or area where alcohol is contained will be held responsible for a violation of the College's alcohol policy.

**Alcohol Hosting Policy**

An additional charge will be levied to those violators of the alcohol policy who transport alcohol to campus, distribute to other students or have alcohol in his/her contracted residence hall room or automobile.

Students will be subject to the student conduct process if there is any evidence to indicate that alcohol may be in the possession of the student. A student may be held responsible for an alcohol violation if there is reasonable cause or evidence for the College to believe alcohol has been transported, possessed, or consumed by the student.
State Legislation

**Offenses:** Pennsylvania law states that a person commits a summary offense if he/she, being less than 21, attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or brewed beverages. Anybody who operates a motor vehicle under the influence of drugs or alcohol and is found guilty will be charged with a misdemeanor of the second degree. Possession, manufacture and delivery of illicit drugs are, at least, a misdemeanor of the third degree. Anyone charged with a misdemeanor must appear in court.

Public Drunkenness

In Pennsylvania, it is against the law for people to appear in public when intoxicated to the extent that they endanger themselves or others. They may not annoy others or endanger property. If convicted of such public drunkenness — a summary offense — a fine of up to $300 and a jail sentence of up to 90 days, or both, may be imposed. The College reserves the right to pursue conduct charges in cases involving public drunkenness.

Open Container Law

**In a car:** No driver may legally consume any alcoholic beverage in a vehicle in operation on a Pennsylvania highway. This is a summary offense.

**On the streets:** In Pennsylvania, there is no state law to prohibit open containers of alcohol in public. However, many local governments have enacted such ordinances.

Pennsylvania Lowered DUI Blood Alcohol Level

Act 24 of 2003, Driving after Imbibing Alcohol or Using Drugs, became effective September 30, 2003. The Act decreased the blood alcohol level for drivers over 21 years of age from .10% to .08%. Drivers with a BAC of .08% and above may be charged. Drivers under the age of 21 are charged if their BAC is .02% or above. Fines and Penalties have also changed. For more information use the following internet address: [www.dmv.state.pa.us/legislation/dui.shtml](http://www.dmv.state.pa.us/legislation/dui.shtml)
Drug Policy

Mount Aloysius College is a drug-free campus and students are prohibited from using illegal drugs and/or having detectible levels of drugs in their system. Drug paraphernalia is also prohibited on-campus. This policy applies to College-sponsored events and activities on-campus as well as off-site clinical or internship settings. Many academic programs on campus require students to undergo random drug screenings prior to entering clinical/field experience sites. Students are expected to test negative on their drug screen to remain in compliance with College policy. College policy states “the use of illegal drugs and/or having detectible levels in the system is prohibited;” therefore, a positive drug test will result in dismissal from the academic program for one year. If a student is attending an off-site educational experience (including, but not limited to: clinicals, practicum, internships, and externships) and tests positive on a drug screening, the student will receive a failing grade of F for the course associated with that educational experience. In addition, the student will be prohibited from continuing in that program and may not take courses in that major. A student may continue to participate in courses outside the major for the semester in which he/she tested positive. In order to continue taking courses outside the major beyond the semester in which the student tested positive, the Vice President for Student Affairs/Dean of Students must receive verification that the student completed a certified drug treatment program prior to the start of the next semester’s classes and show proof of a negative drug test. After one year, a student may reapply for admission to his/her original program or another health-related program following the guidelines specified by the program in which they are interested in participating.

Students who participate in a urine drug screen with an undetermined or diluted result may be required—at the College’s discretion—to participate in an additional screening procedure, including but not limited to blood, hair, or saliva sampling. The student may be responsible for all retesting costs. Students who have a positive test have an opportunity to appeal the test within three working days of being notified of the test results. Appeals should be in writing, should list the reason for appeal as noted below, and be sent to the Vice President for Student Affairs/Dean of Students for investigation in conjunction with the agency conducting the screenings.

Appeals will only be considered by the Vice President for Student Affairs/Dean of Students and the physician responsible for coordinating the screening process under the following circumstances:
1. Standard procedures for collecting urine drug screens were not followed according to institutional guidelines; and
2. Legally prescribed drugs (prescribed within the past year) resulted in the drug screening showing a false positive.

A student may not appeal a positive urine drug screen result on the basis that the sanction includes dismissal from the program.
Disciplinary Sanctions

The use or possession of alcohol or the discovery of any student using, possessing or distributing illicit drugs will be considered an infraction. Disciplinary action will be based on the seriousness of the offense, individual circumstances and the best interests of the College community. Possible sanctions include but are not limited to conduct warnings, required counseling sessions, fines or service to the College, probation, suspension, and dismissal.

Counseling and Treatment

Personal concerns of any type may be discussed confidentially with the College counselor located in St. Joseph Hall 101, or call (814) 886-6336. Students may arrange to talk to the counselor or take advantage of the office's referral service to outside agencies. Local outside agencies include:

Johnstown Area:
- Crisis Intervention Hotline: (800)-273-7310
- Conemaugh Health Systems: (814) 534-9000

Altoona Area:
- Altoona Regional Health System Services
- Behavioral Health Services: (814) 889-2141
- Primary health Network - Mental Health Services: (814) 942-5000

Toll Free Hotline Help And Information
- 1-(800)-662-HELP, 1-(800)-662-4357, 1-(800)-342-AIDS, 1-(800)-342-2437
- National Clearinghouse for Alcohol and Drug Abuse: 1-(800)-729-6686
- Blair County Access Center: (800)-540-4690

Alcohol and Other Drug Prevention

Prevention resources and information are available in Student Health and Counseling Services. A variety of programs and educational activities are offered annually targeted to both alcohol and other drug prevention and to promote the adoption of a wellness lifestyle. Specifically, guest speakers, alternative activities, and Safe Spring Break activities, along with behavioral counseling interventions are offered to prevent drug and alcohol use.

The Drug Free Schools and Communities Act of 1989, requires all institutions of higher education to certify that it has implemented a drug and alcohol awareness program for students and employees. Toward that end, each institution is to distribute annually to its students and employees a description of its program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. Compliance is required in order to remain eligible for federal financial assistance.
Possible Effects of Substance Abuse

<table>
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<th>SUBSTANCE</th>
<th>POSSIBLE EFFECTS</th>
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<tr>
<td>Alcohol</td>
<td>Toxic Psychosis, Neurological and Liver Damage, Fetal Alcohol Syndrome</td>
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<tr>
<td>Marijuana</td>
<td>Bronchitis, Conjunctivitis, Possible Birth Defects</td>
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<td>Amphetamines</td>
<td>Loss of Appetite, Delusions, Hallucinations, Toxic Psychosis</td>
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<td>Nonprescription Stimulants</td>
<td>Hypertension, Stroke, Heart Problems</td>
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<td>Cocaine</td>
<td>Loss of Appetite, Depression, Convulsions, Nasal Passage Injury, Heart Attack, Stroke, Seizure</td>
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<td>Cocaine Free Base</td>
<td>Weight Loss, Depression, Hypertension, Hallucinations, Psychosis, Chronic Cough</td>
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<td>Methaqualone</td>
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<td>Addiction, Constipation, Loss of Appetite</td>
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<td>Analog of Synthetic Narcotics</td>
<td>Addiction, MPTP Induced, Parkinsonism</td>
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<td>Morphine</td>
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<td>Codeine</td>
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<tr>
<td>Oxycodone</td>
<td>Addiction, Constipation, Loss of Appetite</td>
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</table>

All drugs, including alcohol, can produce serious side effects. This is true of even prescription or other legal drugs when used as prescribed, but their risks are weighed against their benefits by medical professionals in the therapeutic context. Prescription drugs used without a prescription and medical supervision can pose a serious threat to the well-being of the user. Because the drugs listed below impair the mind, they increase likelihood of accidents and violent behavior.

The many health risks associated with alcohol use are well documented. Small amounts may affect judgement and coordination, impairing performance or even simple routine tasks. The repeated use of alcohol can lead to dependence, with multiple physical, emotional, and psychological complications. Effects of the prolonged use of alcohol may include damage to the central nervous system; malnutrition and anemia; damage to the heart, lungs, and liver; mental disorders; and death. Seven categories of illicit drugs and their health risks follow.

- **Marijuana**: impaired memory, lung and pulmonary damage, chronic emphysema, cancer.
- **Stimulants**: paranoia, hallucinations, dizziness, headaches, abdominal cramps, malnutrition, overstimulation of the central nervous system, seizures, stroke, heart failure, death.
- **Depressants**: initial effects similar to alcohol inebriation, slowed reflexes, unstable mood, loss of memory, coma, death.
- **Hallucinogens**: distortion of reality, including illusions and hallucinations, injury of self or others, convulsions, brain damage, coma, death.
- **Opiates**: skin abscesses, respiratory damage, malnutrition, pneumonia
and hepatitis, heart disease, diabetes, coma, death.

- **Inhalants:** fatigue, weight loss, permanent damage to the nervous system, hepatitis, organ failure.
- **Designer drugs:** psychosis, instant paralysis and brain damage, death.

In addition, “the date-rape drugs” Rohypnol and GHB may cause a weakened or unconscious state often followed by amnesia.

Drugs and alcohol abuse can reduce the body’s resistance to infections and bring malnutrition, organ damage, and mental illness. Overdoses of almost all these substances can cause psychosis, convulsions, coma, and death.

### Notification of Missing Student

If a member of the Mount Aloysius College Community has reason to believe a student who resides in on-campus housing has been missing for twenty-four hours, he or she should immediately contact Campus Safety at (814) 886-6327. The on-duty officer will initiate an investigation. If the student is confirmed missing, the officer will contact the Cresson Township Police and the student’s emergency contact, missing person contact or (if under 18 years of age and not emancipated) the custodial parent/guardian. The College will make contact no more than 24 hours after confirming the student missing. The emergency contact and missing person contact information is obtained as part of the housing contract.

### Security of Residence Halls

Campus Safety works to assure safe and secure conditions in campus facilities and grounds, including monitoring that foliage is trimmed, entrances are unobstructed and campus lighting is in good working order. College community members are encouraged to make Campus Safety aware of potential safety concerns on campus. In addition to card access, cameras are recording the entrance activity in Ihmsen, Misciagna and McAuley Halls. Campus Safety officers and/or Residence Life staff patrol all residences at least twice a night. Residence hall entrance doors are locked 24/7. Entrance doors are accessible by residents and designated staff via card access or key. Residents must accompany any visitors they have in the residence hall. Residents are not permitted to share their access card or key with others.

### Weapons

The possession, whether open or concealed, of any weapon including, but not limited to firearms, including BB, paintball, and pellet guns, explosives including ammunition, firecrackers, fireworks and explosive chemicals, archery equipment, biological and chemical weapons, any knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push button, spring mechanism, or any object that could be used to cause fear, and/or inflict serious bodily injury, and serves no common and lawful purpose, is prohibited. Any violation of this policy may result in immediate dismissal from the College.
Policy on Crime Prevention

The College makes every reasonable effort, through the cooperation of all departments, to create an environment that is both safe and secure. Although we cannot guarantee safety, we believe that through cooperative efforts and appropriate education, we can strive toward that end. Mount Aloysius offers programs throughout the year designed to inform students about personal and campus safety procedures. Students are initially informed of these procedures during orientation sessions. Throughout the year, programming and workshops sponsored by various Student Affairs departments include information regarding safety issues, alcohol and drug abuse prevention and sexual misconduct awareness and prevention on-campus for all students. Specific programs and activities include SAFE personal safety training for women, Take Back the Night, alcohol and drug prevention speakers, relationship and responsibility week, live fire extinguisher training and non-alcoholic activities such as Friday Night Live.

This Student Handbook and email on safety and security at Mount Aloysius are distributed yearly to all students.

In cases of criminal activity considered a threat to others, local police will be contacted immediately and warnings will be distributed via student email and posted on bulletin boards. These steps will be taken as quickly as possible so the campus community can take any precautions necessary.

The College complies with federal, state and local laws including those which regulate the possession, use/sale of alcoholic beverages and controlled substances. The College cooperates with local and state police in relation to all crimes. Firearms, weapons and ammunition are prohibited at Mount Aloysius College.
Campus Policies

The information provided is made available to students, employees, potential members of the MAC community in accordance with the Student Right-to-Know and Campus Security Act (Public Law 101-542), now known as the Jeanne Clery Act and the Pennsylvania Act 1988-73 College and University Security Information Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires Mount Aloysius College, Campus Safety Dept. to provide students and employees with information on its safety policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information and statistics available to prospective students and employees upon request. It is important to note that the crime classifications for which colleges and universities must provide statistics differ under state and federal law. Statistics for certain crime classifications might appear to be different. For example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.

The crime statistics reported under the Jeanne Clery Act are gathered annually by Campus Safety from local law enforcement, Residence Life, Campus Conduct, numerous Campus Security Authorities and include the following: criminal homicide, murder and negligent manslaughter, sex offenses of forcible rape, sodomy, sexual assault with an object, fondling, non-forcible incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson.

Hate Crimes

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

In August of 2008 HEOA S 488, 20 U.S.C. S 1092 (f) (1) F (ii) modified the above hate crimes to include the following additional crimes under the hate crime category:

**Larceny Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another.

**Threats**: Intimidation, stalking, unlawfully placing another person in reasonable fear, unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.


**Sex Offender Registration**

The Pennsylvania State Police is the primary law enforcement agency and maintains the registry. The public may view the information at www.pameganslaw.state.pa.us
<table>
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<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
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<td>Disciplinary Referrals: Liquor Law Violations</td>
<td>2012</td>
<td>13</td>
<td>11</td>
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<tr>
<td></td>
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<td>52</td>
<td>52</td>
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<tr>
<td></td>
<td>2010</td>
<td>39</td>
<td>39</td>
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**Hate Crime Statistics**

2012: No reported hate crimes for this year.

2011: No reported hate crimes for this year.

2010: No reported hate crimes for this year.
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<thead>
<tr>
<th>Classification of Offenses</th>
<th>2012 YTD</th>
<th>2011 YTD</th>
<th>% Change</th>
<th>Actual</th>
<th>2012 YTD</th>
<th>2011 YTD</th>
<th>% Change</th>
<th>Actual</th>
<th>2012 YTD</th>
<th>2011 YTD</th>
<th>% Change</th>
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<tbody>
<tr>
<td>02A-Rape</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<td>05A-Burglary Unlawful Entry-No Force</td>
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<td>6 1 500.00</td>
<td>6 1 500.00</td>
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<td>090-Arson</td>
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<td>29 25 16.00</td>
<td>28 25 12.00</td>
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<td>140-Vandalism</td>
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<td>15G-Weapons, Carrying-Possession, etc.</td>
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<td>230-Drunkenness</td>
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<td>0 0 N/A</td>
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<td>2 2 100.00</td>
<td>2 2 100.00</td>
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<td>240-Disorderly Conduct</td>
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<td>1 0</td>
<td>2 2 100.00</td>
<td>2 2 100.00</td>
<td>2 2 100.00</td>
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<tr>
<td>250-Other Offenses (Except Traffic)</td>
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<td>10</td>
<td>11</td>
<td>10 11</td>
<td>10 11</td>
<td>9 9 .00</td>
<td>9 9 .00</td>
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<tr>
<td>Total Part II</td>
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<td>-51.92</td>
<td>50 104</td>
<td>50 104</td>
<td>35 72 -58.33</td>
<td>35 72 -58.33</td>
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<td>Total Mount Aloysius College</td>
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<td>79 129</td>
<td>79 129</td>
<td>35 78 -55.13</td>
<td>35 78 -55.13</td>
<td>35 78 -55.13</td>
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</table>
**Daily Crime and Fire Log**

The Mount Aloysius College Campus Safety Department maintains a combined Daily Crime and Fire Log of all incidents reported to the Department. This includes all incidents that occur on campus.

The Daily Crime and Fire Log includes the violation type, date and time of occurrence, and general location of each reported incident type, as well as the status of the incident, if this information is known. The Campus Safety Department posts specific incidents in the Daily Crime and Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances as permitted by law.

The Higher Education Opportunity Act (HEOA) requires two (2) new safety related requirements of institutions that participate in federal student financial aid programs which follow:

1. **Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Mount Aloysius College complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. To view the daily crime and fire-related incidents log visit the Campus Safety Department in Saint Gertrude Hall room 21. Requests for more information must be directed, in writing, to the Director of Campus Safety. Information will be made available within two (2) business days of a request for public inspection.

2. **Annual Fire Safety Report:** Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Mount Aloysius College complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Security and Fire Safety Report must include three (3) years of data.*

If a fire occurs in any building, community members should immediately activate the building fire alarm system by use of a pull station. If possible, also notify Campus Safety by dialing 814-886-6327 to provide detailed information on exact location of fire and if anyone is injured or trapped. The campus fire alarm systems alert community members of potential hazards. MAC community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. MAC community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the on-duty Campus Safety Officer.

**Fire Protection Equipment/Systems**

All occupied buildings on campus are equipped with automatic fire detection and alarm systems which are monitored by the Emergency 24 alarm monitoring company, 24 hours a day, 365 days a year.

**Health and Safety Inspections**

The Department of Residence Life performs residential inspections at mid-year, usually during the winter break. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or well-being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life-safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with life-safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Conditions requiring follow-up are reported to the Residence Life staff.

The resident's signature on the Room and Board Contract is required in order for students to take occupancy. This signifies the student’s acceptance of and responsibility for abiding by residential and College policies as provided through all printed publications, web sites, email and other means. Per the agreement, College personnel may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes.
Fire Definitions

Fire: Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency personnel.

Fire-related Deaths: Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related Injuries: Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

Estimated U.S. Dollar Loss Related to Fire Incidents: Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

Evacuation Procedures Posted: When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the area of refuge to begin an accountability and assessment process.

Fire Alarms Monitored by Emergency 24: Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by Emergency 24 dispatchers.

Fire Safety Training Programs Delivered: Number of training programs delivered by Fire and Emergency Services or other responsible persons of authority within the College.

Buildings Equipped with Fire Alarm Systems and Smoke Detectors: Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with a functional fire alarm system and smoke detectors.

Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building.

Fire Drills: The number of supervised scheduled drills or actual events at campus residence halls and other campus buildings that are facilitated and certified by the Campus Safety Department. Various drills are conducted throughout the year to familiarize students and employees with emergency procedures and individual roles. Each year the Campus Safety Department facilitates at least one drill per semester targeting all residential halls. All other buildings undergo at least one drill each year.
Fire Policies for On-Campus Student Housing Facilities

1. Portable Electrical Appliances: Extreme caution must be exercised in the use of electrical appliances. We strongly recommend the use of surge protectors. All appliances must have the Underwriter’s Laboratory (UL) approval. Hot plates, sunlamps, space heaters, air conditioners, electric ovens, toasters, toaster ovens, microwaves and any other appliances with exposed heating elements are prohibited. Irons and ironing boards are provided in the laundry rooms of each building. Routine health and safety inspections will occur at least once a semester. In several locations on campus there are microwaves provided by the college for student use.

Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords. Lamps: A Special Safety Advisory – The use of halogen lamps is prohibited.

- Carefully read all safety instructions and warnings that accompany any lamp.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer’s instruction.
- Never remove or discard a bulb that is hot to the touch. Don’t try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies, or bedding, as accidental contact with the lamp bulb could ignite the material. Keeps lamps away from windows, bunk beds, and closets.
- NEVER place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in location where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

2. Smoking: Smoking and Tobacco Policy
   
a. The use of tobacco and tobacco related products is prohibited in all campus facilities including residence hall facilities in order to lessen fire and health related hazards. The use of hookahs and other smoking paraphernalia is prohibited.

b. Tobacco products are not sold on campus.

c. Smoking is not permitted in and around all campus athletic fields.

d. Smoking by students, faculty and staff within 30 feet of any entrance or exit of any building on campus is strictly prohibited. Smoking outside on campus grounds is permitted ONLY in the three designated smoking pavilions. Smoking pavilions are located in the following outdoor areas 1) the southeast corner of Pierce Hall, 2) the northwest corner of Academic Hall, and 3) the south side of Saint Joseph’s Hall on the opposite side of the walkway. Smoking outside of these pavilions on campus grounds is prohibited and may result in fines issued by Campus Safety Department.
e. Open Flames: Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residence halls. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices or substances is prohibited in residences, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to conduct action and possible criminal prosecution.

f. Campfire Policy: Campfires and bonfires are not permitted on campus property without written consent of the Campus Safety Department.
**MAC ANNUAL FIRE REPORT FOR STUDENT HOUSING**

*This report is to comply with federal requirements. ([MAC Annual Annual Fire Statistic Reports available on-line at](http://www.mtaloy.edu/student_life/safety_and_security/safety-and-security-information.dot#AnnualFireReport)*

---

**Statistics and Related Information Regarding Fires in Residential Buildings 2012**

<table>
<thead>
<tr>
<th>Buildings Located at 7373 Admiral Peary Highway</th>
<th>Total Fires in Each Building</th>
<th>Incident Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
<th>Number of Fire Drills Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Gertrude’s Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>3</td>
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<tr>
<td>St. Joseph’s Hall</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>3</td>
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<tr>
<td>Ihmsen Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
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<tr>
<td>McAuley Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>2</td>
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<tr>
<td>Misciagna Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
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<td>0</td>
<td>$0</td>
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**Statistics and Related Information Regarding Fires in Residential Buildings 2011**

<table>
<thead>
<tr>
<th>Buildings Located at 7373 Admiral Peary Highway</th>
<th>Total Fires in Each Building</th>
<th>Incident Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
<th>Number of Fire Drills Held</th>
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<tbody>
<tr>
<td>St. Gertrude’s Hall</td>
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<td>992</td>
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<td>St. Joseph’s Hall</td>
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<td>Ihmsen Hall</td>
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<td>N/A</td>
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**Statistics and Related Information Regarding Fires in Residential Buildings 2010**

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<th>Buildings Located at 7373 Admiral Peary Highway</th>
<th>Total Fires in Each Building</th>
<th>Incident Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
<th>Number of Fire Drills Held</th>
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<td>Exposed extension cord wires</td>
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<td>N/A</td>
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<tr>
<td>Misciagna Hall</td>
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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
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</table>
FIRE SAFETY

Students residing in The Mount Aloysius College residence halls are provided with comprehensive training and information that will enable them to prevent, escape, report and/or handle any fire emergency within the residence halls.

Ihmsen Hall has an addressable fire detection system throughout the building with pull stations, smoke and heat detectors.

St. Joseph Hall and St. Gertrude Hall have an addressable fire detection system throughout the building with pull stations, smoke, and heat detectors.

Miscagna Hall has an addressable fire detection system throughout the building with pull stations, smoke and heat detectors. A water charged sprinkler system is in place throughout the building.

McAuley Hall has an addressable fire detection system throughout the building with pull stations, smoke and heat detectors. A water charged sprinkler system is in place throughout the building.

Student Training

Students receive the majority of their training from their Residence Assistants at the start of each semester. This training is received at mandatory floor meetings, scheduled during the first week of each semester.

Students are provided with information regarding their floor, their building as well as fire safety and MAC Policies and Procedures. Students are shown the location of pull stations, fire safety equipment (fire extinguishers and smoke alarms) and evacuation routes from the building.

The same information is provided to new students who move in during the semester.

Immediately upon moving into a hall, every student should become familiar with fire exit routes and locations of fire extinguishers. When a fire alarm sounds, all persons must immediately evacuate the building and exit by the most direct safe route. Occupants must evacuate to points sufficient to ensure their personal safety. All residents must report to their designated evacuation points identified by their Resident Assistant. All occupants must evacuate in a timely manner.

**Students are trained in the following fire evacuation procedures:**

**Before the Fire**

- Know the location of all pull stations on your floor.
- Know the location of all fire extinguishers on your floor.
- Know alternate exits, in the event that one is blocked.

**On Discovering a Fire**

- Find nearest pull station, and activate the alarm.
- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use fire extinguishers to put it out.
- Exit by nearest safe stairway. Do not use the elevators. Do not run.
Upon Alarm Activation

On Hearing the Alarm

- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the door with the back of your hand. If it is hot, do not open the door.
- If the door is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Don’t panic.
- Seal up the cracks under the door with wet sheets, or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation.
- Hang a sheet or towel from the window to announce that you are in your room. Call the Campus Safety Department at (814) 886-6327. Be sure to give your room number and your location in the room.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors as you exit.
- If while exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call Campus Safety at (814) 886-6327, or find a window and signal that you are still in the building.

Evacuation Drills

In order to test the fire alarm system and observe student and staff behavior, the Campus Safety Department conducts fire evacuation drills. These drills are not publicized in advance. Students are held accountable for their behavior during these drills. Student behavioral issues are reported to Student Affairs.

Fire evacuation drills are scheduled twice per year, once per semester. Drills are typically scheduled within a few weeks of the beginning of the semester.

Fire alarm and facilities deficiencies are reported to the Physical Plant Office.

Fire Safety Programming

Each year, Residence Assistants schedule activities in association with Campus Safety, such as live fire extinguisher training and informational sessions.

Staff Responsibilities and Procedures

All Residence Life Staff are trained annually in fire safety protocols and procedures by the Campus Safety Department.

Residence Life Professional are responsible for the following:

- Coordinating orientation and training in fire safety for resident assistants;
- Ensuring the evacuation plans are in place in each residential building;
- Reporting promptly to the Campus Safety Department any defective exit lights, alarm boxes, fire extinguishers and inoperable fire doors; and
- Reporting promptly to the Campus Safety Department any other conditions
that may create a fire hazard or unsafe condition which might interfere with the evacuation of occupants.

The Student Conduct Officer or his/her designee within the Student Affairs Division is responsible for handling the disciplinary action for students who do not comply with or violate fire safety regulations.

Resident Assistants:

Fire safety training is included in the comprehensive Resident Assistant Training Program, which occurs in the month of August. This training includes general information, such as proper notification procedures, what to do in the event of a fire, how to use a fire extinguisher and other information. RA training also includes a building specific training segment, and prepared by the Director of Campus Safety that provides RAs with detailed information about that hall.

Resident Assistants are responsible for the following:

- Informing their students of the policies and procedures regarding fire safety;
- Observing that their students comply with all fire safety regulations and documenting any resident who violates or does not comply with those safety regulations;
- Reporting any damaged, missing or stolen equipment to their director for repair or replacement; and
- Conducting health and safety inspections to ensure that students are complying with all health and fire safety regulations as documented in the residence contract and/or the student handbook.

Emergency Notification Procedures

In the event of a fire, the following five notification procedures should be followed:

1. Resident or RA pulls fire alarm, notifies Campus Safety;
2. The fire department is notified by the alarm company;
3. RA on Duty and or Security notifies on-call professional staff; and
4. Professional staff member contacts Administration.
5. Campus Safety Officer is responsible for notifying the Director of Campus Safety

When a fire is reported, the resident or staff member who reports the fire should first pull the internal fire alarm. All internal alarm systems are connected via dedicated telephone lines to an alarm monitoring company. When an alarm is sounded the monitoring company notifies Cambria County 9-1-1 to dispatch the Cresson Volunteer Fire Department, and notifies Mount Aloysius Campus Safety. The Campus Safety Officer responds and contacts the alarm monitoring company. In the event of a false alarm the officer will cancel the alarm to the local fire department.
The Officer contacts Cambria 9-1-1 if the alarm is not false and provides updated information for the responding fire units. Campus Safety has control over the emergency situation until the Cresson Volunteer Fire Department arrives and takes direct control over the situation. The RA on Duty should notify the on-call professional staff member for response. The Professional staff member is responsible for notifying Administration. The Campus Safety Officer is responsible for notifying the Director of Campus Safety.

**Additional Evacuation Procedures for Residents with Disabilities**

In all emergencies, after an evacuation has been ordered, the following applies:
- Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (RAs/neighbors/classmates) to alert them and assist them in an emergency, is a good method;
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person;
- Evacuate or assist people with disabilities to get to the nearest stairwell if possible;
- DO NOT use elevators, unless directed to do so by security, police or fire personnel. If the evacuation has been ordered due to a fire, elevators could fail during a fire. Security, police or fire personnel will know if the elevators can be used;
- If the situation is life threatening, call Campus Safety at 814-886-6327 or 9-1-1,

and
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

**Aiding Persons with Specific Disabilities in Emergency Situations**

**Blindness or Visual Impairment**
- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional landmarks.
- DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e., move to the stairwell, elevators cannot be used, etc.).

**Deafness or Hearing Loss**
- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward stairwell exits or evacuation maps.
Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can exit to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area such as the nearest stairwell. If that is not possible, they should move to an office or other room with the door shut which is a good distance from the hazard.
- Notify Security, police or fire personnel immediately about any people remaining in the building and their locations.
- Security, police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. They may determine that it is safe to override the general rule against using elevators.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

Student ID Cards

ID cards are available at the Campus Safety Department located in St. Gertrude Hall, Room 21 or by calling the Campus Safety Office at 814-886-6327. The cards are valid for the entire time you are a student.

- Initial ID cards are free and replacement cards are available for $25.00.

Vehicle Information

All students must obtain a parking permit from Campus Safety. Stop by the Campus Safety Department located in St. Gertrude Hall, Room 21 to obtain your parking permit. **When you register your car you will need $35 and your vehicle registration card.**

On-campus parking is available to Mount Aloysius students. However, these spaces are only available if everyone cooperates and abides by the regulations set forth in the parking program.

- All students may only use parking lots 6, 7, 8 and 13 between 6:00 a.m. and 11:00 p.m. Specific areas assigned to resident students for overnight parking are enforced 11:00 p.m. until 6:00 a.m. The campus map further identifies the designated student parking areas. Lot 14 may be used by all students only during daylight hours. No parking is permitted in Lot 14 between dusk and dawn.

- The Campus Safety Office is authorized to tow a vehicle at the owner's expense. Anyone who uses their vehicle to transport contraband onto campus also risks losing the privilege of having a vehicle on campus premises. Fire Department regulations do not permit parking in any fire lane or drive lane on-campus. A vehicle parked on-campus is at the risk of the owner. Mount Aloysius College assumes no responsibility for damages, thefts, accidents, or other incidents involving vehicles. All vehicles must be registered by the end of the first week of each academic semester. Vehicles can be registered at the Safety Office during orientation or thereafter. The vehicle registration card or a copy of the card must be shown to the officer for each vehicle when registering. A fee of $35 is payable at the time of registration. Replacement cost of a permit is $5.
Inquire at the Campus Safety Department for registering multiple vehicles.

The Campus Safety Department will issue special one-day permits in emergency situations. Campus Safety must be notified immediately, either in person or by phone relating the description, location and license plate of the unregistered vehicle.

- Student with special parking needs must contact the Director of Counseling and Disability Services to discuss their specific circumstances.
- Students (non-resident) wishing to leave a vehicle on campus overnight must fill out an overnight request form at the Campus Safety Department to avoid a ticket.
- Students are not permitted to leave disabled vehicles on campus property.
- Students are not permitted to leave vehicles on campus over break periods.
- Unattended vehicles left on-campus without prior authorization from Campus Safety will be considered abandoned and will be towed at the owner’s expense.
- Residents will be assigned parking areas at the beginning of each semester. They will be given parking instructions during their mandatory residence hall meeting at the beginning of the semester.

**Emergency Weather Parking Instructions for Resident Students**

All resident vehicles must be moved from resident parking areas when deemed necessary by the College due to weather conditions. Residents will receive notification via flyer postings, emails, and Residence Life Personnel. On the date needed the vehicles shall be moved before 11:00 p.m. to a designated parking area. The vehicles will be moved back to resident parking areas the following day after 6:00 a.m. and before 11:00 p.m.

**Parking Fines**

All violations will be assigned points as outlined in the table below:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>COST</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>No College Permit</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Improper Permit Display</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Fire Lane</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Sidewalk/Lawn</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Unauthorized Area</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Other Violation</td>
<td>30.00</td>
<td>2</td>
</tr>
<tr>
<td>Careless Driving</td>
<td>30.00</td>
<td>3</td>
</tr>
<tr>
<td>Handicapped Space</td>
<td>50.00</td>
<td>3</td>
</tr>
<tr>
<td>Snow Removal</td>
<td>30.00</td>
<td>4</td>
</tr>
</tbody>
</table>

All parking fines are $30 except for handicap parking violations which are $50. Unpaid fines may be automatically applied to your college bill and a hold may be placed on your account. If a student accumulates 10 or more points due
to parking illegally, their parking privileges will be revoked for a specified period of no less than one semester or the equivalent time in weeks (15).

Additional parking offenses incurred while parking privileges have been revoked will result in the student losing parking privileges for the remainder of the academic year. All points are deleted at the end of each academic year, however any active sanctions may span academic years. The ticket may be appealed to the Parking Appeal Board. The appeal form must be submitted in writing to the Campus Safety Department within five days after the date of violation. The appeal form may be obtained on the MAC portal page or at the Campus Safety Department.

Fines can only be paid in the Controller’s Office during regular business hours.

Traffic Violation Appeal Process

Appeals to parking violations are heard by The Parking Appeal Board, which is comprised of two students and a faculty or staff member. Review Board hearings will be held as needed during each semester. Members of the College community are provided an opportunity to explain circumstances, in writing, regarding the issued ticket. Results of the hearing will be documented and forwarded via email to the student or employee originally requesting the appeal. The decision of The Parking Appeal Board is final.

No appeals will be reviewed if filed with the Campus Safety Department after five (5) business days from the date of violation. Questions concerning procedures or interpretations of parking rules and regulations should be referred to the Director of Campus Safety located in St. Gertrude Hall, Room 22. You may also call 814-886-6421 or email wtrexler@mtaloy.edu.

Weather Related Cancellations and Delays

The “Campus Alert” text message system, email system, voicemail system, internet site and portal page are used for any emergency mass notifications.

There are certain times when classes may be cancelled or delayed due to inclement weather. Please sign up for MAC text message alerts or check the college website, call the switchboard at 814-886-4131, or tune in the local radio and television stations to determine if a cancellation or delay has taken place.
College disciplinary action is applicable to conduct which adversely affects the pursuit of educational objectives and the mission and values of the College. The College retains the right to pursue charges through the campus conduct system regardless of whether charges are concurrently pending through local civil or criminal authorities. At Mount Aloysius College, the type of behavior subject to disciplinary action includes, but are not limited to:

- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery and alteration or fraudulent use of College documents or instruments of identification;
- Intentional disruption of teaching, research, administration, disciplinary proceedings or other College activities;
- Use or display of vulgar, abusive or offensive language or other media or social media in any college setting;
- Physical or verbal abuse, threats or harassment that endangers the health or safety of another person. This includes, but is not limited to, physical assault, rape or other sexual assault;
- Any action, situation, or activity that recklessly or intentionally endangers the mental or physical health or safety of a student or which requires, encourages, or permits violation of any federal, state, or local statute or College policy, for the purpose of initiation or membership into any organization recognized by, or affiliated with Mount Aloysius College (hazing);
- Physical abuse or injury to oneself or another person;
- Theft or damages to private or college property;
- Failure to comply with the directions of College officials in the performance of their duties;
- Failure to comply with the Computer Fair Use Policy (outlined in this Handbook and at https://portal.mtaloy.edu/) and Library film showing policy;
- Violation of the Visitation Policy or Procedures;
- Possession, use or distribution of alcoholic beverages, other illegal substances, and/or drug paraphernalia regardless of age;
- Disorderly or lewd conduct which is disruptive or detrimental to self, others or property;
- Failure to comply with imposed disciplinary sanctions;
- Failure to meet financial requirements pertaining to damages incurred, i.e. room damage, property damage and property theft in addition to any other miscellaneous expenses incurred;
- Presence in an unauthorized area; and
- Use and/or possession of open or concealed weapons as defined by the weapons policy is prohibited.
- Violation of the smoking policy
• Misuse of social media

Misuse of the conduct system, including but not limited to:
• Attempting to discourage an individual's proper participation in, or use of, the conduct system;
• Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of a judicial proceeding;
• Influencing or attempting to influence another person to commit an abuse of the conduct system; and
• Violations of any federal, state or local law.

(NOTE: In cases of violation of any federal, state or local laws, the student has the right to notify the appropriate federal, state or local authorities to initiate proceedings. The College may, however, proceed with its case against the accused even though the legal process has yet to begin. (This decision will be at the discretion of the Vice President for Student Affairs/Dean of Students.)
Student Conduct Process

Disciplinary Process

Student Conduct Administration Overview

Being a member of the Mount Aloysius student body is a privilege and not a right. As in every community, there are certain rules and regulations that must be upheld. Respect for the rights and property of others and respect for all individuals is everyone's responsibility. Only in such a community of responsible persons can an atmosphere be established that supports living and learning in a productive and mutually supportive way. Any student who fails to support the mission and objectives of the Mount Aloysius community forfeits his/her right to continued membership in it. The College reserves the right to dismiss any student whose conduct is detrimental to or in conflict with the philosophy and objectives of Mount Aloysius.

Reporting an Incident

Any person may report an alleged violation of College rules, regulations, or policies to a member of the Residence Life Staff, the Vice President for Student Affairs, or the Campus Safety Department. The incident is documented on an Incident Reporting form which should include all of the following information.

- Date, time and location of incident.
- Nature of incident.
- Individual(s) involved.
- Witnesses.
- Description of incident.
- Immediate action taken.
- Signature of person filing the report and the date.

Level One: Hearing Process

The Director of Residence Life or his/her representative conducts a hearing with each student who is allegedly involved in a violation of College rules, regulations or policies. The hearing procedures follow:

- The student will be notified that his/her name is mentioned on an incident report.
- A hearing meeting occurs with the student to discuss and review the incident report.
- The specific violations are summarized and presented to the student on a Student Conduct Record Form and the student is given the opportunity to admit violation of College rules, regulations or policies, or to deny any violation.
- If the student admits to the violation, sanctions are immediately issued, unless in the opinion of the hearing officer, the reported violation is more serious in nature. In such a case, a full conduct hearing may be
scheduled for sanctioning purposes. The hearing officer, the violation which is reported is more serious in nature, a full conduct hearing may be immediately scheduled for sanctioning purposes.

- In situations where allegations are significant in nature, at the discretion of the Vice President for Student Affairs, the case may be moved to the pre-board review level to commence a Conduct Board action.

**Level Two: Conduct Board Hearing Process**

**Pre-Board Review**

The Conduct Officer or his/her designee will offer the opportunity to meet with the accused student to explain the conduct process as well as the student's rights and responsibilities. The role of the pre-board review is not to determine accountability or responsibility, but to assist the student in understanding the Student Conduct Board hearing process and prepare his/her case. Should the student choose not to meet with the Conduct Officer or his/her designee, the accused student is still responsible for participating in the Student Conduct Board Hearing. Student Conduct Board hearings will be held even if the student chooses not to attend.

**As part of the pre-board review, the following processes take place:**

- The Conduct Officer or his/her designee schedules a pre-board review to meet with the student(s) accused with the alleged violation and presents a verbal synopsis of the charges.
- The student has a maximum of two school days from presentation of charges to submit in writing the names of any witnesses (subject to the Conduct Officer or his/her designee Officer's determination of relevance to his/her case) and prepare a case. One character witness from the College community may address the Board. It is the student's responsibility to notify all approved witnesses as to date, time and location of hearing.
- A student accused of any violation may be accompanied in his/her hearing by a Mount Aloysius faculty member, administrator or student whose role will be advisory in nature. This person is not permitted to address the board or act as a representative for the charged student. Parents, advisors or legal counsel from outside the Mount Aloysius community may not be present at any hearing; however, they may assist the student during the pre-board review process. (Note: Residence Life staff members cannot provide representation.)
- The accused student is notified of the date, time, and location of the Board hearing.
- At the Board hearing the accused has the opportunity to ask questions of the person initiating the charges or of witnesses in the case. In cases of sexual misconduct or other violations of a highly sensitive nature, every effort will be taken to allow both the accused and the accuser the right to question without direct visual contact during the hearing. Both the accused and accuser are entitled to the same opportunities to have others present at the hearing. Also, in
cases involving sexual misconduct the accused and accuser will both be informed of the outcome of the conduct hearing.

- After the hearing, the Conduct Officer presents the Board's findings to the Vice President for Student Affairs or designee. The Vice President for Student Affairs or designee sends written notification of the results of the hearing to the student within three school days of conclusion of the hearing.
- A conduct hearing is an internal review of possible violation(s) of College rules and regulations. The purpose is to determine, based upon the preponderance of evidence, if violations have occurred and to assign sanctions which have as their purpose an educational and reconciliatory function. If, in the judgment of the Conduct Board, a student (because of multiple or serious violations, uncooperative attitude, etc.) is not upholding the philosophy and objectives of the College, the student may be dismissed from Mount Aloysius.

The membership of the Student Conduct Board consists of students, faculty and administrators. The Director of Student Activities serves as the Conduct Officer or his/her designee and, as such, presides over the hearing. The Director of Student Activities also serves as a resource to the Conduct Board and oversees the deliberation process.

The Vice President for Student Affairs reserves the right to utilize an administrative hearing when the full Board is not available during breaks in the academic calendar or the end of an academic term.

The Conduct Officer or his/her designee reviews the case with the Conduct Board. He or she also introduces witnesses and directs proceedings so that only pertinent material is introduced. Finally, the Conduct Officer makes sure that both accuser and accused have ample opportunity to present the facts of the incident -- as they perceive them -- to the Board members.

The Conduct Board reviews the case with the Conduct Officer or his/her designee and questions the student brought before the Board as well as any witnesses. The Board then discusses the case, including all testimony, in private. Specific violations are determined along with a recommendation for sanctions or that no violation occurred. The Conduct Board need not be unanimous in its vote; however, a majority must concur. The Conduct Officer or his/her designee presents the recommendation of the Board to the Vice President for Student Affairs. The Vice President for Student Affairs or designee will notify the student of the final outcome within three school days. Alleged victims of crimes of violence or non-forcible sexual offenses may submit a written request to the Vice President for Student Affairs within three working days of the hearing to learn the outcome of the hearing. All proceedings and results of the Board’s deliberations are confidential.

**Level Three: Appeal Process**

A student who wishes to appeal the recommendation(s) of the Conduct Officer or his/her designee and/or the Conduct Board must submit a written request for an appeal within five school days of the notification of the results of
the hearing. The student must address one of the points listed below as grounds for appeal. The request must be directed to the Vice President for Student Affairs. The grounds for an appeal are as follows:

• That the regulations for filing disciplinary charges or the hearing process were not followed.

• That available, relevant evidence was not reviewed.

The Vice President for Student Affairs or the appointed Appeal Officer will review the record of the proceedings. If, in the appeal, it is determined that new evidence exists or some other reason is present to consider additional evidence, or if proper procedures were not followed, the matter can be returned to the Conduct Officer or his/her designee and the Student Conduct Board for further deliberation.

The Vice President for Student Affairs can accept the decision of the initial hearing, or refer the case back to the Conduct Board. The decision of the Vice President for Student Affairs is final except in cases of dismissal. A student dismissed from the College may, in addition, appeal to the President.

Sanctions

Disciplinary action is based on the seriousness of the offense, individual circumstances and the best interest of the general educational community of Mount Aloysius College. The sanction(s) which may be imposed upon individuals or organizations for the commission of the offenses recognized by the College include, but are not limited to, the following:

Conduct Warning

A conduct warning may be issued when the nature and circumstances of the conduct do not warrant more severe disciplinary action; however, a written warning will be a matter of record in the office of the Vice President for Student Affairs.

Service to the College

Service to the College entails performing duties in departments including housekeeping, maintenance and food service. The conditions and the time period of the work assignment are the prerogative of the authority imposing them and will be stated in writing. If a student fails to perform the services within the stated time-period, a fine may be imposed equal to the amount of un-worked hours, multiplied by the current rate for College work-study wages or additional conduct sanctions may be imposed. Failure to pay a fine may result in immediate restriction from residence halls until the fine is paid in full and/or other disciplinary sanctions.

Fines

The amount and due dates of fines are determined by the authority imposing them and will be stated in writing. The College reserves the right to initiate a policy for fining students for violations during the academic year.

Restitution

Reimbursement must be paid for damages or misappropriations of College property or property of a member of the College community.
Loss of Privileges

The conditions and the time-period of the probation are the prerogative of the authority imposing them and will be stated in writing. The following are intended to serve as sanctions:

- An individual may be prohibited from representing the College in an official capacity, such as an intercollegiate athlete or a student organization leader.
- An individual may be prohibited from parking a vehicle on campus, living in College residence halls or from dining on campus, forfeiting full room and board fees.
- An individual may be prohibited from participating in College programs, such as musical or theatrical productions, intramural events or athletic competitions.
- An individual may be prohibited from participating in student visitation.
- An individual may be prohibited from using personal property (including stereos, etc.) or campus facilities.

Probation

Probation entails a written reprimand for the violation of specified regulations. Probation remains in effect for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary time.

Residential Probation

An official warning which states that future conduct violations will constitute grounds for the loss of the privilege to live or visit in the residential facilities.

Suspension

Suspension is termination of student status for a specific period of time. The conditions of re-admission will be stated in a sanction letter from the Vice President for Student Affairs. Students suspended for the remainder of a semester are charged full tuition, room and board (if applicable) and fees for the semester in which the suspension occurs. Students are assigned the grades that would be appropriate if withdrawal were voluntary. A statement of the student's status is sent to the Vice President for Academic Affairs/Dean, Registrar, curriculum chairperson, Admission's Office and Controller's Office.

Residential Suspension

This penalty removes the student from residence on campus and prevents the student from visiting the residential facilities for a specific period of time (i.e., the remainder of a given semester or academic year). The Director of Residence Life has the authority to suspend a student from residence if the student has failed to abide by housing policies.
Dismissal

Dismissal is permanent termination of student status and separation from the College. Dismissed students are charged full tuition, room and board (if applicable) and fees for the semester in which the dismissal occurs. Students are assigned the grades which would be appropriate if they were withdrawing voluntarily. A statement of the student's status is sent to the Vice President for Academic Affairs/Dean, Registrar, curriculum chairperson, Admission's Office and Controller's Office.

Off-Campus Violations

The College reserves the right, at its discretion, to adjudicate off-campus violations of the Code of Conduct through the Campus Conduct System.

Interim Suspension

When the Vice President for Student Affairs has reasonable cause to believe that a student has violated any of the College's rules or regulations and that danger or disruption will be present if a student is permitted to remain on campus or in a College residence hall, an interim suspension may be imposed pending a full consideration of the case. A student placed on interim suspension will be required to leave campus and/or the residence halls immediately and remain off-campus until completion of the disciplinary proceedings. The Vice President for Student Affairs or his/her designee is authorized to impose an interim suspension.
Student Grievance Policy

Grievance Process for Allegations of Violations of Title IX of the Educational Amendments of 1972

Title IX of the Education Amendments of 1972, provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The College has designated Dr. Jane Grassadonia, Vice President for Student Affairs, as the Title IX Compliance Officer. Dr. Grassadonia’s office is located in Cosgrave Center (814-886-6472). If a student or employee wishes to file a complaint alleging a violation of Title IX, this Complaint should be filed with Dr. Grassadonia. The complaint will then be referred to the Committee established in the Unlawful Harassment Policy. This Committee will investigate any such complaints in accordance with the procedures outlined in the Unlawful Harassment Policy, and make a report to the appropriate officials as provided in that Policy. The complainant also has the right to pursue resolution through the appropriate state and/or federal agencies.

Grievance process for Allegations of Violations of Discrimination under Section 504 of the Rehabilitation Act and the Americans With Disabilities Act

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibits discrimination against any individuals because of a disability as defined in these laws. If a student believes that he/she has been a victim of discrimination he/she may file a complaint with Dr. Jane Grassadonia, Vice President for Student Affairs/Dean of Students, at 814-886-6472 in the Cosgrave Student Center.

The complaint will then be referred to the Committee established in the Unlawful Harassment Policy. This Committee will investigate any such complaints in accordance with the procedures outlined in the Unlawful Harassment Policy, and make a report to the appropriate officials as provided in that Policy. The complainant also has the right to pursue resolution through the appropriate state and/or federal agencies.
Residence Life Information

Residence Life
Office Hours: 8:30 a.m. - 5:00 p.m. Monday - Friday
Director of Residence Life located in Cosgrave 122
Phone: 814-886-6407
Assistant Director of Residence Life located in Ihmsen Residence Life Office under the Ihmsen Breezeway
Phone: 814-886-6388
Graduate Resident Director located in Ihmsen Residence Life Office
Phone: 814-886-6668
Graduate Resident Director located in McAuley Residence Life Office
Phone: 814-886-6307

The Department of Residence Life at Mount Aloysius College is tasked with providing a safe, community-centered living environment on campus. The Department also enriches campus life through the creation of co-curricular events that broaden and deepen students’ academic experiences.

The Residence Life staff includes professional staff and Resident Assistants (RAs) who work with residents to foster a strong sense of community in each residence hall. Freshmen and sophomore students are required to live on-campus unless they reside with their parents or guardians within the commuting distance (a 45-minute radius of campus). The residence halls are designed and programmed for traditional-aged students.

The College operates five residence halls on campus: Ihmsen Hall, St. Gertrude Hall, St. Joseph Hall, Misciagna Hall and McAuley Hall and one house on Park Avenue. Most rooms are double and/or triple occupancy; however, single rooms are sometimes available for an additional fee. All of the residence halls have lounge areas with study rooms. The entire campus is served by a wireless network.

Ihmsen Hall
Ihmsen Hall accommodates men and women in separate sections of the building and houses predominately first-year students. Each room in Ihmsen Hall contains a sink, beds, dressers, desks, chairs and a mirror. Microwave ovens and sinks are located on each floor of Ihmsen Hall. The building is secured with an electronic access point. The security systems allows entrance at two doors.

St. Gertrude’s Hall
St. Gertrude’s Hall is an all-women’s residence hall. Rooms are primarily single occupancy and furnished with beds, dressers, desks, chairs and mirrors. Residents access this hall by using an electronic access point.
St. Joseph Hall

St. Joseph Hall is a co-ed residence hall. The rooms are furnished similarly to Ihmsen Hall. Rooms are double and triple occupancy with a community bathroom. Residents access this hall by using a high security key and access code.

Misciagna Hall

Misciagna Hall offers suite-style living for students. Each suite includes two double-occupancy bedrooms with a bed, dresser, desk, chair and closet for each resident; a living room/kitchen area with a microwave, refrigerator, sink, cupboard space, closet space, couch, arm chairs, TV stand (students must provide own TV), table, chairs and a bathroom/vanity space. Misciagna Hall is air-conditioned and houses predominantly upper class students. An electronic proximity lock allows access by residents of this hall.

McAuley Hall

McAuley Hall is designated as a sophomore living community and offers pairs of double occupancy rooms connected by a pass-through sink area with separate lavatory and shower. There are also a limited number of designated single rooms in the building. McAuley Hall is air-conditioned and offers study rooms and lounge areas on each floor in addition to a large multi-purpose room. An electronic proximity lock allows access by residents of this hall.

Christian Living House 425 Park Avenue

The Christian Living house is an off-campus living option only available through an application and selection process.

Director of Residence Life

The Director of Residence Life supervises the entire Residence Life program and works closely with residence hall staff to coordinate and implement Residence Life programming on campus. The Director also works closely with other members of the Student Affairs staff in the areas of programming, discipline and administration.

Assistant Director of Residence Life

The Assistant Director works closely with the Director of Residence Life and is involved in the daily operations of the residence halls. The Assistant Director lives on campus and may be contacted in the Ihmsen Hall Office located on the lower-level of Ihmsen Hall.
**Graduate Resident Director**

The Graduate Resident Directors assists the Director of Resident Life and the Assistant Director of Resident Life in the daily operations of the residence halls. The Graduate Resident Directors live on-campus and may be contacted in the Residence Life Offices in McAuley and Ihmsen Hall.

**Resident Assistants (RAs)**

The Resident Assistants are responsible for students living in a specific residence hall. They assist students as they develop as young men and women and responsible group members. RAs also act as a liaison between the students and administration as they explain and enforce campus policies.

Although the RAs will be available most of the time, they are students too and need quiet time. If students are unable to reach their specific RA, they can check the RA Duty Schedule posted outside each RA's door, or contact the Office of Campus Safety.

**Programming**

Residence Life programming is based upon the concept of wellness in mind, body and spirit. At Mount Aloysius College, wellness is guided by the values of mercy, hospitality, justice, service and respect. Residence Life challenges students to develop leadership skills, become caring community members, and pursue their chosen vocation. Programs and events are offered throughout the year, and resident students are encouraged to become involved in planning and conducting these with their RA.

**Off-Campus Housing**

The College does not offer off-campus housing. The College also does not maintain a list of available rental properties. Local listings may be obtained through the Cresson Mainliner, Johnstown Tribune-Democrat and Altoona Mirror newspapers. Area realtors may also have listings of rental properties.
Residence Life Policies

Appliances

Extreme caution must be exercised in the use of electrical appliances. All appliances must have the Underwriter’s Laboratory (UL) approval. Hot plates, sunlamps, space-heaters, air-conditioners, electric ovens, toasters, toaster ovens, microwaves and any other appliances with exposed heating elements are prohibited. Irons and ironing boards are provided in the laundry rooms of each building. Routine health and safety inspections will occur at least once a semester.

Assignments/Occupancy

All students must reside in their assigned rooms. The College reserves the right to increase occupancy of a room to its designated capacity or beyond its normal limit, and to assign or reassign rooms and residence halls. Unauthorized room changes will result in a $50.00 surcharge. Students shall not permit any persons to share the premises, nor shall he/she keep unauthorized roommates, boarders, or children in the assigned room.

Residence hall rooms are reserved for the contracted residents of that space. No forms of cohabitation are permissible.

Breaks

All residence halls are closed for Fall Break, Thanksgiving, Christmas, Spring Break and Easter Break. As a general rule, no resident will be permitted to remain in residence halls during scheduled closings.

Housing is provided for college sponsored activities. Any student seeking extended stays due to involvement in a college sponsored activity must submit a request to the Director of Residence Life seven days prior to hall closings. All requests need to be submitted through college email. All students are required to follow residence hall closing protocols and vacate halls at the specified time.

By prior arrangement, housing is provided for athletes and other students with academic or curricular requirements during vacation periods.

Candles, Incense, Halogen Lamps, Potpourri Burners

These items are forbidden in the residence halls.

Care and Use of Rooms and Furnishings

Students are responsible for keeping their assigned residence hall areas and residence hall common spaces such as lounges and laundry rooms clean and orderly. Community and public restrooms/showers will be cleaned by campus housekeeping staff. Students can request cleaning supplies through the campus work order system. Failure to maintain standards of cleanliness may result in conduct action and assessment of cleaning charges.
Ihmsen, McAuley, St. Joseph and St. Gertrude Halls – Residents are expected to clean their own sinks, toilet and shower areas. Community restrooms will be cleaned regularly by housekeeping staff.

Misciagna Hall - Residents are responsible for cleaning their entire suite - including kitchen areas and bathrooms. A vacuum cleaner, dust mops, brooms, dustpans, etc. are provided in utility closets within the residence hall. Failure to maintain standards of cleanliness may result in disciplinary action and assessment of cleaning charges.

Christian Living House 425 Park Avenue

Residents are responsible for cleaning the entire house, including the kitchen, common areas, and bathrooms/showers. A vacuum cleaner, dust mop, brooms, dust pans, etc. are provided. Failure to maintain standards of cleanliness may result in disciplinary action and assessment of cleaning charges.

Work Requests

Resident students are expected to submit work requests for repairs or services needed. Non-emergency work requests should be submitted through the College web portal. To access this portal, log in and go to the Help Tab. Look for Maintenance Work Orders.

Emergency work requests during the day should be called into the Department of Residence Life at extension 6407 or extension 6388.

Emergency work request after business hours should be submitted to Campus Safety via telephone (extension 6327). Campus Safety will then notify the appropriate personnel.

College Lounge Furniture

College lounge furniture and other college property are placed in common areas for community use. Individuals may not take or borrow this furniture for use in their rooms; nor may they abuse or remove any college property. Anyone who chooses to violate this policy will be subject to disciplinary sanctions, including fines and restitution. All original room furnishings must remain in assigned rooms for the entire school year.

Cooking

Students are permitted to cook in the kitchen areas in their residence halls. The following kitchen use guidelines must be obeyed:

• Always make sure the burners and oven are turned off after use;
• Thoroughly clean cooking and eating areas—including stovetop, sink, counters, and tables;
• Wash pots, pans, utensils and dishes within 30 minutes of finishing meal or event;
• Dispose of any table scraps and uneaten food in the proper garbage cans;
• Mark your name and the date on all food left in the refrigerator;
• Throw away any uneaten food in the refrigerator after five days; and
• Do not eat other people’s food without permission.

Common Areas/Lounges

Residence hall common areas and lounges are designed to offer gathering and program space for educational and recreational purposes. These are shared spaces and should be taken care of by each member of a residence hall community. Individuals or groups should not use these spaces in ways that prevent other students from also using the spaces (i.e., sleeping in the lounge as opposed to in resident rooms)

Club meetings or other college events wishing to use Residence Hall and/or Common areas must be registered and approved by the Department of Student Activities and the Department of Resident Life. Unapproved club meetings or other events are not permitted in any of the residence hall lounge or residence common areas such as the Ihmsen Breezeway.

Damages

The Residence Life Staff inventories all resident rooms and residence halls prior to move-in. Students are requested to carefully review this inventory and inform their RA of any pre-existing damage not listed. Any damage found at checkout will otherwise be charged to the student. Types of damages for which assessments are made include, but are not limited to damages to furniture (burns, stains, holes, rips); walls (holes, dirt, tape marks); sinks and bathroom/kitchen areas; floor and ceiling tiles; damaged or missing window screens or blinds; broken light fixtures; broken windows; missing furnishings (mattresses, chairs, desks, beds); unreturned keys and/or improper check-out.

Any damage in a public area of the residence halls by unidentified persons will be appraised on a pro-rated basis and charged to all occupants of the residence hall where the damage occurred.

Students should not, under any circumstance, attempt to repair damages themselves.

Entrance Doors

Students may not prop open entrance doors or share access cards/keys with another person. This action jeopardizes the safety of all resident students and will not be tolerated. Students violating this policy may be fined $200, in addition to any other disciplinary sanction deemed to be appropriate.

Fire Safety

Students residing in the Mount Aloysius College residence halls are provided training and information, that will enable them to both prevent fire hazards and respond to a fire emergency if a fire were to occur within the residence halls.
**Student Training**

All Residence Life staff are trained annually in fire safety protocols and procedures by the Department of Campus Safety.

Students receive the majority of their training from their Resident Assistants at the start of each semester. This training is provided at mandatory floor meetings, scheduled during the first week of each semester.

During these meetings, students are given information regarding fire safety and MAC policies and procedures. Students are shown the location of pull stations, fire safety equipment (fire extinguishers and smoke alarms) and evacuation routes from the building.

The same information is provided to new students who move in during the semester. Immediately upon moving into a hall, every student should become familiar with fire exit routes and locations of fire extinguishers. When a fire alarm sounds, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate to points sufficient to ensure their personal safety. All residents must report to their designated evacuation points identified by their Resident Assistant. All occupants must evacuate in a timely manner.

Policies and procedures can be found in the Campus Safety Section of this Student Handbook.

**False Fire Alarms**

False alarms endanger lives and inconvenience many people. A false fire alarm is a criminal offense punishable by a $10,000 fine and/or five years imprisonment. Civil authorities will be immediately notified to deal with offenders.

Student offenders will also be subject to the campus conduct system.

**Misuse of Fire Safety Equipment**

Other fire equipment including fire extinguishers, hoses and alarm boxes must not be tampered with or misused. A fine of $200 plus damages will be assessed to any individual or group held in violation.

Any students misusing fire equipment will also be subject to the campus conduct system.
Food Service

Metz Culinary Management is the contracted food service provider for Mount Aloysius College. Metz operates two dining facilities on campus, both located in the Cosgrave Student Center. Cosgrave Dining Hall offers all you care to eat dining, and the MAC Shack is our campus snack-bar offering healthy options, organic coffees, quick lunch or dinner fare.

Metz Culinary Management is committed to providing a quality food program at Mount Aloysius College. Nutritious and well-balanced meals are served.

All Resident students are required to participate in a meal plan contract.

Residential Students have a choice of:
- 17 meals per week with $125 flex dollars and two guest-passes per semester;
- or 12 meals per week with $185 flex dollars and four guest-passes per semester;
- resident students in clinical programs can, upon approval, opt for our new clinical support plan: 8 meals per week with $120 flex dollars and three-guest passes per semester

How do the Meal Plans Work?

Your MAC ID card serves as your meal plan card. You can use the card at the Cosgrave Dining Hall or at the MAC Shack, also in Cosgrave Student Center. Only you are authorized to access your meal plan. You should never give your card to another student/friend/person. Your ID Card must always be presented at the time of service.

Flex Dollars

Every meal plan comes with Flex Dollars that you can use in the MAC Shack, or you can use to purchase a meal in the dining hall. So, if you have a class and miss lunch in the dining hall, you can simply go buy lunch in the MAC Shack. Flex Dollars are NOT limited like the meal exchange system. You can purchase anything you want in the MAC Shack using your Flex Dollars. Base plan Flex Dollars must be used each semester. They do not roll over between semesters. However, if you run out, you can add more Mountie Money to your ID card at the Controller’s Office in the Main Administration building. These additional funds (above the base plan amount) will roll over from the fall to spring semesters.

Guest Meals

Each meal plan comes with a designated number of guest meals each semester. You may treat your family or friends to a meal when they visit! If you have used your allotted guest meals, you can always use your Flex dollars to pay for a visiting family member or friend.
Frequently Asked Questions

I am a residential student – should I get the 17 meal plan or the 12 meal plan?
The choice really is yours. If you work on the weekends or plan to go home frequently on the weekends and plan to eat at least 3 times a week in the MAC Shack, then the 12 meal plan might be your best option. If you want to have maximum choice and you are on campus most of the time, the 17 meal plan might be your best option.

Can I change my meal plan second semester if my academic schedule and needs change?
Yes, you can. You will automatically be set up to remain in the same meal plan from fall to spring, but if your academic schedule changes, you can request a change form from the Department of Residence Life. You will need to request the change before classes begin for the spring semester. Meal plans cannot be changed during a semester or once a semester starts.

With these new plans, will I run out of meals?
You shouldn’t! The system will still allow you to swipe only one time per meal, unless you are using a guest meal in the dining hall. You will however, need to manage your Flex Dollars so that you have money for meals and don’t spend them too quickly on extras like additional snacks, soda, candy etc. The basic meal plan (12 or 17) provides the bulk of your meals each week. We have found that students regularly miss meals for a variety of reasons and also desire flexibility so they can pick something up in the MAC Shack outside of regular meal hours.

How are flex dollars different than a meal exchange system?
The biggest difference is your ability to choose exactly what you want to eat! Under the former meal exchange system, Metz identified a designated entrée and sides for you as your meal. With flex dollars, you pick only those items you want to eat for a given meal and you can choose anything in the MAC Shack.

What happens if I lose my ID?
Go to or call the Campus Safety Office (814) 886-6327 and report your card lost or stolen. There may be a fee involved for replacing a lost or damaged card.

What if I have a special dietary requirement?
No problem! Our Campus Dining Services Program can accommodate most dietary requirements. For more information, please contact the Department of Residence Life by email RESIDENCELIFE@mtaloy.edu.

The Director of Student Health Services and/or the Director of Counseling and Disability Services must review special meals due to dietary restrictions or special needs during illness.

Bagged meals will be provided on request (24 hour advance notice needed) if a student has a conflict with class, work, or clinical schedules, or any special college event that will prevent one from eating a meal on campus.

Special College events may necessitate meals being served from the Snack Bar.
Health Requirements

Please see the Student Health Services Section of this Handbook for complete list of requirements.

The following must be completed before students begin classes.

A. Required for All Students:

Health Forms: All students entering college must have a health form on file in Health Services and have received a physical exam by their physician.
- You can request a Health form through the Health Services Office.
- The Physical Exam and Immunization portion of the health form must be completed by your family physician.

Immunizations: All students are required to have the following immunizations before entering college:
- Polio series;
- Varicella (Chicken Pox) vaccine or history of the disease;
- Tetanus/Diphtheria vaccine (Must have a TD booster within the past 10 years.);
- MMR (Measles, Mumps, Rubella) 2 doses, or report of positive titers confirming immunity;
- Meningococcal Vaccine or signed waiver (Pennsylvania Law);
- A Meningitis booster is strongly recommended.
- Health Insurance (We do not provide health insurance); and
- Copy of health insurance card.

B. Required for all Resident Students

- All health forms and immunizations must be completed PRIOR to moving into the residence halls.
- Ambulance Service. It is highly recommended that resident students purchase an ambulance subscription from the Cresson Area Ambulance. Mount Aloysius College does not transport ill students to a physician’s office or emergency room. If a student is ill and needs further evaluation an ambulance may be called to transport them. Mount Aloysius College is not responsible for payment of the ambulance transports for injury or illness.

Holiday Decorations

Christmas trees and decorations must meet the following guidelines:
- Artificial trees and decorations are allowed. Live trees and wreaths are not permitted in the residence halls.
- Decorations cannot block fire safety equipment or exits and must conform to the fire safety policy.
- All decorations must be taken down and/or disposed of before students leave for any Break. This includes decorations in individual student rooms.
Housing and Damage Deposit

Resident students are required to pay a Housing and Damage Deposit of $125. The Housing and Damage Deposit reserves a room in campus housing and also functions as a damage deposit fee. The deposit is in addition to tuition and room/board charges and will be refunded to the student less any damage charges to the room or residence hall. New student room assignments are based on the date of housing deposit. Should the residence halls become oversubscribed the date of housing deposit will be used to determine housing availability. Students who do not follow check-out procedures for breaks and at the end of the spring semester will be charged an additional fine.

Keys and Access Cards

Each resident student is issued a room key and a mailbox key when they officially check into the residence hall. Student ID cards will function as access cards to allow them entry into the residence halls. For security reasons, a residents may not have keys to rooms other than their own, nor may they have more than one key to their own rooms. Any student using another person's access card or giving his or her access card to another individual will be subject to a $200 fine and/or disciplinary action. Students are encouraged to keep their ground level windows locked when not in the room.

A $25 fee is charged for the replacement of a lost or damaged access card. When a student loses a key, the lock will be replaced, new keys made and the student will be charged for the new lock and labor. This policy minimizes the possibility that someone may find the key and gain access to that room. Anyone finding a key should give the key to a staff member immediately. Only College personnel are authorized to change or repair locks or to duplicate keys.

Mail Service

Mail delivery to the College is made in accordance with U.S. postal schedules. Mail is placed in the mailboxes in accordance with the schedule of the Residence Life Staff. Resident student mailboxes are located in Ihmsen, Misciagna, and McAuley first floor lobbies. An email notice will be sent if a student receives a package.

Outgoing letters can be placed in the outgoing mail-slot located in the Ihmsen Hall Lounge or at the College Switchboard. Overweight or oversized letters and packages may be prepared for mailing at the College Support Center, located on the lower-level of the Main Building.

Resident students are responsible for changing their address upon leaving the residence halls.

Student packages can now be picked up in Ihmsen Residence Life office.
**Noise**

Any resident who is disturbing other residents with noise (voice, stereo, television, etc.) is not being considerate. It is preferred that the resident being disturbed make the first attempt to stop the noise. However, it is within the RA’s jurisdiction to confront any situation regarded as a noise problem, regardless of the time of day. Activity within any room should scarcely be noticeable outside of that room. Students who repeatedly are inconsiderate of others and create unreasonable disturbances will face disciplinary action. Use of the garbage chutes is prohibited between the hours of 10:00 p.m. and 10:00 a.m. due to the noise disturbance.

**Obstructing Entrances**

Students are not permitted to hang items that block the entrance to their residence hall rooms.

**Overnight Guests**

A resident student may invite a guest of the same gender to stay overnight in his/her room provided the following conditions are met:

- overnight guest visits will be limited to five (5) nights per month;
- overnight guests must be age 18 or older. Children are not permitted to stay overnight in the residence halls;
- an Overnight Guest Form is completed. These are available in the Department of Residence Life or online under the Residence Life section of the college website;
- the Overnight Guest Form (with appropriate signatures) must be submitted to the Department of Residence Life and the Campus Safety Office prior to 9:00 p.m. on the night of the visit;
- the resident’s roommate has agreed to have the guest; and
- the guest’s automobile is registered with Security and properly parked in the resident parking lot.

Please remember that guests are not allowed to sleep overnight in the common areas of the residence halls.

**Painting/Wallpapering**

Painting or wallpapering by students is not allowed in student rooms. This includes walls, ceilings and furniture.

**Parking**

Parking is available for each resident student in the designated lot(s) as specified by Campus Safety at the time of vehicle registration. All vehicles must be registered with the Campus Safety Office by the end of the first week of each academic semester. Regulations for parking are stated in this Student Handbook, and resident students are held accountable for compliance with these regulations.
**Personal Property**

The College does not accept responsibility for the loss or damage to personal property due to theft, fire or other causes. Students are advised to carry insurance on personal property, either through their family homeowner’s policy or by purchasing renter’s insurance. Residents are encouraged to secure their valuables and keep their rooms locked at all times.

When items are left in the residence halls or storage rooms after the official closing of the residence halls each year, the College will declare them abandoned. They will be disposed of or distributed to those in need.

**Pets**

For health and safety reasons, pets (with the exception of fish in an aquarium) are not allowed in the residence halls. If a pet is discovered, the student will immediately be expected to remove the animal from the residence hall and may face disciplinary action.

**Residency Requirement Policy**

**Freshmen/Sophomore Residency Requirement**

Mount Aloysius requires traditional freshman and sophomore students (dependents of parents or legal guardians) to live on campus if they live outside of the established 45-minute commuting zone of the College. While living on campus is highly recommended for all traditional age students, those who live within the established 45-minute commuting zone of the College may live and commute from the home of their parents or legal guardians. Junior students and higher will have the option to live off-campus. Students moving from campus housing to off-campus housing usually lose partial federal and state funding for their educational expenses. Mount Aloysius College grant money and scholarship money is also decreased for off-campus students.

Questions about housing at Mount Aloysius College should be directed to the Director of Residence Life by calling 814-886-6407.

If extenuating circumstances prohibit a traditional freshman or sophomore (who lives outside the commuting distance of campus) from living on campus, the student should contact the Student Affairs Office in Cosgrave Center, room 106.

**Room Changes**

Students should make every effort to work together to achieve a compatible living situation with roommates and neighbors. If difficulties arise and students are not able to resolve these among themselves, they should seek assistance from the RA who will make every effort to assist in the resolution. The Residence Life Professional Staff may authorize a room change if all attempts at mediation have been exhausted.
Students will not be permitted to change rooms for the first two weeks of each semester in order to conduct roster verifications. Thereafter, room changes may be requested through the Department of Residence Life. Any unauthorized room change may result in a fine.

**Room Consolidation**

By the end of the second week of each semester, if a student does not have a roommate and has not paid for a single room, he or she will be required to buy out the room as a single or participate in the room process in order to consolidate with a new roommate. This may require a student to move to a different room than originally assigned. If vacancies occur after the second week of the semester, the Director of Residence Life will make consolidation decisions on a case-by-case basis.

**Room Contracts**

Room and board contracts are for the Fall and Spring semesters (unless a student starts in January at the College) and are available to full-time students (i.e. students carrying 12 or more credits per semester) and are designed for traditional students. Any student carrying less than 12 credits, who desires to live in the residence halls must receive permission to do so from the Vice President for Student Affairs. A signed room contract is a binding obligation between the student and Mount Aloysius College. The student is responsible for satisfying the full financial obligation of the contract on time within the published College payment schedule. The student's account must be cleared or payment arrangements made prior to moving into the residence halls. The student is also obligated to reside in the room stipulated in the contract and to abide by the rules of conduct established by the College. The room and board contract is legally binding. When a student signs the contract for the academic year, the student is obligated for both fall and spring semesters. Contract releases are granted only under special circumstances. All requests for a contract release should be submitted to the Department of Residence Life. Requests will be reviewed by the Room and Board Contract Release Committee. A student's room and board contract is automatically terminated if the student's enrollment is terminated for any reason or the student is removed from the residence hall as a result of a disciplinary hearing. Room and board fees are not refundable.

**Room and Board Contract Release**

Students who wish to be released from a room and board contract must complete a Contract Release Request form. These forms can be obtained in the Office of Student Affairs, located in Cosgrave, room 106. Completed forms with all required documentation must be submitted to Student Affairs in Cosgrave 106. Incomplete requests will be returned.
Requests will be reviewed by the Room and Board Contract Release Committee. Contract releases will be granted only under extenuating circumstances. The college’s Release Policy is included with the Contract Release Request Form.

**Refunds**

The College has instituted a college-cost refund plan where a portion of board will be credited to the student's account if the student officially withdraws from residency.

Under this plan, only board may be refunded as follows:
- During the first calendar week of the semester.........................95%
- During the second calendar week of the semester.....................90%
- During the third calendar week of the semester....................... 80%
- During the fourth calendar week of the semester....................75%
- During the fifth calendar week of the semester......................70%
- During the sixth calendar week of the semester.....................60%
- During the seventh calendar week of the semester...............55%
- During the eighth calendar week of the semester...................50%
- During the ninth calendar week of the semester...................40%
- During the tenth calendar week of the semester...................00%

*No refunds are made for room fees.*

Students who leave the College before the end of the term as a result of disciplinary action are not entitled to a refund of tuition, room or board charges.

**Roommate Selection**

Re-contracting and roommate selection for returning students will occur during the spring semester. All new students will be given the opportunity to fill out a Roommate Preference Form prior to their arrival at Mount Aloysius College. Requests will be honored only if mutual. All attempts will be made to place students according to preferences. The Residence Life Staff reserves the right to make any changes during the year, if deemed necessary, including increasing occupancy of a room to its designated capacity or beyond its normal limit.

**Room/Vehicle Entry and Inspection**

The College reserves the right to inspect a student’s room under the following conditions:
- Periodic room inspection occurs on a regular basis during vacation periods and at other times during the semester for health and safety purposes. This will consist of checking rooms for missing property, damages, fire hazards and the general order and well-being of the building;
• Fulfilling maintenance or custodial needs;
• Clear indication that health or safety regulations are being violated;
• Clear and present danger to the room occupants or other residents exists; and
• Reasonable suspicion that students are violating federal, state, or local laws, or College regulations. Under this condition, staff members may enter a room or vehicle at any time after knocking at the door and identifying themselves.

NOTE: The College reserves the right to initiate steps for the removal of items which are the property of the College or of its agents which are in a resident’s room without approval. Additionally, the College reserves the right to confiscate items from resident rooms and vehicles that are in violation of College regulations.

Campus Safety Programs
Informational programs are held at least once a semester dealing with issues of security and safety for those students living on campus.

Smoking and Tobacco Policy
Smoking and the use of all tobacco products inside of any building on campus is strictly prohibited.

Smoking outside on campus ground is permitted ONLY in three designated smoking pavilions. See Fire Policies for On Campus Housing for more information.

Telephones, Cable and Data
All student rooms have phone lines with voicemail capabilities. Answering machines are unnecessary. Please refer to voicemail instructions to set up your password. Students in Ihmsen Hall, St. Joseph Hall, St. Gertrude Hall and McAuley Hall are responsible to bring their own phone; roommates share a phone number. Phones are supplied in Misciagna Hall and each suite shares a phone number.

Cable TV is available in each room. Students must bring their own coaxial cable. In Misciagna Hall, cable-TV ports are found in the living room as well as each bedroom. Cable issues should be directed to the Department of Residence Life. To resolve a cable issue the student must schedule an appointment with the Assistant Director of Residence Life. At this meeting, the Assistant Director will facilitate an appointment between the student and a service representative form Comcast Cable. The Assistant Director can be found in the Ihmsen Residence Life office.
Internet access is available to students. A connection for one computer is in each room in Ihmsen. If more than one computer needs to be connected to the Internet network, a HUB must be used. There are several ports in each suite in Misciagna for Internet access. Wireless Internet is available in all residence halls and throughout the campus. Internet issues should be reported to HELPDESK@mtaloy.edu

Cable and Internet are provided in The Christian Living House. Special arrangements must be made for land-based telephone service.

NOTE: Students are not permitted to accept collect phone calls of any kind. Students will be billed an extra fee in addition to the collect charges and may risk their phone service being disconnected.

**Visitation Policies and Procedures**

All visitors are expected to follow College rules, regulations and policies, including the enforcement of the College's alcohol and drug policy.

Visitation hours are (unless otherwise announced by the Department of Residence Life):
- Sunday through Thursday 9:00 a.m. to 12:00 midnight; and
- Friday and Saturday 9:00 a.m. to 2:00 a.m.

All guests must be at least 18 years of age. For guests under 18 please see the Children on Campus Policy. Guests must be escorted by the resident whom they are visiting at all times.

Whenever a student has a guest, he/she is responsible for the guest’s conduct while visiting.

The College reserves the right to revise visitation hours, policies and procedures at anytime without notice.

**Visitors**

Since most residences are shared, it is essential that resident students and their visitors respect their roommate’s rights to privacy. Consideration for the rights of others living in the residence hall is also expected. Mount Aloysius College students are responsible for their visitors’ conduct and must escort guests at all times. Both guests and students are responsible for complying with the College Visitation Policy. Any visitor, student or non-student, who does not follow proper visitation policies and procedures will be in violation of the visitation policy and subject to disciplinary action. All visitors must be at least 18 years of age and have a valid picture I.D. with them at all times.
**Washers and Dryers**

Coin operated washers and dryers are provided for residents in each hall. These machines are intended for resident student use ONLY. Students are reminded that proper use of these machines insures their continued availability. Please follow instructions carefully — including the insertion of UNITED STATES COINS ONLY for each use.

**Withdrawal from the Residence Halls**

Students who have been granted approval for a room and board contract release or have withdrawn from the college are required to:

1. notify Residence Life immediately;
2. schedule a checkout appointment with student's assigned Resident Assistant (RA);
3. complete a room condition report (RCR) at the time of the scheduled room check out; and
4. return room and mailbox key.

Failure to complete the procedure will result in automatic forfeiture of the entire housing and damage deposit.
Athletics

Health and Physical Fitness Center
Hours: Day and Evening Hours as Posted
814-886-6373 or 814-886-6359

Intercollegiate Athletics

Men's and women's basketball, women's bowling, tennis, cross country, golf, soccer, and men's baseball, women's softball, and women's volleyball are teams sponsored by Mount Aloysius as members of the NCAA-DIII and of the Allegheny Mountain Collegiate Conference. Open tryouts are available for all teams. Please contact the Athletic Director for information. Students are invited to join in the school spirit by rooting for the Mount Aloysius “Mountie” athletic teams as they challenge many worthy rivals at home and on the road.

Mount Aloysius Athletic Department Philosophy

The philosophy of the Athletic Department of Mount Aloysius College is based upon the recognition of the positive benefits of competition and participation. Sportsmanship, teamwork, self-discipline and self-sacrifice are primary attributes that are gained through athletic competition.

Academic achievement goes hand-in-hand with athletic achievement. Athletic Department personnel must support and promote the total growth of the student-athlete. Student-athletes are students first. Student-athletes should be encouraged to immerse themselves in all positive aspects of the college experience. Athletic participation should enrich the student-athlete's experience, not limit it. Student-athlete well-being is a primary focus and, through athletic experience, character growth, and healthful lifestyles will be promoted.

The Mount Aloysius College Athletic Department supports gender equity and strives for equal support and success in all departmental offerings. Mount Aloysius embraces the philosophy of the NCAA-III and celebrates the efforts and growth of its student-athletes under their guidelines and regulations.

Health Forms and Health Insurance

Varsity athletes are required to submit completed health forms to the Health Services Office prior to the start of the season in order to participate in any given sport. All student-athletes must carry health insurance. They must present their health insurance card to the Health Services office prior to the start of their practice season. All injuries not covered under the primary health coverage (i.e. dental or vision) will be the responsibility of the student-athlete. If injury is considered catastrophic and the College's insurance is used, the student athlete will be responsible for the deductible ($1500). They also must complete the physical examination requirement and have all necessary health
forms completed in advance of their first participation. If all health requirements are not completed, the student-athlete will not be cleared to practice or play. A physical examination must be done at least six months prior to participation by the student-athlete in order to be acceptable, and paperwork from that physical must be forwarded to the Student Health Services Office.

A. Required for All Students:

Health Forms: All students entering college must have a health form on file and have received a physical exam by their physician.

- All students are required to have a health form on file in Health Services. You can request a Health Form through the Health Services office.
- The Physical Exam and Immunization portion of the health form must be completed by your family physician.
- Immunizations: All students are required to have the following immunizations before entering college.
  - Polio series.
  - Varicella (Chicken Pox) vaccine or history of the disease.
  - Tetanus/Diphtheria vaccine (Must have a TD booster within the past 10 years)
  - MMR (Measles, Mumps, Rubella) 2 doses, or report of positive titers confirming immunity.

B. Required for all student-athletes to participate in sports.

- All of the requirements listed under A.
- Physical exam by your family physician.
- Health Insurance.
- Copy of insurance card.
- Athletic Pre-Participation Health Form.

Student Athlete Code of Conduct

Being a student-athlete at Mount Aloysius College brings responsibilities as well as privileges. Student-athletes represent their team, the Athletic Department and Mount Aloysius College. Behavior - on and off-campus, and in and out of season - creates an image that is a direct reflection on them, their team and the College. It is expected that student-athletes know, understand and honor the College Code of Conduct and demonstrate good citizenship, sportsmanship and integrity during competition, on campus and in the community.

Student-athletes will adhere to local, state, and federal laws, NCAA rules, and College policies. They shall treat all members of the Mount Aloysius College community with respect and civility.

Hazing:

Mount Aloysius College has zero tolerance for hazing activities. Hazing is defined as planning, directing or committing acts which willfully or recklessly endanger the mental or physical health of a student, or subjects the person to ridicule, embarrassment, or unlawful activity for the purpose of initiation,
admission into, affiliation with, or as a condition for continued membership in a group or organization.

**Gambling:**
- Participation in gambling activity is prohibited.

**Tobacco:**
- Use of tobacco is prohibited while practicing, traveling with the teams or during any College sponsored athletic event.

**Alcohol:**
- Use of alcohol is forbidden for all students on campus or at college related activities off campus. State laws governing alcohol consumption in other settings must be obeyed.

**Banned Drugs:**
- Use of any drugs banned by the NCAA is prohibited.

**Academic Integrity:**
- Student-athletes must adhere to the College academic integrity policy.

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**Policy on Non-Compliance Code of Conduct**

In the event a student-athlete fails to meet the stated expectations of the Student-Athlete Code of Conduct, they may be subject to the following sanctions according to the degree and number of violations:
- Suspension from practicing with their team/community service assignments;
- Suspension from playing in games/matches with their team;
- Dismissal from the team;
- College sanctions may also be imposed according to the College Conduct System practice; and
- Local, state, or federal sanctions may also be imposed as applicable by civil authorities.

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**Use of Athletic Facilities and Fields**

The facilities and athletic fields are available to students, faculty, alumni, and staff of Mount Aloysius. The facility and athletic fields are also available for community use. For more information on use guidelines and rental fees, please see the Athletic Director. Please also refer to the Children on Campus Policy.

The basketball court and fitness center are not available during team practices. Practice times are posted in the gym. On game nights, all recreational areas of the gym are closed.
Mount Aloysius College
Minimum Academic Eligibility Standards
For Athletic Participation

1. Cumulative Grade Point Average
   • During the first two full-time semesters, all student-athletes must maintain a minimum cumulative grade point average of 1.5.
   • Transfer students, during their first year of attendance at the conference institution, shall be held to the same standard as incoming freshmen.
   • Beginning with third full-time semester, a minimum cumulative grade point average of 2.0 shall be required to compete in a conference sponsored sport.

2. Normal Progress
   By the start of the fifth full-time semester (or third year of athletics eligibility), the student-athlete shall be enrolled in a course of study toward fulfilling a major.

3. Waivers
   Mount Aloysius College chooses not to grant waivers to any student. We believe that a student who is at risk academically should concentrate on his/her studies. The student will be eligible for athletic competition again only after his/her cumulative grade point average reaches 2.0 or higher.

4. Mid-Semester Reinstatement
   It is possible for a student-athlete who is ineligible at the start of a semester to return to eligibility mid-semester in the following circumstances:
   • upon successful completion of an incomplete course;
   • upon an official grade change;
   • upon recognition of institutional error; and
   • upon completion of a course lasting less than a full semester.

   In all circumstances, the student-athlete will not be eligible until the grade change is officially recorded in the Registrar’s Office.

Provisional Athletic Eligibility Program

The purpose of the program is to provide the student-athlete with structure and guidance for improving their academic performance. The Program Coordinator will monitor the student’s progress through regular meetings with the student-athlete and through consultations with faculty and staff as necessary and appropriate.

Participation in the program is required based on the following criteria:
• any Freshman athlete earning a cumulative grade point average below 1.5;
• any transfer student with a cumulative grade point average below 1.5 during their first semester at Mount Aloysius College; and
• after the Freshman year, any athlete with a semester grade point average below 2.00.
(Note: at the start of the third semester, all athletes must maintain a cumulative grade point average of a 2.00 or better to be eligible for athletic competition.)

Requirements:

• The student-athlete must sign the Learning Contract and fulfill the provisions outlined.

Consequences of violating the provisions of the Athletic Learning Contract:

• first offense will result in a one game suspension.
• second offense will result in a two game suspension.
• third offense will result in suspension from the team.

PROVISIONAL ATHLETIC ELIGIBILITY PROGRAM

Athletic Learning Contract: Fall/Spring 2013/2014 SEMESTERS

____________________ has agreed to the terms and conditions of the Learning Contract below. Failure to live up to these conditions may result in suspension of playing privileges.

1. I will achieve a semester GPA of 2.5 or greater, will pass all courses with a grade of C or higher, and will maintain and complete a full-time credit load.
2. I will attend all scheduled classes and any other course-required activities and events. Perfect attendance is an expected and achievable goal. If I miss a class, I will inform the Program Coordinator within 24 hours with a reasonable explanation.
3. Every two weeks I am required to schedule a progress meeting with the Program Coordinator to review and discuss progress. As part of this meeting, I will submit a one-page, typed report on significant aspects of the period, including but not limited to academic progress, grades, tests, papers, etc.
4. I am required before the last date for withdrawal to meet with each of my professors in order to discuss my academic progress and report back to the Program Coordinator.
5. I will follow any reasonable instructions, recommendations, or modifications (referrals for tutoring, for example) as they occur during the semester.

I have read and I understand the terms of the Learning Contract, and I agree to the conditions set forth.

STUDENT SIGNATURE: __________________________ DATE: ________

PROGRAM COORDINATOR: ______________________DATE: ________
The Ann Harris Smith Little People’s Place serves students, staff, faculty and community members with children ages 2-5 who are in need of reliable, affordable and quality childcare while attending class or working. The College administers this program without regard to ancestry, race, religious creed, disability or handicap, national origin, or gender on a first-come, first served basis.

Registration
The following forms, available at the Center, must be completed and submitted before a child is accepted into the Little People's Place:
1. Application;
2. Agreement;
3. Parental Consent; and
4. Child Health Appraisal (annual).

Children are expected to visit before enrolling to insure a proper “fit.” Parents must use the Childcare Center as indicated on the agreement. You will be charged for the contracted number of days and hours.

Age Limits
We accept children ages 2-5 with a daily maximum for toddlers, age 2. We have found these age groups work and play easily together.

Payment Procedures
Costs of services and payment procedures are available by contacting Little People's Place on the lower-level of the Cosgrave Student Center, or by calling 814-886-6456. Parents are encouraged to have alternative care available for days when children are ill. Sick care is not provided.

Curriculum Activities in the Little People's Place
Daily plans include organized and age appropriate learning activities, music, storytelling and free play. Weather permitting, we try to go outside daily. Lunch can be purchased from the Cafeteria or brought from home. However, lunch is eaten in the Center. Naps and snacks are scheduled every afternoon. Parents are occasionally asked to provide snacks or materials for special projects. Each month you will receive a newsletter informing you about special activities or events. These letters, as well as receipts, special notices and other letters will be placed in your child’s locker. Please check the cubbies daily for these items as well as your child's completed work.

You are encouraged to be an active part in your child's day. Please share any information with us that will help us during your child's day. PLEASE NOTE: Breakfast is not served. Be sure your child has breakfast at home.
Bookstore

Cosgrave Student Center - Lower Level
Hours: 8:30 a.m. - 4:00 p.m., Monday - Friday
email: bookstore@mtaloy.edu
Facebook
814-886-6380

The Mount Aloysius College Bookstore offers a variety of merchandise and services selected especially for students. The Mount Aloysius College Bookstore is here to serve you. If we do not carry an item you would like us to stock, please do not hesitate to give us a suggestion. The Bookstore accepts cash, checks or credit cards for purchases.

MAC’s Bookstore offers extended hours during the first week of each semester. Specific dates and times are posted in the Bookstore, on our web and Facebook pages, recorded on our voicemail and posted throughout campus.

Textbooks
The Bookstore provides both day and evening students all of the required textbooks and whenever possible, used and rental textbooks are made available.

The Textbook Reservation Program allows you to obtain textbooks without the hassle of back-to-school rush. There are many advantages to this program. for example, a Bookstore employee will match texts with course schedules for you and you will have first opportunity for used books and avoid long lines. A $20 deposit is required to participate in the Textbook Reservation Program. The $20 deposit is deducted from the total purchase price.

We also offer textbook rentals on many new and used textbooks. A credit card and ID are required to rent textbooks.

We also offer limited reference materials. Special order titles are welcomed too. Because the beginning of the semester is a very busy time, we encourage you to ask the person at the service desk for help if you cannot find a required textbook. Generally, if a book-tag is not posted, your course does not require a textbook. However, if a tag is on the shelf, but the text is missing, it is possible that we may have run out of the book. Just notify the person at the service desk if this occurs. We are here to help. We also encourage early registration. Textbooks are purchased primarily based upon registration.

Mount Aloysius College Mountie Merchandise
The Bookstore offers a wide variety of imprinted apparel, hats, glassware and various other gift items.

Supplies
We are able to provide the student with a range of school supplies, art supplies and greeting cards.
Book Buy Back
Textbook buy back is offered daily in the Bookstore. Buy back will end two weeks before the start of the semester and begin again two weeks after the start of the new semester.

Return Policies
The return policy is posted in the Bookstore behind the service area and at the entrance and exit to the store. Students are expected to be familiar with the return policies. Copies of the policies are available at the service desk. Please remember to maintain a copy of your sales receipt for your textbooks.

SPECIAL NOTE: The Bookstore is closed for some holidays and to conduct an annual inventory each June. Please call the store if you are not sure we are open. Information regarding special circumstances are made public through various college publications and at the Bookstore. If you call and do not get an answer, please leave a message on our voice mail and we will return your call as soon as we are able. In the event of an emergency, the Bookstore adheres to all college closings. Information will be posted on our Facebook and web pages.

HELPFUL HINTS WHEN SHOPPING FOR REQUIRED TEXTS AT THE BOOKSTORE
1. Please bring your class schedule with you! All of the required texts are arranged alphabetically according to the course code number on your class schedule.
2. Please keep your sales receipt. Refunds are not issued on any textbook unless proper proof of purchase and an ADD/DROP slip are provided to Bookstore personnel.
3. If you can’t find it, ask us! If we are out of the textbook you need, please tell the person at the service desk. “Outs” are replaced within 48 hours if stock is available at the publisher.
4. Be sure you are buying the correct textbook(s). Please, take the time to read the shelf tag. If you are unsure about a textbook, do not purchase the book. You will save time and money by avoiding unnecessary purchases.
5. Please, do not write in your book until you have decided to continue taking the course. Textbooks cannot be fully refunded if damage has occurred. Once you have decided to follow through with a class, please do put your name in your textbook. Report any stolen book to the Bookstore and Campus Safety.
Rooted in the rich tradition of the Sisters of Mercy, a person’s faith development is an integral part of education for life at Mount Aloysius College. Campus Ministry concerns itself with the spiritual and religious development of students. It also concerns itself with the important task of forming a Christian community among the whole campus family that supports values associated with the rich tradition of Catholicism and other faith traditions.

Staffed by two campus ministers and volunteers, Campus Ministry provides opportunities for worship, pastoral counseling, educational programs, retreats, programs of fellowship and outreach to others. Persons of all faiths are welcome to participate in all these opportunities.

Students are encouraged to develop their leadership skills through opportunities to plan, organize and direct various prayer services, retreats, outreach and liturgies. Students are also welcome to serve as musicians, singers, readers and ministers of hospitality for liturgies and prayer services.

Campus Ministry provides many opportunities to serve. Three to four service trips are available throughout the year. Service trips have included Young People Who Care in Clearfield County, Mercy Neighborhood Ministries in Philadelphia, Nazareth Farm in West Virginia, Katrina Relief in Gulfport, Mississippi and New Orleans, Louisiana. International Service trips have taken us to Jamaica, WI and Guyana, SA. Other projects include fundraisers for the needy and soliciting donations for local food pantries. Through its auspices, students enjoy membership in the PCCMA (Pennsylvania Catholic Campus Ministry Association) and NCSC (National Catholic Student Coalition).

Our Lady of Mercy Chapel is located in the Chapel Wing adjoining the second floor of the Main Building. This historic chapel is open daily for meditation and prayer. All students and staff members are welcome regardless of denomination. Special services are held at Thanksgiving, Christmas, during Lent and on other occasions throughout the year.
Career Services

Hours: 8:30 a.m. - 5:00 p.m. Monday - Friday
814-886-6512

Career Services offers assistance with Career Exploration, Aptitude, Interest, and Personality Type Assessment, Resume/Cover Letter Writing Skills, Job/Internship Preparation, and various other career related resources. Services are available by appointment or during business hours. Please visit our website at www.mtaloy.edu/academics/careers for updates and information regarding events.

Resources and Services

Job/Internship Fairs & Career Related Events: A complete calendar of on-and-off campus recruiting events is available each Fall and Spring semester. Fair events provide students the opportunity to meet employers, distribute resumes, and schedule interviews. (Transportation is provided based upon student interest)

Workshops: The Career Center offers weekly resume writing workshops to assist students with the skills they need to write a successful resume. Individual appointments can also be scheduled. In addition, Interview Preparation Workshops are offered as a way to help you prepare for those difficult interview questions and discuss them in a fun group setting.

Computer Assisted Career Planning Software: “Focus 2” is a licensed program designed to assist students who are unsure of academic majors and career plans by assessing interests, aptitude, and personality type, as well as providing specific career descriptions, salary ranges, job outlook and educational requirements.

Job searching: A job search database offers tools that link employers with prospective candidates through college-based career centers. Students can upload resumes to the website, review job listings posted each month, view opportunities for internships and service learning, as well as announcements posted for campus and community events. Inquire in the Career Center for further information.

Mock-Interviews: Recorded one-on-one interviews build confidence and improve interview skills. These are available by appointment.

Employer/Internship Directory: Free college publication listing job and internship information with contact persons of regional employers.

Free career planning literature: Handout information is available to all Mount Aloysius College students including resume/cover letter writing, interview skills, professional image, and job searching information.

Graduate School Information: Learn about graduate school opportunities at Mount Aloysius College and schools around the country. Testing and application materials are available.

Internet Resources: Job searching, career exploration and all career related information available.
Internship information: Local, regional and national level internship information is provided for securing that hands-on experience that employers seek in employees. Please visit: http://www.mtaloy.edu/academics/careers/students-alumni/resources.com for links to helpful career related resources.

Commuter Life

Cosgrave Student Center 104
Hours: 8:30 a.m. - 5:00 p.m.
and Hours as Activities Require

Commuters make up a large, diverse segment of our College community. Therefore, the goal of the Student Affairs Staff is to provide resources, services and programs that enhance the experience of all MAC commuters.

Commuter students now have the opportunity to become involved in college life to the fullest, gaining leadership, communication, organizational and team building skills. We hope you become involved today! Contact the Office of Student Activities, located in the upper-level of the Cosgrave Student Center and get more information.

Commuter Meal Plan

We have a plan for our commuting students too. Commuting students may purchase:

- 4 meals per week with $100 Flex Dollars and three-guest passes per semester - $750.
- or, you are always welcome to use cash or credit card or Mountie Money attached to your ID card, to enjoy a meal in the Cosgrave Dining Hall or the MAC Shack.

Lockers

Lockers are available in the Cosgrave Student Center, lower-level in the men's and women's locker rooms. For daily use, see the desk attendant. To reserve a locker for the semester, see the Director of Student Activities in Cosgrave 104, 814-886-6321.

Vending Services

Vending machines are located throughout campus. Refunds may be obtained by contacting the Controller’s Office located in the Main Building, Room 124.

Cosgrave Student Center Game Room

The Game Room, located in the lower-level of the Cosgrave Student Center, is a popular outlet for students to socialize and relax between classes. The Center is equipped with three pool tables, two ping-pong tables, a foosball table, air hockey, and television. At the lower-level student desk, students may check out ping-pong paddles, balls, pool cues, board games, a wii, and a DVD player with their Student ID.
Cosgrave Fitness Center

The Cosgrave Fitness Center offers a cardiovascular room, nautilus weight machine room and an all-purpose aerobic/dance room with shower and locker facilities.

Students will be required to submit photo identification when using the fitness center. Students using the facilities should request a key from the desk to lock their items while working out.

Kitchens

There is a microwave in Cosgrave and the upper-level of the Main Building, and there is a full-kitchen in the Campus Ministry Hospitality Center.

Lounges

Study and lounge areas in both the lower and the upper levels of Cosgrave Center are available for student use when no other College functions are being held. There are also spaces in the Library, Learning Commons, and the Campus Ministry Hospitality Center.

Commuter Student Representation

The Office of Student Activities and the On the Go Commuter Club will host meetings to gather commuter student insight and ideas to improve commuter student-life on campus. Please watch for the announcements and come share your opinions. Also, the Student Government Association, (SGA) holds two positions strictly for commuter students to represent their constituency at all meetings.

Counseling and Disability Services

Saint Joseph Hall - Room 101
Hours: 8:30 a.m. - 5:00 p.m., Monday - Friday
814-886-6515

A licensed professional counselor is available for counseling and consultation. Common goals of counseling include:
- learn to deal with uncomfortable emotional issues such as anger, anxiety, shyness, depression, grief, guilt, fear, jealousy and low self-esteem;
- improve relationships with family, friends, instructors, co-workers, employers and others;
- learn time management and stress management skills;
- overcome test anxiety and fear of public speaking;
- increase communication skills, including social skills, assertiveness training and conflict resolution;
- learn new decision-making and problem-solving skills; and
- learn how to deal with a traumatic event.
Services are confidential and not noted on any student record. Appointments are suggested, but walk-ins are seen as time permits.

Programs on various topics are available for interested student groups and clubs. Topics include alcoholism and the family, anger management, procrastination, understanding mental illness, smoking cessation and team building.

## Facilities Services

**The office is located on the top floor of the Men's House**
**Hours: 7:00 a.m. - 3:30 p.m., Monday - Friday**
**814-886-6311**

It is the goal of the Facilities Department to provide a comfortable, well maintained environment for our students, faculty and staff. Non-emergency work requests should be placed from your portal page. Log in, go to the Help Tab and look for Maintenance Work Orders. During the day, emergency work requests should be called into Ext. # 6311. After business hour emergencies should be called into the Campus Safety Department at Ext. #6327. Campus Safety will contact the appropriate department for the repair.

## Food Services

**Cosgrave Dining Hall**
**Cosgrave Student Center, Upper Level**
**814-886-6325**

**Weekdays**
- Hot Breakfast ............................................................. 7:30 a.m. - 9:30 a.m.
- Continental Breakfast .............................................. 9:30 a.m. - 10:30 a.m.
- Lunch ........................................................................ 10:45 a.m. - 1:00 p.m.
- Dinner (Monday-Thursday) ................................. 4:00 p.m. - 6:30 p.m.

**Weekends**
- Brunch ..................................................................... 11:30 a.m. - 12:30 p.m.
- Dinner (Friday) ........................................................ 4:00 p.m. - 6:00 p.m.
- (Sat. and Sun.) ......................................................... 4:00 p.m. - 5:30 p.m.

**Welcome!**

Metz Culinary Management is the contracted food service provider for Mount Aloysius College. Metz operates two dining facilities on campus; both are located in the Cosgrave Student Center. Cosgrave Dining Hall offers *all you care to eat* dining and the MAC Shack is our campus snack bar with healthy options, organic coffees and quick lunch or dinner fare.

The food service of Metz and Associates, LTD offers a program dedicated to delivering variety, value and service at each and every meal. Your satisfaction
is very important. Comments or questions are encouraged in order that better service may be offered. Just stop by or call the Food Service Office located in the kitchen of the Cosgrave Dining Hall.

Special meals for restricted diets may be arranged by contacting the Director of Student Health Services located in St. Joseph Hall, Room 102. Commuters are encouraged to take advantage of the reasonable prices offered in the dining hall. And don’t forget to check out the available commuter meal plan.

Bagged meals will be provided on request (24 hour advance notice needed) if a student has a conflict with class, work, or clinical schedules, or any special College event that will prevent one from eating a meal on campus.

Students who are ill may request meals by obtaining a Sick Meal Request Form from the Residence Life Department or Student Health Services, and asking a responsible friend to pick up their missed meal for them.

In cooperation with Metz Culinary Management, the College is pleased to offer new meal plan options this year. These will help students and their families select a plan which meets your academic lifestyle.

**Meal Plan Contract Options**

All Residence Hall students are required to participate in a meal plan contract.

Residential Students have a choice of:

- 17 meals per week with $125 Flex dollars and two guest-passes per semester - $2,195 or,
- 12 meals per week with $185 Flex dollars and four guest-passes per semester - $2,000.

Resident Students in Clinical Programs can, upon approval, opt for our new clinical support plan:

- 8 meals per week with $120 Flex dollars and three guest-passes per semester - $1,510,
- **How Do I Get This?**
  - Students must submit a request in writing for the clinical plan and a copy of their academic schedule to the Director of Residence Life, Cosgrave 112. Your request will be reviewed and, if approved, you will be assigned the Clinical Meal Plan. Please note, outside work commitments are not accepted as a rationale for a Clinical Meal Plan.

**How do the Meal Plans Work?**

Your MAC ID card serves as your meal plan card. You can use the card at the Cosgrave Dining Hall or at the MAC Shack, also in Cosgrave Student Center.
Only you are authorized to access your meal plan. You should never give your card to another student. Your ID card must be presented at the time of service.

With the 17 or 12 meals, you can choose how you want to use them each week. For example, with 17 meals you can eat three meals each day Monday through Friday in the dining hall, then just two meals on weekends because you are working or going off-campus or will use your Flex dollars.

**Flex Dollars**

Every meal plan comes with Flex Dollars that you can use in the MAC Shack, or you can use to purchase a meal in the Dining Hall. So, if you have a class where you miss lunch in the dining hall, you can simply go buy lunch in the MAC Shack. Flex Dollars are NOT limited like the meal exchange system. You can purchase anything you want in the MAC Shack using your Flex Dollars. Base-Plan Flex Dollars must be used each semester. They do not roll over between semesters. However, if you run out, you can add more Flex Dollars to your ID card at the Controller’s office in the Main Administration building. **These additional Flex Dollars (above the base plan amount) will roll over from the fall to spring semesters.**

**Guest Meals**

Each meal plan comes with a designated number of guest meals each semester. You may treat your family or friends to a meal when they visit you! If you have used your allotted guest meals, you can always utilize your Flex dollars to pay for a visiting family member or friend.

**Commuter Meal Plan**

We have a plan for our commuting students as well. Commuting students may purchase:

- 4 meals per week with $100 Flex Dollars and three guest-passes per semester - $750.
- OR, you are always welcome to use cash or credit card or Mountie Flex Dollars you put on your ID card, to eat in the Cosgrave Dining Hall or the MAC Shack.

**Frequently Asked Questions**

*I am a residential student – should I get the 17-meal plan or the 12-meal plan?*

The choice really is yours. If you work on the weekends or plan to go home frequently on the weekends and plan to eat at least three times a week in the MAC Shack, then the 12-meal plan might be your best option. If you want to have maximum choice and you are on campus most of the time, the 17-meal plan might be your best option.

*Can I change my meal plan second semester if my academic schedule and needs change?*

Yes, you can. You will automatically be set up to remain in the same meal plan from fall to spring, but if your academic schedule changes, you can request...
a change form from Residence Life. You will need to request the change before classes begin for the spring semester. Meal plans cannot be changed during a semester.

With these new plans, will I run out of meals?
You shouldn’t! The system will still allow you to swipe only one time per meal, unless you are using a guest-meal in the dining hall. You will, however, need to manage your Flex Dollars so that you have money for meals and don’t spend them too quickly on extras like additional snacks, soda, candy etc. The basic meal plan (12 or 17) provides the bulk of your meals each week. We have found that students regularly miss meals for a variety of reasons and also desire flexibility so they can pick something up in the MAC Shack outside of regular meal hours.

How are flex dollars different than a meal exchange system?
The biggest difference is your ability to choose exactly what you want to eat! Under the former meal exchange system, Metz identified a designated entrée and sides for you as your meal. With flex dollars, you pick only those items you want to eat for a given meal and you can choose anything in the MAC Shack.

What happens if I lose my ID?
Go to or call the Campus Safety (814) 886-6327 and report your card lost or stolen. There may be a fee involved for replacing lost or damaged card.

What if I have a special dietary requirement?
No problem! Our Campus Dining Services Program can accommodate most dietary requirements. For more information, please contact the Department of Residence Life by email at ResidenceLife@mtaloy.edu.

Gonzaga’s MAC Shack
Cosgrave Student Center, Upper Level
814-886-6334

Monday - Thursday ................................................. 7:30 a.m. - 7:00 p.m.
Friday ......................................................................... 7:30 a.m. - 3:00 p.m.

Located in the upper-level of the Cosgrave Student Center, the snack bar offers a menu of alternative meal options, organic coffee, quick lunch or dinner fare, and snacks and drinks.

Mountie Money
Students may also add Mountie Money to their ID card to use at Gonzaga’s MAC Shack or in the dining hall. The funds will rollover from fall to spring and are separate from the meal plan flex dollars. Money can be deposited into your account at the Controller’s Office, over the phone or online by credit card.
Student Health Services
St. Joseph Hall 102
Hours - 8:30 a.m. - 5:00 p.m., Monday - Friday
814-886-6515 or 814-886-6391

In case of an emergency after hours contact Campus Safety at 814-886-6327.

The Health Services Department operates under the direction of a registered nurse with the cooperation of a consultant physician. Confidential student health records are maintained. Medical information is released only with the student’s written consent. All new students including degree completion Medical Imaging and Medical Laboratory Technologist DuBois students are required to submit a completed health form including health history, physical exam and immunization record form prior to attendance at classes. All other degree completion programs through the Office of Graduate and Continuing Education are not required to submit a student health form. Students in health related programs have additional requirements and specific screening tests for certain diseases. Students enrolled in healthcare programs requiring clinical education will be subject to random drug tests. Clinical experiences will not be permitted without a completed Health Form. Forms are obtained from Health Services and returned to Health Services.

All students are encouraged to carry health insurance. Health insurance is required for all international and resident students as well as intercollegiate athletes. Mount Aloysius College does not provide student health insurance. Students requiring health insurance will need to provide verification of health insurance by submitting a copy of their health insurance card. Health Services can provide information about various companies that provide student health insurance. Students are entitled to unlimited walk-in visits to Health Services for nursing assessment and treatment of minor illnesses and injuries. Physician consultation is available at specific times by appointment. If a student requires diagnostic testing or other services through a medical facility separate from Health Services, that medical facility will bill the student or the student’s insurance for services. Students should make their own non-emergency transportation arrangements to other medical facilities or consult Health Services for other options. Local ambulance service is available for emergencies. Health Services can provide local ambulance information and subscription rates.

If a student is seen at Health Services, the student will be given a written excuse if the student is unable to attend classes. All resident students are required by law to have a meningococcal vaccine or sign a waiver by Pennsylvania State Law.

Additional College policies related to health services and protocols are available on the Student Health Services web page.
Resources and Services

• Student health information.
• Blood pressure screening.
• Non-prescription drug dispensing.
• Health promotion/disease prevention literature.
• Confidential, individual health counseling.
• Physician/emergency/community health referrals.
• Health screening programs.
• Physician visits by appointment.
• Annual influenza vaccine.
• Ambulance subscriptions.
• Health insurance information.
• CPR Certification.
• Hepatitis B Vaccine.
• Tuberculin PPD (Mantoux) testing.
• Tetanus/Diphtheria boosters.
• Measles, Mumps, Rubella (MMR) Vaccine.
• Varicella Vaccine.
• Meningitis Vaccine.
• Nursing assessment and treatment of minor illness and injuries.
• All students must complete a health form and submit it prior to the start of classes.

Health Requirements for All Students

To assure your health and safety while you are part of our college community we will require specific health information. The following must be completed before students begin classes.

A. Required for All Students:

Health Forms: All students entering college must have a Health Form on file and have received a physical exam by their physician.
• You can request a Health Form through the Health Services Office/or find online.
• The Physical Exam and Immunization portion of the health form must be completed by your family physician.

Immunizations: All students are required to have the following immunizations before entering college.
• Polio series.
• Varicella (Chicken Pox) vaccine or history of the disease.
• Tetanus/Diphtheria vaccine (Must have a TD booster within the past 10 years)
• MMR (Measles, Mumps, Rubella) two doses, or report of positive titers confirming immunity.

B. Required for all Resident Students living on campus.
• All of the requirements listed under A.
• Meningococcal Vaccine or signed waiver (Pennsylvania Law.)
• Health Insurance (Mount Aloysius College does not provide health insurance.)
• Copy of health insurance card.

C. Required for all Health Studies, Nursing, and Phlebotomy students.
• All of the requirements listed under A.
• Hepatitis B vaccine series of three doses.
• Current CPR certificate from the American Heart Association BLS Healthcare Provider, Adult, Child, Infant, and AED. (We hold CPR classes on campus. If you have received CPR training off-campus your card must not expire during the semester.)
• Titers: All Nursing and Health Studies Students must submit documentation of antibody titers for varicella, rubeola, mumps, and rubella showing immunity. If students are not immune, they must receive the vaccine for that which they are not immune and submit the dates 4-6 weeks before the beginning of classes.

D. Required for all College Athletes who are going to participate in sports.
• All of the requirements listed under A.
• Physical exam by your family physician.
• Health Insurance.
• Copy of insurance card.
• Athletic pre-participation health form.

Library

Hours: (Some Exceptions Apply)
Monday - Friday .................................. 8:00 a.m. - 11:00 p.m.
Saturday ............................................. 9:00 a.m. - 5:00 p.m.
Sunday ............................................. 12:00 p.m. - 11:00 p.m.
814-886-6477
http://library.mtaloy.edu

The Library at Mount Aloysius College is a modern 31,000 square-foot facility that opened in 1995. The collections provide users with access to over 85,000 bound volumes and over 15,000 current print and electronic journal subscriptions. The facility includes a newly created Learning Commons, a state-of-the-art computer lab (Buhl Computer Lab), a presentation room, group study rooms, the Ecumenical Studies Center, and the Information Technology Center.
Mountlink

The Library provides access to its collections through Mountlink, an online catalog. Access to database articles is provided through the Mount Aloysius College website. Access to the collections of other libraries is provided through the Library’s Interlibrary Loan program, and through memberships in regional and national resource sharing consortia. The Library has a high-speed wireless Internet connection available at public terminals and throughout the facility. There are 14 computer terminals, four scanners, a printer and a photocopy machine on the main floor of the Library. Laptops for in-library use are also available for check-out at the Circulation desk.

Circulation Service

The Circulation Desk is located directly inside the main door of the Library. It is staffed during all hours of Library operation. The circulation staff provides general information as needed and manages the circulation of books and other materials. Books can be returned to the Library after hours by using the book drop located to the right of the front entrance. After presenting current College photo ID, patrons may check out books for 30 days with one renewal. At the Circulation Desk patrons may also borrow reserve materials, and access back issues of local and national newspapers. Fines for overdue books are 10¢ per day. Laptops overdue fines are $25 per day.

Reference Service

The Library staff takes an active role in the instructional and research programs of the College; assisting students in the effective use of available resources. Through reference service and in-class information literacy instruction, professional librarians assist students in developing and refining the information skills necessary for academic success and lifelong learning. At the Reference Desk service is provided on a one-on-one basis, either walk-in or by appointment, by phone at 814-886-6478 and by email (askalibrarian@mtaloy.edu).

Interlibrary Loan (ILL)

If you cannot find what you need within the Mount Aloysius College Library you can borrow from other libraries without leaving campus. ILL services are provided for Mount Aloysius College students, staff and faculty who need books or periodical articles not available in the MAC Library collection. Cooperative arrangements make ILL possible from 40,000 public, university, and special national libraries. ILL requests may be submitted in person at the Circulation or Reference Desk, or online via the Library website.

Buhl Computer Lab

The Buhl Computer Lab is a modern classroom located on the lower-floor. The computer lab houses 31 networked computers and is available to students when not in use for instructional purposes.
Quiet Study Room

A quiet study room is available for students on the second floor of the Library. The room includes several individual study carrels allowing for concentrated study. It also houses one desktop computer and is wireless enabled for laptop use.

Ecumenical Studies Center

The Ecumenical Studies Center is located on the lower floor and houses more than 18,000 books, audio visual materials, pamphlets, and artifacts on theology, religion, philosophy and related subjects. This collection has the potential to create sharing across denominations and religious traditions. The collection was made possible by the generous donation of Rev. Gerald L. Myers.

Learning Commons Overview

The goal of the Learning Commons is to provide a variety of academic support services, resources and spaces that support the holistic learning process of the user. To that end the Mount Aloysius College Learning Commons will provide space for co-location of academic support services, flexible and mobile learning spaces where users can decide the arrangement of their learning environment, technology rich spaces that allow individuals to not only access materials but become creators and producers of information. The Commons is also a comfortable and inviting individual and group work space. Mount Aloysius College Learning Commons will provide space for research, technology assistance, active learning and tutoring in one central location.

Rationale for a MAC Learning Commons

Learning Commons are built with the recognition that learners need access to a variety of services in order to be academically and professionally successful. The Learning Commons phenomenon also recognizes that the individual plays a large role in their own knowledge development. The development of the MAC Learning Commons is a purposeful decision to make academic learning support services for students more visible and accessible to all MAC students. The Learning Commons will focus on excellence in academic endeavors, proving space where all students can come to improve their skills in research, writing, technology, presentation and subject expertise.

Learning Commons Services

The Learning Commons provides research help from experienced librarians,
writing and subject-oriented tutoring from knowledgeable staff and well-trained peer tutors and basic technology support for word processing, printing and accessing online College resources. Training opportunities for students to develop skills through small workshops in the areas of research assistance, technology training, study skills, citation styles and avoiding plagiarism will also be provided in the Learning Commons. Library staff will to be present, providing assistance with check-out of library materials and course reserves.

**Tutoring**

The Learning Commons is the central point for all tutoring services at the College. Professional tutors for writing, study skills, and math are located in the Learning Commons. Tutors for health studies and Nursing reside in their respective academic buildings; however, all appointments for professional tutors can be made via our scheduling system on the Library home page. Additionally, the Learning Commons offers peer tutoring in nearly every discipline at the College. This service can also be requested from our web page.

**For More Information**

Questions about the Learning Commons can be directed to Theresa Spanella, Learning Commons Coordinator, at (814) 886-6566 or at tspanella@mtaloy.edu.

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**Student Activities**

**Cosgrave Student Center 104**

email: getinvolved@mtaloy.edu

facebook group: Get Involved at Mount Aloysius College

twitter: #getinvolvedMAC

814-886-6321

Hours: 8:30 a.m. - 5:00 p.m. and Hours as Activities Require

Activity Center Hours: Hours as Posted

The Office of student Activities administers a wide variety of programs and events that provide opportunities for socialization, leadership and personal growth within and beyond the campus community. The goal of the Department is to expand the learning that students receive in the classroom and make the college experience well-rounded.

**Student Organizations**

http://www.mtaloy.edu/student_life/clubs_and_organizations/

Joining a student organization is a way to find your niche on campus, make new friends with similar interests, develop your leadership potential or simply try something new. Many clubs and organizations are connected to an academic department on campus and many are based on personal hobbies. The list below is ever evolving, so make sure to visit our website for an up-to-date list with a description of each club, advisor and officer contact information and meeting times for the current semester.
• Anti-Bullying Club  • MAC Political Action Coalition
• Anything Goes Club  • MAC Service Members Club
• Belltower Newspaper  • Medical Assistant Club
• Biology Club  • Medical Imaging Club
• Black Student Union  • Mount Aloysius Gaming Initiative
• Bowling Club  • National Society of Leadership and Success
• Brothers and Sister United  • Nursing Student Organization
• CAC (Colleges Against Cancer)  • On the Go Commuter Club
• Campus Activity Board - CAB  • Peer Educators
• Campus Crusade - CRU  • Phi Theta Kappa Honor Society
• Cheerleading/Spirit Team  • Physical Therapy Assistants
• Chi Alpha Sigma (Athletic Honor Society)  • PSEA (Student)
• Child Advocacy Association  • Psychology Club
• College Democrats  • Residence Hall Association
• College Republicans  • Senior Class
• Comic Book Club  • Simply Caring
• Criminology Club  • Step Team (Absolute Attitude)
• Dance Team  • Student Accounting Society
• Delta Epsilon Sigma Honor Society  • Student Art Club
• Digital Grotto Group  • Student Athletic Advisory Committee
• ENACTUS  • Students in Free Enterprise
• Freshman Class  • Student Government Association
• Global Human Impact  • Student Ministry Team
• Information Technology Club  • Surgical Technology
• Interpreting Club  • Theatre Club
• Legal Society  • Vox Nova Choral Group
• MACalodeon Pep Band  • Simply Caring
• MAC Gay/Straight Alliance  • Student Accounting Society

**Student Government Association (SGA)**

The Student Government Association (SGA) is comprised of elected students from the various Mount Aloysius student groups and is the main representative voice of the student body. The three main objectives of SGA are Leadership, Service and Communication. The Association is committed to developing positive relationships between the students and the administration of Mount Aloysius College.

**Campus Activities Board (CAB)**

The Campus Activities Board is open to the entire Mount Aloysius Community interested in helping to coordinate events for the campus and instill a sense of tradition at Mount Aloysius. There are multiple committees that students may choose to participate in or even chair.

**Chartering of Student Clubs**

New student groups are always welcome at Mount Aloysius College. To form a club or organization and obtain College recognition, the following procedures
must be completed:
1. Any student in good standing with Mount Aloysius College may request permission from the Director of Student Activities to hold a special meeting(s) at the College for the purpose of informing interested students about a proposed organization.
2. A student organization desiring to be recognized by Mount Aloysius College must present an “Interested Student Form” and a signature of their advisor to the Director of Student Activities. A full-time Mount Aloysius student who is in good standing with the College must submit these forms. These forms must be submitted with a constitution that will govern the operations of the organization.
3. The Student Government Association shall review all applications for recognition and select those organizations that they feel should receive recognition from the College.
4. The Director of Student Activities and SGA will give approval for the organization to be recognized, pending final approval by the Vice President for Student Affairs.
5. Changes in student organization constitutions must be approved by the Director of Student Activities and the Vice President for Student Affairs, respectively.
6. Official recognition by the College grants the following privileges to College student organizations, subject to College procedures and regulations:
   • The use of College facilities rent-free.
   • The use of campus news media.
   • Eligibility for awards and honors given to College student organizations.
   • The use of club funds.
   • The use of the college van.
7. Recognized clubs and organizations retain their privileges from year-to-year with completion of proper annual paperwork (See Organization Handbook for details). Failure to do so will result in the loss of recognition by Mount Aloysius College.

Policies for Scheduling and Evaluating Programs

When scheduling programs, a registered club/organization must abide by the following policies:
1. All club/organization activities held on campus are to be cleared through the Student Activities Office.
2. Club meetings or other college events wishing to use residence hall common areas must be registered and approved by the Department of Student Activities and the Department of Resident Life. If they are not registered and approved club meetings or other college events are not permitted in any of the residence hall lounge or residence common areas such as the Ihmsen Breezeway.
3. If there are no conflicts with other campus activities, an approval from the Director of Student Activities will be sent. Final plans for an event should not be made until the approval is received.
4. All official activities held off-campus and sponsored by registered student
organizations must be registered with the Student Activities Office.

5. At the completion of the event, a “Program Evaluation Form” must be submitted online via the same website above. This evaluation is used to survey the students’ responses to various programs.

**Solicitation and Fundraising**

All fundraising activities and events must be pre-approved by the Office of Student Affairs. Clubs and organizations planning to engage in fundraising should fill out the “Fundraiser Approval Form” located at:

http://www.mtaloy.edu/student_life/forms/ for approval in advance of the fundraiser or solicitation. As a rule, only recognized College organizations may solicit funds/items and may use tables in the Cosgrave Student Center lobby for approved fundraisers. Furthermore, only one club/organization will be permitted to solicit/fundraise in Cosgrave lobby at a time.

The following are intended as guidelines in planning your fundraising event or activity, particularly in dealing with questions of tax-deductibility for contributors. These and other issues derived from the Internal Revenue Code can be highly technical, so please contact Institutional Advancement (IA) or the Controller’s Office should clarification be needed.

- Clubs and organizations can normally make purchases free of sales tax by working with the Controller’s Office and utilizing the tax-exempt status of the College. Contact the Controller’s office (following a visit to IA, as noted below, if you will be soliciting businesses) for help in making the purchase.
- Solicitation of businesses requires pre-approval by the Office of Institutional Advancement. This is needed because IA is often involved with solicitations on behalf of the College. Generally, approval will be granted to solicit small merchants in Cresson and surrounding communities. Larger businesses such as Sheetz (excluding their MTO program), McDonalds, and the banks generally will not be approved.
- Providing tax-deductibility for contributors is not a prerequisite for fundraising. Most donors, where the amount is small (under $10 or $15) almost never care about deducting the contribution.
- Tax deductions can only be taken where a donation has been made to a tax-exempt organization (technically a 501(c) 3 corporation). Mount Aloysius College is a 501(c) 3 organization; clubs and most student organizations have agency accounts with the College. This means that as long as the funds are processed through the Controller’s Office and the correct documentation is performed, the donor should be able to take a deduction for the donations.
- The IRS requires an acknowledgement letter from the tax-exempt organization for contributions of $75 or more in cash and in-kind (things other than cash), or $250 for cash-only donations. These letters are issued by IA but will only be done where the average individual contribution is expected to be $75 or more.
- The contributor can evidence his/her donation in smaller amounts by retaining ticket stubs, receipts, programs or other materials.
• Tax deductions can only be taken when the monetary donation exceeds the value of goods or services being provided to the donor, and then only for that difference.
• The activities may take place off-campus (if pre-approved) without jeopardizing the tax issues discussed here.
• There are special procedures for raffles that must be followed, please see Student Activities.

Simply put, most fundraising activities by student organizations and clubs are not large enough on a donor-by-donor basis to worry about tax-deductibility for donors. Where the club is selling baked goods or hoagies, only the amount of the contribution over the value of the item is deductible (this will be pretty small in most cases). At the same time, most contributors really do not care about the deductibility of small donations.

Contact Student Activities to have your fundraiser approved. Contact Institutional Advancement if businesses will be solicited. Contact the Controller’s Office if you need to make purchases exempt from sales tax.

The Office of Institutional Advancement is always happy to provide counsel on fundraising to student organizations. Please call 814-886-6425 for advice or clarification.
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<td>Classes begin, Last Day to Register - Late Registration Fee Applies, Official Add-Drop Course Period Begins, Bingo &amp; Ice Cream Sundae Bar, Men’s Soccer</td>
<td>Murder Mystery The Adam Ritz Show</td>
<td>Campus Ministry Welcome Movie Night</td>
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<td>Faculty Development Begins</td>
<td>Faculty/Staff Retreat Common Good: Citizens in the 21st Century</td>
<td>President’s Picnic</td>
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<td>Orientation, Returning Student Move In, Mass-7pm, Hypnotist: David Hall 9pm</td>
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<td>RAs &amp; OLs Arrive</td>
<td>Express Orientation</td>
<td>MAAPP &amp; Athletes Arrive</td>
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<td>New Student Move-In and Orientation, Magician: Ben Seidman</td>
<td>Orientation, Pittsburgh Trip, Faculty Development Concludes</td>
<td>Orientation, Day of Service, Bowling F2FT1</td>
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<td>Comedian: Chris James, 90's Dance</td>
<td>Men’s &amp; Women’s Soccer Curve Game</td>
<td>Cook Out, 90's Karaoke, Women’s Tennis</td>
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<td>Saturday</td>
<td>August 17</td>
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<td>MAAPP &amp; Athletes Arrive</td>
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www.mtaloy.edu
August

 Faculty Development Begins

Monday 19

Tuesday 20

Wednesday 21

www.mtaloy.edu
New Student Move-In and Orientation,  
Magician: Ben Seidman  

Orientation,  
Day of Service,  
Bowling  

Orientation,  
Pittsburgh Trip,  
Faculty Development Concludes  

August 24  
Orientation,  
Day of Service,  
Bowling  

August 25  
Orientation,  
Returning Student Move In,  
Mass-7pm,  
Hypnotist: David Hall 9pm  

www.mtaloy.edu
Classes begin,  
Last Day to Register -  
Late Registration Fee Applies,  
Official Add-Drop Course  
Period Begins,  
Bingo & Ice Cream Sundae  
Bar,  
Men’s Soccer  

Murder Mystery  

Campus Ministry Welcome  
Movie Night
September

Comedian: Chris James, 90’s Dance

Curve Game
Men’s & Women’s Soccer

August 31
Cook Out, 90’s Karaoke, Women’s Tennis

September 1
DelGrosso’s

www.mtaloy.edu
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<td>DelGrosso’s</td>
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<td>Withdraw from Course Period Begins,</td>
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<td>Service Trip Info Mtgs, Women’s Soccer</td>
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<td>8</td>
<td>Labor Day, No classes, Comedian: Lucas Bohn F2FT2</td>
<td>Official Last Day to Add or Drop a Course, Service Trip Info Mtgs, Women’s Soccer</td>
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<td>Mass 7pm Feast of Birth of Mary, Women’s Tennis Golf Invitational</td>
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<td>Internship Poster Presentations, Volleyball</td>
<td>Club Fair, Mercy Service</td>
<td>Club Fair, Flight 93 Service, Women’s Soccer</td>
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<td>16</td>
<td>Mass 7pm Hispanic Heritage Month Begins</td>
<td>Fedral Work-Study Meeting, Men’s &amp; Women’s Soccer</td>
<td>Federal Work-Study Meeting, MY1 Parent Orientation</td>
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<td>Federal Work-Study Meeting, Men’s &amp; Women’s Soccer</td>
<td>Constitution Day, Federal Work-Study Meeting</td>
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<td>Concert &amp; Fireworks, Mass 7pm, Women’s Tennis</td>
<td>Mercy Week, Tea and Scones</td>
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<td>Mercy Week, Tea and Scones</td>
<td>All College Liturgy noon Mercy Week</td>
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<td>Homecoming, Women’s Tennis, Mass 7pm</td>
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<td>All College Convocation</td>
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<td>Men’s &amp; Women’s Soccer</td>
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<td>Rosh Hashana</td>
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<td>SGA Training,</td>
<td>Last Day to make up</td>
<td>Yom Kippur,</td>
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<td>The Beatitudes Discussion,</td>
<td>Incompletes for Summer 2013</td>
<td>Men's &amp; Women’s Soccer</td>
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<td>Mercy Service</td>
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<td>SGA Meeting,</td>
<td>Silence of Mary Service Trip</td>
<td>Silence of Mary Service Trip</td>
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<td>Mercy Youth Initiative Tutor Training,</td>
<td>Volleyball F2FT3</td>
<td>Pirates Game,</td>
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<td>Volleyball F2FT3</td>
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<td>Sr. Marie Donnelly 3:30 pm,</td>
<td>Homecoming</td>
<td>Homecoming,</td>
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<tr>
<td>Accounting Consortium,</td>
<td>Mercy Week</td>
<td>Ebensburg Potato Fest,</td>
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<tr>
<td>Vox Nova Concert 7 pm</td>
<td></td>
<td>Mercy Week Initiative,</td>
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<td>Mercy Youth Initiative,</td>
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<tr>
<td></td>
<td></td>
<td>Volleyball</td>
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</tbody>
</table>
September

Monday

2

Labor Day,
No classes,
Comedian: Lucas Bohn

Tuesday

3

Official Last Day to Add or
Drop a Course,
Service Trip Info Mtgs,
Women’s Soccer

Wednesday

4

Withdraw from Course Period
Begins,
Service Trip Info Mtgs,
Men’s Soccer.
All College Convocation

Women’s Tennis

September 7
Men’s & Women’s Soccer

September 8
Mass 7pm Feast of Birth of Mary,
Women’s Tennis

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September

Monday

9

Internship Poster Presentations, Volleyball

Tuesday

10

Club Fair, Mercy Service

Wednesday

11

Club Fair, Flight 93 Service, Women’s Soccer
SGA Training,
The Beatitudes Discussion,
Mercy Service

Last Day to make up
Incomplete for Summer 2013

September 14
Yom Kippur,
Men’s & Women’s Soccer

September 15
Mass 7pm
September

Monday

16
Federal Work-Study Meeting,
Men’s & Women’s Soccer

Tuesday

17
Constitution Day,
Federal Work-Study Meeting

Wednesday

18
Federal Work-Study Meeting,
MYI Parent Orientation
<table>
<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday/Sunday</th>
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<tbody>
<tr>
<td>SGA Meeting, Mercy Youth Initiative Tutor Training, Volleyball</td>
<td>Silence of Mary Service Trip</td>
<td>Pirates Game, Concert &amp; Fireworks, Women’s Tennis, Silence of Mary Service Trip</td>
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<tr>
<td>September 21</td>
<td>September 22</td>
<td>Mass 7pm, Women’s Tennis</td>
</tr>
</tbody>
</table>

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September

Monday
23
Mercy Week,
Tea and Scones

Tuesday
24
All College Liturgy noon
Mercy Week

Wednesday
25
Sr. Marie Donnelly 7:00pm,
Lion King in Pittsburgh
Mercy Week
Sr. Marie Donnelly 3:30 pm,
Accounting Consortium,
Vox Nova Concert 7 pm
Mercy Week

Homecoming
Mercy Week

September 28
Homecoming,
Ebensburg Potato Fest,
Mercy Youth Initiative,
Volleyball

September 29
Homecoming,
Women’s Tennis,
Mass 7pm
Sept-Oct.

Monday

30

Tuesday

Blood Drive,
Leadership Lecture

Wednesday

Int'l Day of Non-Violence,
Feast of Guardian Angels,
Volleyball
Flying Colors:
Butterfly Lecture 3:30

Cresson Heritage Days,
Feast of St. Francis
Community Engagement
Leadership Conference

October 5
Cresson Heritage Days
Community Engagement
Leadership Conference

October 6
Mass 7pm
Cresson Heritage Days
<table>
<thead>
<tr>
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<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Disability Awareness Month</td>
<td>1 Blood Drive, Leadership Lecture Non-violence Lecture</td>
<td>2 Intl Day of Non-Violence, Feast of Guardian Angels, Volleyball- Pink Out Game</td>
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<tr>
<td>6</td>
<td>Mass 7pm Cresson Heritage Days</td>
<td>7 Mid-Term Destress</td>
<td>8 Destressing by Drums 3:30 pm &amp; 8:00 pm Mid-Term Destressing</td>
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<tr>
<td>13</td>
<td>Camden NJ Service Trip</td>
<td>14 Mid Term Grades Due 4pm, Columbus Day Camden NJ Service Trip</td>
<td>15 Halls re-open at noon Camden NJ Service Trip</td>
</tr>
<tr>
<td>20</td>
<td>Mass 7pm</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>27</td>
<td>Mass 7pm, Open House Play</td>
<td>28</td>
<td>29 Leadership Lecture, Men’s &amp; Women’s Soccer</td>
</tr>
<tr>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
<td>Important Notes</td>
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<td>3</td>
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</tr>
<tr>
<td>Flying Colors: Butterfly Lecture 3:30</td>
<td>Cresson Heritage Days, Feast of St. Francis F2FT4 Comedian - Jason Evans Community Engagement Leadership Conference</td>
<td>Cresson Heritage Days Community Engagement Leadership Conference Empowerment of women</td>
<td></td>
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<tr>
<td>10</td>
<td>11</td>
<td>12</td>
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</tr>
<tr>
<td>SGA Meeting Mid-Term Destressing</td>
<td>Midterm Break begins after last class Halls close at 6pm, Camden New Jersey Service Trip (Urban Challenge) Mid-Term Destressing</td>
<td>Men’s &amp; Women’s Soccer Camden NJ Service Trip</td>
<td></td>
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<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
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<tr>
<td>The Beatitudes Discussion, Professional Dining &amp; Etiquette Dinner Health Quest</td>
<td>F2FT5</td>
<td>Mercy Youth Initiative</td>
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</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>SGA Meeting, United Nations Day Play</td>
<td>Play</td>
<td>Men’s &amp; Women’s Soccer Play Make a Difference Day</td>
<td></td>
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<tr>
<td>31</td>
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<tr>
<td>Halloween, Lollanobooza</td>
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</tbody>
</table>

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**Thursday**

**Friday**

**Saturday**

**Important Notes**
October

Monday

7

Mid-Term Destressing

Tuesday

8

Destressing by Drums 3:30 pm & 8:00 pm
Mid-Term Destressing

Wednesday

9

Ecumenical Lunch
Mid-Term Destressing
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 10</td>
<td>SGA Meeting</td>
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<td></td>
<td>Mid-Term Destressing</td>
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<tr>
<td>October 11</td>
<td>Midterm Break begins after last class Halls close at 6pm, Camden New Jersey Service Trip (Urban Challenge) Mid-Term Destressing</td>
</tr>
<tr>
<td>October 12</td>
<td>Men’s &amp; Women’s Soccer</td>
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<tr>
<td></td>
<td>Camden New Jersey Service Trip (Urban Challenge)</td>
</tr>
<tr>
<td>October 13</td>
<td>Camden New Jersey Service Trip (Urban Challenge)</td>
</tr>
</tbody>
</table>

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October

**Monday, October 14**
- Mid Term Grades Due 4pm, (Columbus Day, classes in session)
- Camden New Jersey Service Trip (Urban Challenge)

**Tuesday, October 15**
- Halls re-open at noon
- Camden New Jersey Service Trip (Urban Challenge)

**Wednesday, October 16**
- Classes Resume,
  WestPAC's Job/Internship Fair,
  Volleyball

138 www.mtaloy.edu
The Beatitudes Discussion,
Professional Dining &
Etiquette Dinner

October 19

Mercy Youth Initiative

October 20

Mass 7pm

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October

Monday

21

Tuesday

22

Wednesday

23

Volleyball Game,
Men’s & Women’s Soccer
SGA Meeting, United Nations Day Play

Thursday

Friday

Saturday/Sunday

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October 26
Men’s & Women’s Soccer Play

October 27
Mass 7pm,
Oct-Nov.

Monday
28

Tuesday
29

Wednesday
30

Men and Women’s Soccer Leadership Lecture
Halloween, Lollanobooza

All Saints Day, Magician: Ran D Shine, Halloween Dance

November 2
All Souls Day, Volleyball

November 3
Mass at 7pm
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
| Mass at 7pm
Daylight savings |        | Leadership Lecture | Vox Nova |
| 10     | 11     | 12      | 13        |
| Open House
Mass at 7pm,
Angel Tree Kick-Off
November 10 – December 2
Angel Tree | Spring Registration Begins –
New Students,
(Veteran’s Day, classes in
session),
Veteran’s Day luncheon | Celebration of Research,
Mountie Madness(tentative) | Campus Ministry Social |
| 17     | 18     | 19      | 20        |
| Mass at 7pm,
National Hunger and
Homelessness Awareness Week | National Hunger and
Homelessness Awareness Week | National Hunger and
Homelessness Awareness Week | National Hunger and
Homelessness Awareness Week |
| 24     | 25     | 26      | 27        |
| Mass at 7pm | Total Semester Withdrawal Deadline;
Thanksgiving Vacation Begins
After Last Class,
Halls close at 6pm for
Thanksgiving Break, |        | Women’s Basketball |

November 2013
<table>
<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
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<th>Important Notes</th>
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<tbody>
<tr>
<td>National Native American Heritage Month</td>
<td>1 All Saints Day,</td>
<td>2 All Souls Day,</td>
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<tr>
<td></td>
<td>Magician: Ran D Shine,</td>
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<td></td>
<td>Halloween Dance</td>
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<td></td>
<td>Spring Registration begins-current students</td>
<td></td>
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<tr>
<td>7</td>
<td>8 Last Day to Apply for May Graduation</td>
<td>9</td>
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<tr>
<td>Public Speaking &amp; Your Career Workshop,</td>
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<tr>
<td>SGA Meeting</td>
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<tr>
<td>F2FT6</td>
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<td>14</td>
<td>15 Final Day to Withdraw from an Individual Course with a Grade of &quot;W&quot;,</td>
<td>16</td>
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<tr>
<td>The Beatitudes Discussion</td>
<td>Math/Science/IT Recruiting Day, Play</td>
<td>Play, Mercy Youth Initiative, Women’s Basketball</td>
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<td></td>
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<td>Pathways to Empowerment Leadership Workshop</td>
<td></td>
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<tr>
<td>21</td>
<td>22 Musician: Scott Wesley</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>SGA Meeting, Men’s Basketball,</td>
<td>National Hunger and Homelessness Awareness Week</td>
<td>National Hunger and Homelessness Awareness Week</td>
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</tr>
<tr>
<td>National Hunger and Homelessness Awareness</td>
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<tr>
<td>Week</td>
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<td>28</td>
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<tr>
<td>Chanukah Begins</td>
<td>29 Thanksgiving</td>
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</tbody>
</table>
Public Speaking & Your Career Workshop,
SGA Meeting

Last Day to Apply for May Graduation

November 10
Mass at 7pm,
Angel Tree Kick-Off

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Spring Registration Begins –
New Students,
(Veteran’s Day, classes in
session),
Veteran’s Day luncheon

Celebration of Research,
Mountie Madness(tentative)

Campus Ministry Social
The Beatitudes Discussion

Final Day to Withdraw from an Individual Course with a Grade of “W”,
Math/Science/IT Recruiting Day,
Play

November 16

Play,
Mercy Youth Initiative,
Women’s Basketball

November 17

Mass at 7pm,
National Hunger and Homelessness Awareness Week
National Hunger and Homelessness Awareness Week

Monday
18

Tuesday
19

Wednesday
20

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150
SGA Meeting,
Men’s Basketball
National Hunger and Homelessness Awareness Week

Musician: Scott Wesley
National Hunger and Homelessness Awareness Week

November 23
National Hunger and Homelessness Awareness Week

November 24
Mass at 7pm
Total Semester Withdrawal Deadline;
Thanksgiving Vacation Begins
After Last Class,
Halls close at 6pm for
Thanksgiving Break,
Women’s Basketball
Thanksgiving

Halls re-open at noon First Sunday of Advent

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SGA Meeting

December 7

Madrigal, Mercy Youth Initiative, Men’s and Women’s Basketball

December 8

Mass at 7pm, Feast of Immaculate Conception/2nd Sunday of Advent
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>1</td>
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</table>
| World AIDS Day  
Halls re-open at noon First Sunday of Advent |      |         |           |
| 2      |        |         |           |
| Classes Resume |        |         |           |
| 3      |        |         |           |
|         |        |         |           |
| 4      |        |         |           |
|         |        |         |           |
| 8      |        |         |           |
| Mass at 7pm,  
Feast of Immaculate Conception/2nd Sunday of Advent |      |         |           |
| 9      |        |         |           |
| Campus Spa Day |        |         |           |
| 10     |        |         |           |
| Christmas Liturgy &  
Christmas at the Mount  
International Human Rights Day |        |         |           |
| 11     |        |         |           |
| Men’s and Women’s Basketball |        |         |           |
| 15     |        |         |           |
| 3rd Sunday of Advent  
New Orleans Service Trip |        |         |           |
| 16     | 17     |         |           |
| Fall Final Grades Due - Noon,  
Department Faculty Development Activities Begin  
New Orleans Service Trip | Faculty Development Activities Conclude  
New Orleans Service Trip |         |           |
<p>| 18     |        |         |           |
| New Orleans Service Trip |        |         |           |
| 22     | 23     | 24      | 25        |
| 4th Sunday of Advent | Christmas Eve | Christmas |           |
| 29     | 30     | 31      |           |
|        |        | New Year’s Eve |         |</p>
<table>
<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Important Notes</th>
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<td>Universal Human Rights Month</td>
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<td>6</td>
<td>7</td>
<td>Madrigal, Mercy Youth Initiative, Men’s and Women’s Basketball</td>
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<tr>
<td>SGA Meeting</td>
<td>Madrigal</td>
<td></td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>New Orleans Service Trip, Mercy Youth Initiative, Women’s Basketball</td>
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<tr>
<td>Feast of Our Lady of Guadalupe</td>
<td>Semester Ends after Last Class, Halls close at 6pm for semester break, December Graduate Ceremony &amp; Reception</td>
<td></td>
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<td>19</td>
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<td>New Orleans Service Trip</td>
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<td>New Orleans Service Trip</td>
<td>New Orleans Service Trip</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Kwanzaa begins</td>
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</tbody>
</table>
Feast of Our Lady of Guadalupe

December 14
New Orleans Service Trip, Mercy Youth Initiative, Women’s Basketball

December 15
3rd Sunday of Advent
New Orleans Service Trip

Semester Ends after Last Class, Halls close at 6pm for semester break, December Graduate Ceremony & Reception
December

Monday

16

Fall Final Grades Due - Noon
DepartmentFaculty
Development Activities Begin
New Orleans Service Trip

Tuesday

17

Faculty Development Activities Conclude
New Orleans Service Trip

Wednesday

18

New Orleans Service Trip
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>New Orleans Service Trip</td>
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</tr>
<tr>
<td>Friday</td>
<td>New Orleans Service Trip</td>
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</tr>
<tr>
<td>Saturday/Sunday</td>
<td>4th Sunday of Advent</td>
<td>New Orleans Service Trip</td>
</tr>
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<tr>
<td>Thursday</td>
<td>Kwanzaa begins</td>
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<tr>
<td>Friday</td>
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<td>Saturday/Sunday</td>
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<tr>
<td>Monday 30</td>
<td>New Year’s Eve</td>
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<td>Tuesday 31</td>
<td>New Year’s Eve</td>
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<td>Wednesday 1</td>
<td>New Year’s Eve</td>
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<tr>
<td>Sunday</td>
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<td>Tuesday</td>
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<td></td>
<td>Epiphany</td>
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<td>12</td>
<td>13</td>
<td>14</td>
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<tr>
<td>Returning Student Move In, Halls reopen at noon</td>
<td>Classes begin, Official Add-Drop Course Period Begins; Last Day to Register; Late Registration Fee Applies</td>
<td>Orientation Social</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Mass at 7pm</td>
<td>Official Last Day to Add or Drop a Course; Martin Luther King Day (Classes Will Meet), MLK Day of Service, Men’s and Women’s Basketball</td>
<td>MLK Celebration Withdrawal from Course Period Begins,</td>
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<td>26</td>
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<td>28</td>
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<td>Mass at 7pm</td>
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<td>Club Fair</td>
</tr>
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<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
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<td>10</td>
<td>11</td>
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<tr>
<td>Faculty Development Activities Begin;</td>
<td>Orientation, Faculty Development Activities End</td>
<td>Orientation</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
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<tr>
<td></td>
<td></td>
<td>Mercy Youth Initiative, Men’s and Women’s Basketball</td>
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<tr>
<td>23</td>
<td>24</td>
<td>25</td>
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<tr>
<td>SGA Training</td>
<td>Last Day to Make Up Incompletes for the Fall 2013 Semester</td>
<td>Men’s and Women’s Basketball</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
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</tr>
<tr>
<td>SGA Meeting</td>
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</tbody>
</table>
Faculty Development Activities
Begin:

Orientation,
Faculty Development Activities
End

January 12
Returning Student Move In,
Halls reopen at noon
Classes begin, Official Add-Drop Course Period Begins; Last Day to Register; Late Registration Fee Applies

CM Social

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January 18
Mercy Youth Initiative,
Men’s and Women’s Basketball

January 19
Mass at 7pm

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Thursday
Friday
Saturday/Sunday

16

17

18/19
January

Monday

20

Official Last Day to Add or Drop a Course;
Martin Luther King Day (Classes Will Meet),
MLK Day of Service,
Men’s and Women’s Basketball

Tuesday

21

Withdrawal from Course Period Begins,
MLK Celebration

Wednesday

22

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SGA Training

Last Day to Make Up Incompletes for the Fall 2013 Semester

January 25
Men’s and Women’s Basketball

January 26
Mass at 7pm
Jan.-Feb.

Monday

27

Busy Person’s Retreat

Tuesday

28

Club Fair
Busy Person’s Retreat

Wednesday

29

Club Fair
Busy Person’s Retreat
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
| Mass at 7pm  
Groundhog Day |         |         |           |
| 9      | 10     | 11      | 12        |
| Search Retreat 3  
Mass at 7pm | Leadership Lecture |         | Men’s and Women’s Basketball |
| 16     | 17     | 18      | 19        |
| Mass at 7pm |         |         |           |
| 23     | 24     | 25      | 26        |
| Mass at 7pm  
Busy Person’s Retreat | Leadership Lecture,  
Blood Drive  
Busy Person’s Retreat |         | Busy Person’s Retreat |
<p>| | | | |
|         |         |         |           |</p>
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<thead>
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<td>Mock Interview Fair, SGA Meeting</td>
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African American Heritage Month

Men’s and Women’s Basketball

Mercy Youth Initiative

Leadership Summit
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www.mtaloy.edu
SGA Meeting

Poet: Odd Rod, Search Retreat 3

February 8
Men’s and Women’s Basketball
Search Retreat 3

February 9
Mass at 7pm
Search Retreat 3
February

Monday

10

Tuesday

11

Leadership Lecture

Wednesday

12

Men’s and Women’s Basketball
Valentine’s Day Program, Vox Nova Concert

Valentine’s Day Dance

February 15
Mercy Youth Initiative

February 16
Mass at 7pm
Jan.-Feb.

Monday

17

Tuesday

18

Wednesday

19
Mock Interview Fair, SGA Meeting

February 22

Men’s and Women’s Basketball

February 23

Mass at 7pm
Monday

Leadership Lecture,
Blood Drive

Tuesday

Leadership Lecture,
Blood Drive

Wednesday
Musician Jenn Grinels

March 2
Men’s Tennis, Mass at 7pm
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**March 2014**
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<td>SGA Meeting, Softball, Musical</td>
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<td>World Water Day, Mercy Youth Initiative, Softball Musical</td>
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<td>Men’s Tennis, Softball</td>
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March

Monday

Tuesday

Wednesday

Ash Wednesday Mass & Prayer Service
Spring Break Begins After Last Class,
Halls close for spring break at 6pm

SGA Meeting

March 8
Guyana Service Trip
March 9
Guyana Service Trip

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March

Monday

10

Midterm Grades Due – 4 PM
Guyana Service Trip

Tuesday

11

Guyana Service Trip

Wednesday

12

Guyana Service Trip
Guyana Service Trip

March 15

Baseball

Guyana Service Trip

March 16

Halls re-open at noon
March

Monday
17

Classes Resume,
Welcome Back Tea and
Scones,
St. Patrick’s Day

Tuesday
18


Wednesday
19

Soup & Scripture
SGA Meeting, Softball, Musical

March 22

World Water Day, Mercy Youth Initiative, Softball Musical

March 23

Mass at 7pm Musical

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March

Monday

24

Tuesday

25

Leadership Lecture

Wednesday

26

PERC Education Job Fair

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March 29
Men’s Tennis,
Softball

March 30
Mass at 7pm
SGA Meeting, Academic Fieldwork Seminar

Last Day to Apply for August/December Graduation

April 5
Baseball

April 6
Mass at 7pm
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<td>Graduate Salute, Moral Choices Lecture</td>
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<td>Mass at 7pm, Palm Sunday</td>
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<td>Undergraduate Research Symposium, Softball, Tax Day</td>
<td>Soup &amp; Scripture, Seder Meal</td>
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<td>27</td>
<td>Baseball, Mass at 7pm, Day of Caring Open House</td>
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<td>Club and Organization Leadership Recognition Banquet</td>
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| 3        | 4      | 5        | SGA Meeting, Academic Fieldwork Seminar  
           | Fall Registration Begins – Current Students  
           | Baseball |
| 10       | 11     | 12       | Honors Recognition  
           | Final Day to Withdraw from an Individual Course with a Grade of “W”  
           | Baseball |
| 17       | 18     | 19       | Extreme Makeover: Career Edition, Easter Break begins after Last Class, Halls close for Easter Break at 6 pm, Softball  
           | Men’s Tennis  
           | Softball |
| 24       | 25     | 26       | SGA Meeting, Softball Athletic Banquet  
           | Play  
           | Baseball  
           | Play |

199
April

Monday

7

Fall Registration Begins – Current Students

Tuesday

8

Graduate Salute, Moral Choices Lecture

Wednesday

9

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Honors Recognition

Final Day to Withdraw from an Individual Course with a Grade of "W"

April 12
Baseball

April 13
Mass at 7pm
April

Monday

14

Fall Registration Begins – New Students

Tuesday

15

Undergraduate Research Symposium, Softball

Wednesday

16

Soup & Scripture, Seder Meal
Extreme Makeover: Career Edition,
Easter Break begins after Last Class,
Halls close for Easter Break at 6 pm,
Softball

Thursday

Friday

Saturday/Sunday

April 19
Softball

April 20
Easter
April

Monday

21

Halls re-open at noon

Tuesday

22

Classes Resume;
Total Semester Withdrawal Deadline,
Earth Day

Wednesday

23

Baseball

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Thursday

- SGA Meeting, Softball

Friday

- Play

Saturday/Sunday

- April 26
  - Baseball
  - Play
- April 27
  - Baseball,
  - Mass at 7pm,
  - Day of Caring
Apr.-May

Monday

28

Tuesday

29

Club and Organization Leadership Recognition Banquet

Wednesday

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Baseball
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May

Monday

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Tuesday

6

Semester Ends after Last Class,
Halls close for summer break 6pm

Wednesday

7

Weather Cancellation
Make-up Day if necessary
Baccalaureate Liturgy and Pinning Ceremonies, Final Grades Due – 4 PM

May 10
Commencement Ceremony, Service Trip

Friday

Saturday/Sunday

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<table>
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<tr>
<th>NAME</th>
<th>TELEPHONE NO.</th>
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<td>Parking/Vehicle Registration</td>
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<td>Rental of Facilities</td>
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<td>St. Joes 101</td>
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<td>Office of Student Affairs</td>
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<td>Support Center</td>
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<td>Transportation</td>
<td>Men's House, Second Floor</td>
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</table>
BANKS
Cresson Community Bank, 700 Second Street, Cresson (814) 886-2641
First Summit Bank, 7538 Admiral Peary Highway, Cresson (814) 886-7527
C & G Savings Bank, 117 Chestnut Street, Gallitzin (814) 886-4112
First National Bank of Pennsylvania, 725 Front Street, Cresson (814) 886-4141
*** First National Bank of Pennsylvania offers college and direct deposit accounts.
*** A First National Bank of Pennsylvania ATM is located in Cosgrave Center
Western Union 1-800-325-6000

BOWLING
Holiday Bowl, 181 Bowling Lane, Altoona (814) 944-1677
Lake View Lanes, Rowena Dr., Rt. 22 East, Ebensburg (814) 472-7441
Pleasant Valley Recreation Center, 1801 Logan Ave., Altoona (814) 944-6070

CHURCHES
Christian Missionary Alliance, 908 Fourth Street, Cresson (814) 886-2257
Presbyterian Church, 515 Third Street, Cresson (814) 886-4340
St. Aloysius Church, 7911 Admiral Peary Highway, Cresson (814) 886-2235
St. Francis Xavier, 211 Powell Avenue, Cresson (814) 886-2374
St. Luke's Lutheran Church, 604 Cleveland Street, Lilly (814) 886-2222
United Methodist Church, 619 Fifth Street, Cresson (814) 886-2807

FLORISTS
C's Shop, 470 Gallitzin Road, Cresson (814) 886-9585
Florals on the Corner, 416 Cleveland Street, Lilly (814) 886-0886
Watt's Floral & Gift, 901 Second Street, Cresson (814) 886-9012

FOOD
Fox's Pizza, 1012 Second Street, Cresson (814) 886-2000
Cresson Springs Restaurant, Rt. 53, 7563 Admiral Peary Highway, Cresson (814) 886-7710
Dunny's Pizza, 905 Second St., Cresson (814) 886-4350
Grand China Restaurant, 7447 Admiral Peary Highway (814) 886-5689
Keystone Restaurant, Route 22, P.O. Box 277, Ebensburg (814) 886-4533
McDonald's Restaurants, Admiral Peary Highway, Cresson (814) 886-4640
Route 22 West, Ebensburg (814) 472-5887
Meadow's Intersection, Hollidaysburg (814) 695-1805
Pizza Hut, 114 Old Rte. 22, Duncansville (814) 695-7595
943 West High St, Ebensburg (814) 472-7461
P.J.'s (Pizza & Sandwiches), 7874 Admiral Peary Highway, Cresson (814) 886-9924
Sheehan's Mini-Mart, Subway 926 Second Street, Cresson (814) 886-7515
Sheetz Inc., Rt. 53 /Admiral Peary Highway, Cresson (814) 886-4746
Vito's Restaurant & Pizzeria, 617 Front Street, Cresson (814) 886-4145

HOTELS
Cresson House Bed and Breakfast, 417 Park Ave, Cresson (814) 886-5014
Comfort Inn, 130 Patchway Rd, Duncansville  
(814) 693-1800
Comfort Inn, Rte 22, Ebensburg  
(814) 472-6100
Econolodge, 2906 Pleasant Valley Blvd, Altoona  
(814) 944-3555
Hampton Inn, 594 W. Plank Road, Altoona  
(814) 941-3500
Wye Motor Lodge, 200 Plank Road, Duncansville  
(814) 695-4407

MOVIE THEATERS
Carmike Cinema 8, Logan Valley Mall, Altoona  
(814) 944-0339
Park Hills Theater, Park Hills Shopping Center, Altoona  
(814) 942-4000
Richland Mall Cinemas, Theater Drive, Johnstown  
(814) 266-3133
Westwood Plaza Theatre, Westwood Plaza, Johnstown  
(814) 255-2116

SKATING
Blue Knob Ski Area, 1424 Overland Pass, Claysburg  
(814) 239-5111

North Central Recreation Center (Ebensburg)  
(814) 471-0586
Planet Ice (Johnstown)  
(814) 262-7465
Galactic Ice (Altoona)  
(814) 942-7500

SWIMMING POOLS - PRIVATE
Central Cambria High School, Route 422 West, Ebensburg  
(814) 472-8860

SWIMMING POOLS - PUBLIC
Cresson Lions Swimming Pool, Linden Avenue, Cresson  
(814) 886-5133
Hollidaysburg YMCA, 1111 Hewitt Street, Hollidaysburg  
(814) 695-4467

TRANSPORTATION
AIR
Altoona Blair County Airport, Ticket Reservation Information  
1-800-428-4322
Johnstown Cambria County Airport, US Air Express Flight  
(202) 222-7777

BUS
Greyhound  
1-800-231-2222
CamTran (Cambria County Transit)  
1-800-252-3889

RAIL
AMTRAK  
(814) 944-4074
47 Walnut St., Johnstown  
(814) 535-3313
1231 11th Ave., Altoona  
(814) 946-1100
For Reservation and Schedule Information  
1-800-872-7245

TAXI
DC Cab Co., 1301 Frankstown Rd., Johnstown  
(814) 539-1584
Yellow Cab & Transfer Co, 219 E. 6th Ave., Altoona  
(814) 944-6105

VIDEO RENTALS
Box Seat Video, 101 Park Avenue, Cresson  
(814) 886-7866
Video Warehouse, Ames Plaza, Ebensburg  
(814) 471-2744
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<td>Altoona Hospital Emergency Department</td>
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<tr>
<td>American Red Cross -- Blair County Chapter</td>
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<td>American Red Cross -- Keystone Chapter</td>
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<td>Bon Secours - Regional Health System Emergency Room</td>
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<tr>
<td>Conemaugh Memorial Medical Center Emergency</td>
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<td>Contact Altoona</td>
<td>946-9050</td>
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<td>Cresson Ambulance, Police &amp; Fire</td>
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<td>Crisis Intervention Mental/Emotional Stress</td>
<td>946-2141 or 1-800/540-4690</td>
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<td>Poison Control Center</td>
<td>1-800/521-6110</td>
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<td>HOSPITALS</td>
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<td>Good Samaritan Hospital - Johnstown</td>
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<td>Indiana Regional Medical Center</td>
<td>(724) 357-7000</td>
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<td>J. C. Blair Memorial</td>
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<td>Meyersdale Hospital</td>
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<td>Miner’s Hospital</td>
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<td>Nason Hospital of Roaring Spring</td>
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<td>HOTLINES</td>
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<td>A.R.H.S. Community Crisis Center (Altoona)</td>
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<td>Hearing Impaired</td>
<td>1-800-243-7889</td>
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<td>HIV/AIDS Hotline</td>
<td>1-800-232-4636</td>
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<td>Poison Control Center</td>
<td>1-800-521-6111</td>
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<td>Spanish</td>
<td>1-800-344-7432</td>
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<td>State Health Center, Blair County</td>
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<td>State Health Center, Cambria County</td>
<td>533-2205</td>
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<td>Victim’s Services – Blair</td>
<td>1-800-500-2849</td>
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<td>288-4961</td>
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<td>Women’s Help Center</td>
<td>536-5361</td>
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<td>PHARMACIES</td>
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<td>James’ Drug Store, Keystone Ave. and Second St., Cresson</td>
<td>886-2266</td>
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<td>Mainline Pharmacy, 701 Front St., Cresson</td>
<td>886-5667</td>
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<tr>
<td>Rite Aid Pharmacy, 1212 Second St., Cresson</td>
<td>886-2677</td>
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### 2013 Women's Soccer Schedule

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<td>Hiram College</td>
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<td>PSU-Harrisburg</td>
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<td>PSU-Beaver</td>
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<td>at Valley Forge</td>
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<td>at Bethany College</td>
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<td>at Pitt-Bradford*</td>
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<td>at La Roche College*</td>
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<td>Medaille College*</td>
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<td>D'Youville College*</td>
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<td>Tue</td>
<td>10/29</td>
<td>Franciscan University*</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

*Home Games in Bold

*AMC Conference Game
### 2013 Men's Soccer Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon</td>
<td>8/26</td>
<td>PSU-York (Scrimmage)</td>
<td>4:00 PM</td>
</tr>
<tr>
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<td>8/30</td>
<td>PSU-Greater Allegheny</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>8/31</td>
<td>at Washington &amp; Jefferson</td>
<td>6:00 PM</td>
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<tr>
<td>Wed</td>
<td>9/4</td>
<td>Hood College</td>
<td>4:30 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>9/7</td>
<td>PSU-Harrisburg</td>
<td>3:00 PM</td>
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<td>Thu</td>
<td>9/12</td>
<td>at Juniata College</td>
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<tr>
<td>Sat</td>
<td>9/14</td>
<td>Thiel College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>9/16</td>
<td>PSU-Beaver</td>
<td>4:00 PM</td>
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<tr>
<td>Thu</td>
<td>9/19</td>
<td>at Penn College</td>
<td>7:00 PM</td>
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<tr>
<td>Sat</td>
<td>9/21</td>
<td>at Valley Forge</td>
<td>4:30 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>9/24</td>
<td>at Hiram College</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>9/28</td>
<td>at Hilbert College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>10/2</td>
<td>at Bethany College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>10/5</td>
<td>at Pitt-Bradford*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>10/9</td>
<td>at La Roche College*</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>10/12</td>
<td>Medaille College*</td>
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<tr>
<td>Tue</td>
<td>10/15</td>
<td>at PSU-Altoona*</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>10/19</td>
<td>at PSU-Behrend*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>10/23</td>
<td>Pitt-Greensburg*</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>10/26</td>
<td>D'Youville College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>10/29</td>
<td>Franciscan University*</td>
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</table>

**Home Games in Bold**

*AMC Conference Game*
<table>
<thead>
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<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
</tr>
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<tr>
<td>Fri</td>
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<td>at Scranton Tournament</td>
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<tr>
<td></td>
<td></td>
<td>vs. Sage</td>
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<tr>
<td>Sat</td>
<td>9/1</td>
<td>vs. Scranton</td>
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<tr>
<td></td>
<td></td>
<td>vs. John Carroll</td>
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<tr>
<td>Wed</td>
<td>9/4</td>
<td>at Waynesburg University</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>9/7</td>
<td>at Shenandoah vs. Lancaster Bible</td>
<td>11:00 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vs. Hood College</td>
<td>1:00 PM</td>
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<tr>
<td>Mon</td>
<td>9/9</td>
<td>Penn College</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>9/13</td>
<td>at Roadrunner Invitational at Ramapo</td>
<td>4:00 PM</td>
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<tr>
<td>Sat</td>
<td>9/14</td>
<td>at Roadrunner Invitational at Ramapo</td>
<td>TBA</td>
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<td>Tue</td>
<td>9/17</td>
<td>at Lycoming College</td>
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<tr>
<td>Thu</td>
<td>9/19</td>
<td>St. Vincent College</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>9/21</td>
<td>at Farleigh Dickinson(Quad-match)</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>Thu</td>
<td>9/26</td>
<td>at Carlow University</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>9/28</td>
<td>Quad Match vs. Hilbert*</td>
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</tr>
<tr>
<td>Sat</td>
<td>9/28</td>
<td>Quad Match vs. Pitt-Bradford*</td>
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<tr>
<td>Wed</td>
<td>10/2</td>
<td>La Roche College* (PINK OUT)</td>
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</tr>
<tr>
<td>Sat</td>
<td>10/5</td>
<td>at D’Youville College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>10/8</td>
<td>at PSU-Altoona*</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>10/16</td>
<td>Franciscan University*</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Fri</td>
<td>10/18</td>
<td>at Elizabethtown College</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>10/22</td>
<td>at Pitt-Greensburg*</td>
<td>7:00 PM</td>
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<tr>
<td>Wed</td>
<td>10/23</td>
<td>Valley Forge</td>
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<tr>
<td>Sat</td>
<td>10/26</td>
<td>at PSU-Behrend*</td>
<td>1:00 PM</td>
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<tr>
<td>Wed</td>
<td>10/30</td>
<td>at Carnegie Mellon University</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>11/2</td>
<td>Medaille College*</td>
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</tbody>
</table>

**Home Games in Bold**

*AMC Conference Game*
2013 Women's Tennis Schedule

Fri 8/30 at Thiel College 3:30 PM
Sat 8/31 La Roche College* (at E.T.C.) 2:00 PM
Fri 9/6 PSU-Altoona* (at E.T.C.) 4:00 PM
Sat 9/7 at Waynesburg University 12:00 PM
Sun 9/8 Pitt-Bradford* (at E.T.C.) 11:00 AM
Sat 9/14 at Medaille College* 2:00 PM
Sun 9/15 at D'Youville College* 11:00 AM
Sat 9/21 PSU-Behrend* (at E.T.C.) 1:00 PM
Sun 9/22 Pitt-Greensburg* (at E.T.C.) 1:00 PM
Sat 9/28 at Bethany College 10:00 AM
Sun 9/29 Franciscan University* (at E.T.C.) 11:00 AM
Sat/Sun 10/12-13 at AmCC Championships 1st Round TBA
Sat/Sun 10/19-20 at AmCC Championships-Wexford, PA TBA

Home Games in Bold played at Ebensburg Tennis Center *AMC Conference Game

2013 Cross Country Schedule Women / Men

Sat 9/7 at Westmoreland County CC TBA
Sat 9/14 at PSU-Behrend* 11:00 / 11:00 AM
Sat 9/28 12:00 / 1:00 PM
Sat 10/5 at Pitt-Greensburg* TBA
Sat 10/19 at Hood College 11:45 / 11:00 AM
Sat 10/26 AMCC Championships @ D/Youville TBA
Sat 11/9 NCAA Regionals @ TBA TBA

2013 Golf Schedule

Sat 8/31 at Pitt-Bradford* 1:00 PM
Sun 9/8 MAC Invitational (at Ebensburg CC) 1:30 PM
Mon 9/9 at PSU-Altoona* 8:00 AM
Mon 9/23 at PSU-Behrend* 1:00 PM
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
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</thead>
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<tr>
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<td>11/16</td>
<td>Valley Forge</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>11/26</td>
<td>Waynesburg University</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>11/30</td>
<td>at PSU-Berks</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>12/7</td>
<td>PSU-Behrend*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>12/11</td>
<td>La Roche College*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>12/14</td>
<td>Eastern Mennonite</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Fri/Sat</td>
<td>12/20-21</td>
<td>at Hope College Tournament in Orlando</td>
<td>TBA</td>
</tr>
<tr>
<td>Sat</td>
<td>1/4</td>
<td>at Medaille College*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>1/8</td>
<td>Pitt-Greensburg*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>1/11</td>
<td>at Hilbert College*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Sun</td>
<td>1/12</td>
<td>at D’Youville College*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>1/15</td>
<td>at PSU-Altoona*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>1/18</td>
<td>Pitt-Bradford*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>1/20</td>
<td>Franciscan University*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>1/22</td>
<td>at Pitt-Greensburg*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>1/25</td>
<td>Medaille College*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>1/27</td>
<td>at Frostburg State University</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>2/1</td>
<td>at PSU-Behrend*</td>
<td>3:00 PM</td>
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<tr>
<td>Wed</td>
<td>2/5</td>
<td>at La Roche College*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>2/8</td>
<td>Hilbert College*</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>2/12</td>
<td>PSU-Altoona*</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>2/15</td>
<td>at Pitt-Bradford*</td>
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<tr>
<td>Wed</td>
<td>2/19</td>
<td>at Franciscan University*</td>
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</tr>
<tr>
<td>Sat</td>
<td>2/22</td>
<td>D’Youville College*</td>
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</table>

**Home Games in Bold**

*AMC Conference Game
## 2013-14 Men’s Basketball Schedule

<table>
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<th>Opponent</th>
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<tr>
<td>Fri</td>
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<td>at Coaches vs. Cancer Tournament</td>
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<tr>
<td>Sat</td>
<td>11/16</td>
<td>at Coaches vs. Cancer Tournament At PSU-Altoona</td>
<td>TBA</td>
</tr>
<tr>
<td>Tue</td>
<td>11/19</td>
<td>at Saint Francis University</td>
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</tr>
<tr>
<td>Thu</td>
<td>11/21</td>
<td><strong>Frostburg State University</strong></td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>11/23</td>
<td>at Grove City College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>12/7</td>
<td>PSU-Behrend*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>12/11</td>
<td>La Roche College*</td>
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<tr>
<td>Sat</td>
<td>1/4</td>
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<td>Wed</td>
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<tr>
<td>Sat</td>
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<td>at Hilbert College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Sun</td>
<td>1/12</td>
<td>at D’Youville College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>1/15</td>
<td>at PSU-Altoona*</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>1/18</td>
<td>Pitt-Bradford*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Mon</td>
<td>1/20</td>
<td><strong>Franciscan University</strong></td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>1/22</td>
<td>at Pitt-Greensburg*</td>
<td>6:00 PM</td>
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<tr>
<td>Sat</td>
<td>1/25</td>
<td>Medaille College*</td>
<td>1:00 PM</td>
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<tr>
<td>Sat</td>
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<td>at PSU-Behrend*</td>
<td>1:00 PM</td>
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<tr>
<td>Wed</td>
<td>2/5</td>
<td>at La Roche College*</td>
<td>6:00 PM</td>
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<tr>
<td>Sat</td>
<td>2/8</td>
<td><strong>Hilbert College</strong></td>
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<tr>
<td>Wed</td>
<td>2/12</td>
<td>PSU-Altoona*</td>
<td>6:00 PM</td>
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<tr>
<td>Sat</td>
<td>2/15</td>
<td>at Pitt-Bradford*</td>
<td>1:00 PM</td>
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<tr>
<td>Wed</td>
<td>2/19</td>
<td>at Franciscan University*</td>
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<tr>
<td>Sat</td>
<td>2/22</td>
<td>D’Youville College*</td>
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*Home Games in Bold

*AMC Conference Game
## 2014 Men's Tennis Schedule

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<th>Opponent</th>
<th>Time</th>
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<tr>
<td>Sun</td>
<td>3/2</td>
<td>Pitt-Greensburg* (at E.T.C.)</td>
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<tr>
<td>Fri</td>
<td>3/21</td>
<td>at PSU-Behrend*</td>
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<tr>
<td>Sat</td>
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<td>Sat</td>
<td>3/29</td>
<td>Franciscan University* (at E.T.C.)</td>
<td>10:00 AM</td>
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<tr>
<td>Wed</td>
<td>4/2</td>
<td>at Bethany College</td>
<td>4:00 PM</td>
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<tr>
<td>Fri</td>
<td>4/4</td>
<td>at Washington &amp; Jefferson</td>
<td>3:30 PM</td>
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<tr>
<td>Fri</td>
<td>4/11</td>
<td>at D’Youville College*</td>
<td>7:00 PM</td>
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<tr>
<td>Fri</td>
<td>4/18</td>
<td>Bethany College (at E.T.C.)</td>
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</tbody>
</table>

**Home Games in Bold played at Ebensburg Tennis Center**  
*AMC Conference Game or Summit Athletic Club

## 2014 Baseball Schedule

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<th>Date</th>
<th>Opponent</th>
<th>Time</th>
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</thead>
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<tr>
<td>Sun</td>
<td>2/16</td>
<td>at Shenandoah University</td>
<td>12:00 PM</td>
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<tr>
<td>Sun</td>
<td>2/23</td>
<td>at Stevenson University</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>Fri-Fri</td>
<td>3/7-14</td>
<td>at Spring Training in Myrtle Beach, SC</td>
<td>TBA</td>
</tr>
<tr>
<td>Sat</td>
<td>3/15</td>
<td>Keuka College</td>
<td>12:00 PM DH</td>
</tr>
<tr>
<td>Wed</td>
<td>3/19</td>
<td>at St. Vincent College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>3/22</td>
<td>at Gettysburg College</td>
<td>12:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>3/29</td>
<td>at Pitt-Bradford*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>4/1</td>
<td>at PSU-Altoona*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Thu</td>
<td>4/3</td>
<td>at Marietta College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>4/5</td>
<td>D’Youville College*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Wed</td>
<td>4/9</td>
<td>at Juniata College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Sat</td>
<td>4/12</td>
<td>PSU-Behrend*</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Tue</td>
<td>4/15</td>
<td>at Pitt-Greensburg*</td>
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<tr>
<td>Sat</td>
<td>4/19</td>
<td>at Hilbert College*</td>
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<tr>
<td>Wed</td>
<td>4/23</td>
<td>La Roche College*</td>
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<tr>
<td>Sat</td>
<td>4/26</td>
<td>Medaille College*</td>
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<tr>
<td>Sun</td>
<td>4/27</td>
<td>Wilkes University</td>
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<tr>
<td>Wed</td>
<td>4/30</td>
<td>Frostburg State University</td>
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Home Games in Bold *AMC Conference Game  
DH – Doubleheader
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<th>Day</th>
<th>Date</th>
<th>Opponent</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Fri-Sat</td>
<td>3/7-8</td>
<td>at Roanoke Softball Bash</td>
<td>TBA</td>
</tr>
<tr>
<td>Sun-Sat</td>
<td>3/9-15</td>
<td>at NSCI at Myrtle Beach, SC</td>
<td>TBA</td>
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<tr>
<td>Tue</td>
<td>3/18</td>
<td>at Waynesburg University</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Thu</td>
<td>3/20</td>
<td>Geneva College</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>3/22</td>
<td>Juniata College</td>
<td>1:00 PM DH</td>
</tr>
<tr>
<td>Tue</td>
<td>3/25</td>
<td>at West Liberty College</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>3/29</td>
<td>Pitt-Bradford*</td>
<td>1:00 PM DH</td>
</tr>
<tr>
<td>Tue</td>
<td>4/1</td>
<td>PSU-Altoona*</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Thu</td>
<td>4/3</td>
<td>at St. Vincent College</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>4/5</td>
<td>at D’Youville College*</td>
<td>1:00 PM DH</td>
</tr>
<tr>
<td>Mon</td>
<td>4/7</td>
<td>at Lycoming College</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Wed</td>
<td>4/9</td>
<td>at Franciscan University*</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>4/12</td>
<td>at PSU-Behrend*</td>
<td>1:00 PM DH</td>
</tr>
<tr>
<td>Tue</td>
<td>4/15</td>
<td>Pitt-Greensburg*</td>
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<tr>
<td>Thu</td>
<td>4/17</td>
<td>Wilson College</td>
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<tr>
<td>Sat</td>
<td>4/19</td>
<td><strong>Hilbert College</strong></td>
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<tr>
<td>Wed</td>
<td>4/23</td>
<td>at La Roche College*</td>
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<tr>
<td>Thu</td>
<td>4/24</td>
<td>Grove City College</td>
<td>3:00 PM DH</td>
</tr>
<tr>
<td>Sat</td>
<td>4/26</td>
<td>at Medaille College*</td>
<td>1:00 PM DH</td>
</tr>
</tbody>
</table>

Home Games in Bold *AMC Conference Game   DH - Doubleheader