THE BEAR FACTS

2016 NEW STUDENT GUIDE FOR TRANSFER STUDENTS

NEXT STEPS IN AUGUST '16
Mercer Police officers are certified by the state of Georgia and act as the protective arm of Mercer University. Please program their telephone number into your phone in case you need to reach them quickly. Officers are always on duty to ensure Mercer is a safe place for students, faculty, staff, visitors, and their property. Mercer Police is also responsible for parking and traffic enforcement. Remember to get a free parking decal when you begin class in the fall.

Residence Life supports students while they live in the residence halls, promoting the development of close relationships with diverse individuals while enhancing student leadership skills and personal responsibility. Residence halls are staffed by Resident Assistants (RAs) who live on each floor.

Counseling & Psychological Services (CAPS) located behind MEP Residence Hall

Whether students are going through a tough time, feeling overwhelmed by school and/or life, or just need someone to talk to, CAPS is available to offer assistance. All services are free for those eligible to receive counseling. CAPS staff maintain strict rules on confidentiality unless danger to self or others is present.

The Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage. It is staffed by two full time RNs, and a part time physician who sees patients by appointment during scheduled clinic times. The Student Health Center provides health care for acute illnesses and injuries, allergy injections, immunizations, and health education. Some students may be referred out to a provider or facility in the community, depending on the illness/injury, at the discretion of the Student Health Center.

There is no charge to be seen by the nurses or doctor, but there are charges for immunizations and some physical exams. All visits to the SHC are confidential. No information will be released to anyone without the written consent of the student.

If a student is ill or injured after normal business hours when the SHC is closed and treatment cannot be delayed, the student should go to the Emergency Room/Urgent Care Center specified by his/her primary insurance.

Mercer is committed to providing a supportive and safe educational experience for students. To ensure we are making every effort to fully address the issues of sexual assault and other forms of sexual violence, our Title IX Coordinator partners with other campus resources to promote a healthier and safer campus environment for everyone.

Page 1
THE STUDENT HANDBOOK

provost.mercer.edu/handbooks/studenthandbook.cfm
studentaffairs@mercer.edu
(p) 478.301.2685

If you have questions or concerns, or require clarification of the specific handbook that applies to your program, contact the Vice President and Dean of Students, Dr. Doug Pearson.

This handbook has been developed to assist you in understanding what is expected of you and to help you adjust to college life. It is intended to be a brief summary of just some of the key information, policies, and procedures that we believe Macon undergraduate students should be aware of. The University Catalog provides more complete information on these and other major policies and procedures affecting students. In addition the University Catalog, your Housing contract and other official University publications are also important references which, when taken as a whole, provide you with a complete picture of these expectations and resources. Be aware that policies are subject to change, so it is important that you familiarize yourself with the regulations and policies governing student conduct on a regular basis.

2016-2017 UNIVERSITY CATALOG

registrar.mercer.edu/macon/current-catalog-macon.cfm
registrar@mercer.edu
(p) 478.301.2680 | (f) 478.301.2455

This catalog outlines the academic policies and procedures for students who enter the University during the 2016-2017 academic year. The catalog lists academic requirements and course descriptions of classes needed to complete academic programs, majors, and certifications within our six colleges and schools. These colleges and schools are the College of Liberal Arts, Stetson School of Business, School of Engineering, Tift College of Education, Townsend School of Music, and College of Health Professions.

CAMPUS CLARITY

www.campusclarity.com/signup
titleix@mercer.edu
(p) 478.301.2788

New students are required to complete the MANDATORY Campus Clarity online course as a way to approach the interconnected issues of substance abuse, sexual violence, and unhealthy relationships through a variety of interactive, realistic scenarios, and guided self-reflection. This course takes approximately fifty minutes to complete.

Be sure to check your Mercer e-mail for your personalized link for Campus Clarity. When rerouted to the Campus Clarity Login page, use your MUID@live.mercer.edu e-mail address to sign in and complete your course.

YOUR RIGHTS & RESPONSIBILITIES
YOUR Advising APPOINTMENT

While at Transfer Orientation, you meet one-on-one with an academic advisor from your academic college or school. **During this advising appointment, you will review and finalize your fall course schedule.** Please note: final transcripts must be received from any previous college(s) and/or school(s) for transfer equivalencies to be applied to your record. If you have not done so already, send final transcripts to the Office of the Registrar. You can view your accepted transfer credit on your MyMercer account under “My Grades” and the “Transfer Term” tab.

PLACEMENT EXAMS

**FOREIGN LANGUAGE**
If you studied a particular language for two or more years and wish to exempt your college or school’s foreign language requirement or desire to continue studying this language, take the foreign language placement exam at Transfer Orientation or Transfer Check-In. The placement exam takes approximately thirty minutes and consists of multiple choice, reading, grammar, and vocabulary questions. **Note:** The School of Engineering, Tift College of Education, and the College of Health Professions do not have a foreign language requirement. If you desire to start a new foreign language at Mercer, you do not need to complete the placement exam.

**MATH**
If your anticipated major requires calculus or chemistry and you have not previously completed a math course at your former institution, consider taking the thirty minute math placement exam at Transfer Orientation or Transfer Check-In to determine your future placement in a math course.
EXPLORE STUDY SKILLS AT THE ACADEMIC RESOURCE CENTER
mercer.edu/arc
arc@mercer.edu
Located in the Breezeway, Connell Student Center
(p) 478.301.2669

Tutoring
• Drop-in tutoring Sunday to Thursday 6 p.m.-9 p.m.
• Math and Writing available every night
• A variety of disciplines offered
• Tutoring schedules available on website

Supplemental Instruction
• Chemistry (CHM 111 & 221)
• Physics (PHY 141, 161, & 162)
• PRISM Program (BIO 111)
• Supplemental Instruction schedules available on website

Instruction and Study Help
• College study skills courses (LSK 185 & 186)
• Textbooks available in-house for many courses
• Workshops on a variety of study skills topics

Student-Athlete Affairs
• Athletics advisor provides academic guidance and support for student athletes.

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LEARN REQUIREMENTS FOR PRE-HEALTH PROGRAMS
aas.mercer.edu/pre-professional-tracks/
bokros_c@mercer.edu
Located in Penfield Hall Annex
(p) 478.301.2078

Guidance and support is available for Mercer students who plan to attend professional or graduate school for one of the health professions (medicine, dentistry, veterinary, physician assistant, pharmacy, etc.) after completing their undergraduate studies. Dr. Carol Bokros, Assistant Director of Pre-Health Programs within the Office of Academic and Advising Services, offers track handbooks, workshops, guest speakers, and information dissemination through newsletters, e-mails, and social media to help pre-health students build their portfolios.

Be sure to like “MercerPreHealth” on Facebook to view information shared with pre-health students through social media. You will receive your track’s narrated orientation powerpoint from Dr. Bokros via e-mail in August. Please review your track’s orientation powerpoint prior to meeting individually with Dr. Bokros to discuss your track questions.

REVIEW HOW TO ORDER TEXTBOOKS AT BARNES & NOBLE BOOKSTORE @ MERCER UNIVERSTY
shopmercerbears.com
Located in Mercer Village
(p) 478.301.2945

In many cases, you will leave Transfer Orientation with your fall course schedule. Although this schedule could change based on additional transcripts and transfer credit, you might want to purchase fall textbooks before beginning class in August.

To find your textbooks, simply sign into your MyMercer account and locate the “Barnes & Noble (Macon)” box on your MyMercer homepage. Select “order textbooks” and choose your term. This will redirect you to the Barnes & Noble website that automatically pulls your schedule and lists required textbooks for each course.

Read more online about Barnes & Noble at Mercer University’s price match program for textbooks!

REGISTER AND REQUEST ACCOMODATIONS AT ACCESS & ACCOMMODATION
mercer.edu/ACCESS
burrowbrid_c@mercer.edu
Located in the Connell Student Center, third floor
(p) 478.301.2778 | (f) 478.301.2127

This office provides Accessibility, Consultation, Collaboration, Education, Support, and Services (ACCESS) and accommodations to ensure access to programs and services for students and visitors with disabilities as required under Rehabilitation Act Section 504 and the ADAAA.

If you had a 504 Plan or IEP in high school or currently have a severe and/or chronic medical, sensory, or psychological disorder that requires accommodations in the classroom, with testing, or for campus housing, you must contact ACCESS to submit your request for accommodations. Contact ACCESS if you have a mobility impairment and are concerned about access to classrooms or housing. Disability Verification Forms, the Process Overview, Student Responsibilities, and Mercer’s ADAAA/504 policies and procedures can be found on the ACCESS website.
There are numerous opportunities at Mercer to get involved outside of the classroom. Every week, the student programming board, QuadWorks, offers a variety of events. QuadWorks also hosts a full week of Homecoming activities for all students, as well as a large, spring music festival called Bearstock. One of the newest organizations to Campus Life is the Mercer Maniacs, a student-led spirit group dedicated to building spirit and excitement around Mercer athletic events. Make plans to attend Bear Fair on Monday, August 22, in the UC Hawkins Arena, to learn more about how to get involved on campus!

Campus Life also supports over 140 student organizations including academic, media/arts, special interest, multicultural, service, religious, and social-Greek. Campus Life provides students with numerous leadership development opportunities including a fall leadership retreat, leadership workshops, and campus speakers, as well as the National Society for Leadership and Success.

Rec Sports and Wellness is comprised of four major program areas: Aquatics, Student Fitness/Wellness, Sport Clubs, and Intramural Sports. Each give students, faculty, and staff the opportunity to participate in a variety of interests. Additionally, Mercer Outdoors provides outdoor travel opportunities, such as a canoeing trip and high ropes course!

Intramurals are open to faculty, staff, and students free of charge. Participants are responsible for signing up and compiling a roster for their team. Sports include basketball, volleyball, flag football, soccer, and more.

Our social Greek organizations play a vital role in creating a vibrant campus and enhancing the student experience. 24% of our student population belongs to a Greek organization. Greeks participate in events on and off campus and host a number of philanthropic initiatives each year that raise close to $55,000.

Mercer students have opportunities to serve and become advocates for positive change in literacy and education, healthcare and wellness, neighborhood revitalization, youth programs, legal advocacy, nonprofit management, disability access, homelessness, family self-sufficiency, elder care, and many other areas of need. In addition to connecting individual students with service opportunities, the CCE is home to MerServe, the student service programming board. MerServe offers regular service projects for Mercer students, provides peer-to-peer service consults, and creates opportunities for Mercer students to develop service leadership skills. Students can stop by the office for assistance.
MAKING CONNECTIONS AT THE RESOURCE FAIR

CAMPUS OFFICES AND RESOURCES

Use this time to prepare for your transition to Mercer. If an office that you would like to speak with is not represented at the Resource Fair, a PA is happy to assist and walk with you to their office.

OFFICES PRESENT AT THE RESOURCE FAIR:

- Academic Resource Center (ARC)
- Athletics
- Bursar’s Office
- Campus Life & Greek Life
- Center for Community Engagement (CCE)
- Counseling & Psychological Services (CAPS)
- Dining Services
- Information Technology (IT) Help Desk
- Jack Tarver Library
- Mercer Marching Band
- Office of Retention
- Office of Student Employment
- Recreation Sports & Intramurals
- Registrar’s Office
  **Reminder: Turn in your Student Records Release Authorization**
- Religious Life
- ROTC
- Snapfridge
- Student Health Center
  **Reminder: Turn in your Immunization Form**
- Student Insurance Plan (CORE Benefits)
- Student Loans Office
- University Center (UC)

WAYS TO GET INVOLVED @ MU

NOTES

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Greek Life

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Mercer University
TUITION
The Office of the Bursar handles online payment plans, BearCard transfers, and tuition bills for all Mercer students. Your bill, authorized payer information, and direct deposit options can be located in your MyMercer portal under the link “Manage My Account.”

Bills will become available approximately 30 days before the start of the semester. Bill notifications will be emailed to your Mercer e-mail address at this time. Your account balance is due by the first day of class.

PAYMENT PLANS
Mercer University offers you the option to spread out payment of your direct charges over multiple months. Plan benefits include easy online enrollment, flexible payment options, and no interest charges.

Two Available Payment Methods:
• Automatic bank payment (ACH)
• Credit/debit card (additional fee may be assessed)

Applicable Fees:
• $40-$50 enrollment fee per semester, based on the plan
• $30 returned payment fee if payment is returned

If the down payment or enrollment fee is returned for any reason, the payment plan agreement is terminated.

Steps To Enroll:
• Login to your MyMercer portal
• Choose the link “Manage My Account”
• Select “Set Up a Payment Plan” and follow the enrollment steps on the screen

Payment plans are available through your MyMercer account. You should enroll in a payment plan prior to the first day of class.
Meal Memberships are available to all students. Each Meal Membership comes with a predetermined balance of Dining Dollars between $50 and $250. These are also loaded onto your Bear Card. The minimum Meal Membership required is determined according to completed hours as stated in the Meal Membership contract. Students with a First-Year (0-29 hours), Sophomore (30-59 hours), and Junior (60-89 hours) academic status are required to purchase a meal plan REGARDLESS OF CAMPUS HOUSING— including the Lofts and apartments. Students under 30 credit hours are autoassigned an Unlimited Meal Membership. As long as the student is officially registered for class, the contract is binding for the entire academic year, unless a change in class level occurs or the student is officially released from their housing contract. Should either occur, the student must submit a Request to Change Meal Membership form to Auxiliary Services for approval.

Your Bear Bucks Account – a prepaid, stored-value account that’s part of your Bear Card – is the convenient, cashless way to pay for your purchases on campus and at a variety of off-campus locations. The area’s most popular local businesses accept Bear Card, and you can use it to pay for school supplies, restaurants, delivery, and more. Check out the website for a complete list of merchants that accept the Bear Card. To use it, simply deposit money into your Bear Bucks Account and the balance will decline with each purchase you make.

The Office of Student Employment is dedicated to assisting Mercer students with obtaining part-time employment opportunities while they are enrolled at the University. Visit the website to view available positions.

Sign up to receive a Jobmail e-mail each time an employer submits a job post. Apply to positions following the instructions. Keep a log of positions for which you’ve applied and who you should contact for more information. E-mail or call to inquire more. To complete the new hire process, a student must provide an approved document on the I-9 form to the Office of Student Employment.
SAVE THE DATES FOR FALL 2016 ACADEMIC CALENDAR as published by the Registrar’s Office registrar.mercer.edu/macon/calendars

- TRANSFER CHECK-IN: Monday, August 22
- FIRST DAY OF CLASS: Tuesday, August 23
- LAST DAY FOR DROP/ADD: Friday, August 26
- LABOR DAY HOLIDAY: Monday, September 5
- FALL BREAK: October 6-7
- MIDTERM: Wednesday, October 14
- THANKSGIVING BREAK: November 23-25
- LAST DAY OF FALL CLASSES: Friday, December 9
- FINAL EXAMS: December 12-17

**TURN IN YOUR IMMUNIZATION FORM** to the Student Health Center
mercer.edu/shc
shcmacon@mercer.edu
Located in the Medical School Building, first floor
(p) 478.301.2696 | (f) 478.301.2116

All students must provide a completed Mercer Immunization Form by the start of classes this fall. Other documents submitted without the University’s completed form will not be accepted. Failure to complete the form could result in the student being removed from class. The form must be returned to the Student Health Center on the Macon Campus. This may be done in person, via e-mail, mail, or fax (all are listed on the bottom of the second page of the form). To obtain a copy of the immunization form, go to mercer.edu/shc and click on the “Immunization” link.

**DISCUSS YOUR STUDENT HEALTH INSURANCE**
studentplan.corehealthbenefits.com/mercer
CORE Management Resources
(p) 888.741.2673 (CORE)

Mercer University’s Student Health Insurance Program (MUSHiP) is a comprehensive student health coverage plan available at the affordable rate of $863/semester.

Student Health Insurance Program Highlights:
- Low deductibles - $400 person in-network
- Inpatient/outpatient/office visits include $25 co-pays
- Provider: First Health Network (FHN)
- No cost share for preventive services and birth control
- Prescription drug coverage & card provided

**UNDERSTAND THE STUDENT HEALTH INSURANCE WAIVER PROCESS**
bursar.mercer.edu/studentinsurance

All students are billed for the cost of health insurance coverage in the amount of $863/semester. All students are required to have health insurance coverage. If you already have coverage under another policy and do not want to pay for the university approved health coverage, you must complete the health insurance waiver process by September 2, 2016. Once your waiver has been submitted and approved, the charge will be removed.

**TO DO TODAY**

- TURN IN YOUR STUDENT RECORDS RELEASE AUTHORIZATION to the Registrar’s Office
  registrar.mercer.edu
  registrar@mercer.edu
  (p) 478.301.2680 | (f) 478.301.2455

The Family Educational Rights and Privacy Act (FERPA) was enacted to give students access to their education records and to protect their privacy. Unless a student is documented as legally dependent, the University is prohibited by FERPA from releasing student account information to a parent or guardian or other unauthorized third party without the student’s consent. Students who wish to grant access to an authorized individual should complete and submit the Student Records Release Authorization to the Registrar’s Office before the University can discuss any academic and/or financial information with a parent or guardian.
GET TO KNOW THE INFORMATION TECHNOLOGY (IT) HELP DESK

it.mercer.edu
helpdesk@mercer.edu
Located in Tarver Library, second floor
(p) 478.301.7000

Information Technology (IT) supports, develops, and maintains the IT environment. Mercer IT can assist you with wired/wireless network access, computer recommendations, problem evaluation, and e-mail access.

MERCER E-MAIL ACCOUNT
mercerlive.mercer.edu
It is important that you check your Mercer e-mail account on a frequent and regular basis since time-sensitive and confidential information will be sent to this e-mail address while you are enrolled as a student. Visit the IT website to learn how to install your Mercer e-mail on a smartphone or device. NOTE: Your MyMercer, MercerLive e-mail, wireless network, and on-campus computer passwords are all the same, so if one changes, all change.

MYMERCER
my.mercer.edu
MyMercer is a website that allows students to manage their schedules, view grades, manage financial aid, pay tuition, apply for campus housing, and much more.

BLACKBOARD
my.mercer.edu
Blackboard is an online course system that supports supplementary learning tools in an online environment. You can download course materials (e.g., course syllabi), view course announcements, review course calendars, track grades, or participate in online discussions. Access Blackboard through MyMercer and click on the “Access Blackboard” link.

YOUR ROOM ASSIGNMENT WITH RESIDENCE LIFE
studentaffairs.mercer.edu/housing
residencelife@mercer.edu
Located in the Connell Student Center, third floor
(p) 478.301.2687

All housing contracts are completed electronically. Students must log-in to the MyMercer portal and access “Macon Housing” to complete the housing contract. Once you have completed the Housing Contract, Residence Life will contact you regarding your room assignment.

For room dimensions of your residence hall room, visit: http://studentaffairs.mercer.edu/housing/halldescriptions/

Transfer students move into their residence halls on Friday, August 19, between 10 a.m. and 5 p.m., or Sunday, August 21, between 1-5 p.m. Students check in with the Office of Residence Life in the Willet Science Center.

OTHER HOUSING OPTIONS LIVING IN THE LOFTS
liveatlofts.com
The Lofts at Mercer Village, the Lofts at Tattnall, the Lofts at College Hill, and the Lofts at Mercer Landing
(p) 478.743.5638

The Lofts are located on the edge of Mercer’s campus. The Lofts meet the requirement to live on campus; however, they are NOT owned or operated by Mercer University. Mercer University Office of Residence Life does not manage the Lofts. The Lofts currently house upperclassmen students in one, two, three, and four-bedroom, fully furnished apartments with private baths off each bedroom.
YOUR CHECKLIST

1. **Hand in Forms**
   @ The Resource Fair or e-mail to the offices:
   - Student Records Release Authorization to the Registrar’s Office | registrar@mercer.edu
   - Immunization Form to the Student Health Center | shcmacon@mercer.edu

2. **Submit Final College Transcripts to the Registrar’s Office**
   1501 Mercer University Drive
   Macon, GA 31207
   All students must have final transcripts on file with Mercer’s Registrar’s Office.

3. **Purchase Books**
   McEwen Bookstore
   mercer-macon.bncollege.com
   Located in Mercer Village
   (p) 478.301.2945
   Utilize the Barnes & Noble at Mercer University Bookstore to see about textbooks. Check your MyMercer account under ‘textbooks’ to review your book list.

4. **Plan Your Payment Options**
   bursar.mercer.edu | bursar@mercer.edu
   (p) 478.301.1111
   Bills will be posted electronically to your MyMercer account approximately 30 days before the start of the semester. Check your Mercer e-mail for notifications. Your account balance is due the first day of class. Find Payment Plan information online.

5. **Log in to Your Mercer E-mail & MyMercer**
   Mercer E-mail
   mercerlive.mercer.edu
   Mercer offices will communicate with you using this e-mail.
   MyMercer Account
   my.mercer.edu
   Sign up for ‘Authorized Payer,’ check your bill, and more.

6. **Discuss the Student Health Insurance & Waiver Process**
   bursar.mercer.edu/studentinsurance
   If you already have coverage under another policy and do not want to pay for the University approved health coverage, complete the health insurance waiver process by September 2.

7. **Complete the Campus Clarity Course**
   TitleIX@mercer.edu
   (p) 478.301.2788
   Check your Mercer e-mail for log-in information for your MANDATORY Campus Clarity “Think About It” online course. This course takes approximately fifty minutes to complete and must be submitted before you begin fall classes.

8. **Attend Your Transfer Check-In Day**
   aas.mercer.edu/orientation-programs/transfer-students/
   Attend Transfer Check-In on Monday, August 22, between 10 a.m. and 1 p.m. with the Office of Academic and Advising Services (Penfield Hall Annex) to receive your student handbook and planner, course catalog, FREE Mercer t-shirt, and FREE lunch ticket.

THE TRANSFER BEAR FACTS
PROVIDED BY THE OFFICE OF ACADEMIC AND ADVISING SERVICES
aas.mercer.edu | academicservices@mercer.edu | 478.301.2078 | Facebook: “Mercer University Academic and Advising Services”