



Parent Handbook 2023-2024



TABLE OF CONTENTS

<u>LETTER FROM THE STUDENT LIFE OFFICE</u>	3
<u>STUDENT LIFE PERSONNEL</u>	5
<u>ABOUT MVNU</u>	6
<u>RESIDENCE LIFE</u>	7
<u>TECHNOLOGY</u>	10
<u>CAMPUS LIFE</u>	12
<u>INTERCULTURAL LIFE</u>	14
<u>DINING ON CAMPUS</u>	16
<u>ACADEMIC ADVISING</u>	17
<u>FERPA</u>	20
<u>CENTER FOR STUDENT SUCCESS</u>	20
<u>THORNE LIBRARY AND RESOURCE CENTER</u>	24
<u>CAREER DEVELOPMENT CENTER</u>	25
<u>MVNU HONORS PROGRAM</u>	26
<u>ACADEMIC TRAVEL OPPORTUNITIES</u>	27
<u>FINANCIAL AID</u>	28
<u>TUITION REFUND POLICIES</u>	29
<u>LOAN OPTIONS FOR STUDENTS AND PARENTS</u>	31
<u>SCHEDULE OF CHARGES</u>	34
<u>STUDENT ACCOUNTS</u>	35
<u>MVNU STATEMENT OF CONFIDENTIALITY</u>	37
<u>COUNSELING</u>	39
<u>STUDENT HEALTH SERVICES</u>	39
<u>CAMPUS SAFETY</u>	40
<u>CAMPUS MINISTRIES</u>	41
<u>MVNU POSTAL SERVICES</u>	47
<u>TEXTBOOK INFORMATION FROM</u> <u>COUGAR CORNER CAMPUS STORE</u>	49
<u>QUICK REFERRAL GUIDE</u>	51
<u>CAMPUS PHONE NUMBERS</u>	52

LETTER FROM THE STUDENT LIFE OFFICE

Dear Parents,

Thank you.

Thank you for all your work and sacrifices that have allowed you to bring your child to MVNU.

Thank you for trusting us.

Your children are in good hands. We understand the immense trust you have placed in us by allowing your precious sons and daughters to embark on this transformative journey at MVNU. Please know that we do not take this responsibility lightly. We are fully committed to providing a nurturing and empowering environment that fosters their growth academically, personally, and spiritually.

At MVNU, we recognize that we are not starting from scratch. We are continuing the important work that you, as parents, have already done in shaping the lives and character of your children. We value the foundation you have laid and understand that your influence remains vital throughout their college years. We seek to collaborate with you in this endeavor, recognizing that our partnership is essential to the holistic development of your student.

College is an exciting and pivotal time, filled with both opportunities and challenges. We understand that this can evoke a mix of emotions for both you and your child. Rest assured that our dedicated faculty and staff at MVNU are here to support and guide your students as they navigate this phase of their lives. We are committed to walking alongside them as they transition into adulthood, equipping them with the skills and knowledge necessary to serve and lead, to continue growing intellectually and spiritually, to become active and engaged citizens, and to reflect the love of God in this world.

While the pursuit of a degree is undoubtedly a significant aspect of their time here at MVNU, it is only a part of the transformative experience. We believe in cultivating not only academic excellence but also character formation, personal growth, and spiritual depth. Our aim is to shape well-rounded individuals who are not only equipped for their chosen careers but who also embody the values and virtues that will enable them to make a positive impact on society.

We are honored to partner with you in shaping the future of your child. Together, let us embark on this exciting adventure, knowing that the impact we make extends far beyond their years at MVNU. If you have any questions or concerns, please do not hesitate to reach out. We are here to assist and support you throughout this journey.

Thank you once again for entrusting us with the privilege of educating and nurturing your beloved children. We are excited to welcome you and them to the MVNU family.

Sincerely,

Matt Spraker, Ed.D.
Vice President for Student Life

STUDENT LIFE PERSONNEL

Matthew Spraker, *Vice President for Student Life*

Matthew.spraker@mvnu.edu ext. 4602

Tiffany Van Dame, *Director of Residence Life*

Tiffany.vandame@mvnu.edu ext. 4604

Jacob Shockey, *Director of Campus Life (starts July 2023)*

Jacob.shockey@mvnu.edu ext. 4605

Tavaris Taylor, *Assistant Vice President for Intercultural Engagement and Learning*

tavaris.taylor@mvnu.edu ext. 4606

Eric Browning, *Director of Counseling and Wellness*

Eric.Browning@mvnu.edu ext. 4611

Wendi Lahmon, *Administrative Assistant to the VP for Student Life*

Wendi.Lahmon@mvnu.edu ext. 4602

Trinia Huddleston, *Assistant Director of Student Engagement*

Trinia.Huddleston@mvnu.edu ext. 4600

Resident Directors

Cedar Apartments, ext. 4642

Spruce Apartments, ext. 4648

Elmwood and Maplewood Apartments, ext. 4609

Rosewood and Birch apartments and Redwood Dorm, ext. 4614

Galloway Hall, ext. 4643

Oakwood Hall, ext. 4641

Pioneer Hall, ext. 4640

Please feel free to contact us at any time with questions or concerns at reslife@mvnu.edu. You can also call our switchboard at (740) 392-6868 during working hours.

HOW TO ENSURE A SMOOTH TRANSITION

It is important to remember that your student is not only transitioning into college life, but into adulthood as well. He or she needs to establish healthy independence. However, your support and encouragement in that process is critical for your son's or your daughter's success. It is helpful not to schedule family events during the first three weeks of school and to encourage your son or daughter to stay on campus and get involved in the planned activities — even if he or she may be homesick!

Listen to them if they call and encourage them to get involved or to talk to their Resident Director, Resident Assistant, and roommate. We have established a great network of support for your student on campus, but we cannot do this alone. We hope you will see us as your partners in this process of transition. Thank you in advance for helping us make this transition a smooth and positive one for your student!

ABOUT MVNU

MVNU's Mission

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Vision Statement

To change the world with the love of Christ.

Core Convictions

Mount Vernon Nazarene University is an intentionally Christian community, framed by the Wesleyan-Holiness tradition, seeking to

fulfill its educational mission, as defined by the following core convictions:

- A. *Vital faith that permeates the life of the University.*
- B. *Vigorous partnership with the Church of the Nazarene.*
- C. *Active engagement with the broader Christian community.*
- D. *A quality holistic education, guided by the liberal arts tradition and professional excellence.*
- E. *Character as an expression of the moral formation inherent in our educational mission.*
- F. *Responsible stewardship of the resources entrusted to the University.*

RESIDENCE LIFE

Assistance in the Residence Halls

A Resident Director lives in each traditional residence hall and is a full-time professional staff person focused on student support. In addition, each floor has one student Resident Assistant and a Spiritual Mentor designated to assist students on their floor.

Overnight Guests

No guest or off-campus visitor may stay overnight in the residence living areas for more than three nights in a given semester without the approval of the Resident Director. All visitors must be registered with the Resident Director. Childcare or babysitting is not permitted in any campus area, and people under the age of 15 are not permitted as overnight guests.

Overnight Sign-Outs

During the first three weeks of the school year, freshmen are required to stay on campus overnight. This allows students to acclimate to the campus community, develop sound study habits,

and participate in events, and begin making connections with their peers.

Exceptions to this policy are rare, but may be discussed with the student's Resident Director.

Freshman Curfew

- 12:00 a.m. – Sunday through Thursday
- 1:30 a.m. – Friday and Saturday

Roommate Changes

Before move-in day, all changes to housing are facilitated through our Director of Residence Life. Please email any request to reslife@mvnu.edu. Resident Directors will supervise all housing assignment changes once your student has moved in. If a student is experiencing any tension or concerns with their roommate, their Resident Assistant is available to help support them as they learn to manage living with another person. Students are advised and coached to first try to address concerns with their roommate directly and in person. Afterward, students can engage our Roommate Conflict process when individual efforts to resolve tensions are unsuccessful. Changes will not be granted to students without working through a Roommate Conflict process.

Laundry Facilities

Washers and dryers are located on the lower floors of all residence halls and in the common areas of the apartment complexes. Laundry facilities are for residential students only and are free of charge.

Frequently Asked Questions:

Does my student have to live on campus?

Mount Vernon Nazarene University is intentionally residential. We believe there is something to learn by living in community. Only the following students may petition to live off campus:

1. Students who are 23 years of age or older (by August 31 of that school year); OR
2. Students who will be living in the primary residence of a parent/guardian (within 60 miles of campus); OR
3. Students who are married; OR
4. Students who have children

Off-campus students must abide by all lifestyle expectations as stated in the Student Life Handbook. Students are required to apply and be approved to live off campus, if they are not planning to use on campus housing. This deadline is May 31 for the fall semester, and October 30 for spring semester. Students may petition for approval for off-campus housing for the fall semester up until August 1 and until December 1 for the spring semester or the student's housing deposit will be forfeited even if approval is granted. Students will lose their housing deposit if Residence Life is not informed of a student's decision to not live on campus by the predetermined deadline prior to the beginning of the next semester. Students who are not approved by Residence Life to live off campus will be charged for room and board. Room and board will continue to be charged up until approved to live off campus. If not approved, students are required to live on campus.

What should my student bring to MVNU?

The following link is a list of what your student should bring:
<https://www.mvnu.edu/uploads/Admissions/AdmissionsEvents/whattobring.pdf>

Air conditioners can be brought on the stipulation that there is a \$50/semester utility fee; students can also rent A/C units from MVNU for an addition \$50/semester fee. Both personally owned air conditioners and rented units must be installed by MVNU Facilities. For full information on the specifications and conditions or to request to bring or rent an A/C, please complete the online 2023-2024 Conditioner Request & Rental Form. You can find this form on your Admissions check list.

Please note the following items are not allowed:

- Cooking appliances with an open coil/heating element
- Microwaves (these are provided in residence hall lobbies)
- Candles/incense/matches/candle warmers
- Wireless router or printer
- Illegal drugs, alcohol, tobacco, or vaping products
- Firearms (including air rifle, paintball, pellet, etc.)
- Combustible items (gasoline, propane, fireworks, etc.)
- Space heaters
- X-rated or NC-17 rated movies
- Pets (small fully aquatic animals permitted, reference handbook for detailed rules)
- Weapons (including “display only” items)

TECHNOLOGY

Technology on Campus

Every building on campus (including dorms/apartments) has been equipped with wireless internet access. The residential living areas are also equipped with wired network ports (one per person). Personal printers are allowed in the residential halls; however, wireless printers are only allowed as long as the wireless features are disabled. (Wireless printing compromises MVNU’s network). No personal routers, wireless access points, or hotspots are allowed on campus as they hinder our wireless network.

MVNU's ITS Department recommends the below standards for selecting technology to be used on our campus.

Software Recommendations*: (Current Campus Standard)

Operating System Windows 11, Mac IOS Mojave (or newer)

Office Suite Provided for each student through Office 365.

Hardware Recommendations:**

Minimum hardware requirements for Computer Equipment:

- 8GB RAM (Recommend 16GB or more)

Streaming Devices:

Apple TVs and Amazon Fire Sticks are tested and recommended for use on campus.

Rokus cause interference with our network and are NOT allowed on campus.

Wi-Fi Recommendations:

Wireless Network Card 802.11 AC

For best access to Wi-Fi on campus, devices must have both 2.4 and 5 Ghz radios.

*Some programs of study require very specific computer equipment due to department-specific software. Contact your academic advisor to find out if your program has any special equipment requirements.

**Contact the MotherBoard HelpDesk (ext. 5555) for specific hardware recommendations due to variations in equipment.

Support:

We have a Technical Support Helpdesk (MotherBoard) available to troubleshoot, train, assist, and service most IT-related needs. We are located in the lower level of the MVNU Thorne Library/Learning Resource Center and are open Monday – Friday from 7:30 a.m. – 6 p.m. You may also reach us by phone at (740) 397-9000, ext. 5555 or text us at (320) 634MOBO (6626).

CAMPUS LIFE

Jacob Shockey, Director of Campus Life (starts July 2023)
(740) 397-9000, ext. 4605, Jacob.shockey@mvnu.edu

Prince Student Union; Donoho Recreation Center; Ariel Arena

The PSU, DRC, and Ariel Arena are the hubs of involvement and student life activities at MVNU. The PSU houses a cardio fitness room, and the “586,” a casual café and eating area for students. The PSU is the location for many Student Government Association, Intercultural Life, and Class Council sponsored events, parties, academic forums, and panel discussions. The PSU also provides access to our intramural gymnasium area. The DRC contains 2 full-size gym courts with capacity for cross-court play. Students use the DRC to participate in a number of intramural sports and activities including indoor soccer, volleyball, and basketball. Ariel Arena houses Foster Hall, a large banquet room used for campus activities, and both a weight room and cardio fitness room for student use during open hours.

Leadership Positions / Student Government Association

The Student Government Association is the executive committee of the student body. It is composed of representatives of the associated students. It organizes student activities and organizations and represents the student body in University planning and decision

making. Elected and appointed officers and class presidents become the Student Government Association. Student leadership positions include Student Body President, VP for Community Life, VP for Academic Life, VP for Spiritual Life, VP for Social Life, VP for Marketing, VP of Inclusion and Diversity, chairpersons for administration, media, and campus events, and four Class Council Presidents.

Class Councils

The freshmen, sophomore, junior, and senior classes are distinct organizations, which maintain their identity, designated by the year of graduation of their members. Each year, appropriate student officers are elected. Activities, projects, and traditions are established on the basis of need and interest.

Getting Involved and Student Organizations

College involvement enhances the development of students and aids in success and holistic formation. MVNU offers a variety of recognized student organizations, clubs, and honor societies including departmental and social clubs, musical groups, publications, and service organizations.

Extra-Curricular Organizations

Extra-curricular organizations may be formed as the need arises, subject to authorization from the Student Government Association, the Director of Campus Life, and/or the Vice President for Student Life.

For more information about any of these student organizations or to get involved, please visit mvnusga.com.

OFFICE OF INTERCULTURAL LIFE

Tavaris Taylor, Assistant Vice President for Intercultural Engagement and Learning,
(740) 397-9000, ext 4606, tavaris.taylor@mvnu.edu

The Office of Intercultural Life is a unit of Student Life that intends to strategically build an intercultural campus community and contribute to the academic and classroom experience through promoting social justice on MVNU's campus, in the church, and in the Knox County community.

The Office of Intercultural Life works to fulfill this mission through sponsoring guest speakers, cultural performances, forums, films, and cultural competency initiatives. Services include advocacy and retention programming that supports current and alumni A.I.M. students (American students of color, International students, and Missionary students) by planning and implementing diversity leadership development programs; academic, spiritual and personal support and mentoring; and campus-wide diversity and cultural celebration events for all students, faculty, and staff at MVNU. Annual events include:

- Festival Latino
- MLK Celebration Breakfast
- African American History Month
- Women's History Month
- Other related activities and events

Diversity Scholars Program

The Diversity Leadership Scholars' Program is designed to provide strong academic, cultural, and social leadership experiences for its diverse students, enabling them to develop the skills, attitudes, and motivation to become successful student leaders at MVNU. The program will recruit and select multicultural candidates with a vision for leadership, Christian character, academic talent and service orientation. Each student is awarded a scholarship, which is

renewable for four years based on academic and leadership performance.

Our scholars program selects two student scholar ambassador yearly. Scholar ambassadors promote the Diversity Scholars program in outreach, strategic planning, and events. Additionally, scholar's ambassadors host gatherings, meet with new students and speak on behalf of the Diversity Scholars Program at university-related events.

Monthly “Leadership 101” Luncheons

Includes exploration of knowledge, skills, and values leadership through specially designed exercises, experiences, and guest speakers.

Activity Participation

Scholars engage in a personal program of leadership, academic, and mentoring activities on campus and in the community. They also participate in chapel services, Student Government Association, class projects, and other campus events through the year.

One-on-One Meetings

Specifically designed for freshman students, our office hosts scheduled meeting with Scholars and the Director each academic year discussing academic, social, spiritual and residential life and activities on campus, including encouragement and engagement into the community as an AIM student.

The Dwelling

The Dwelling is located downstairs in Central Complex on our campus. It serves to provide a safe space to celebrate the cultural diversity of MVNU students and to foster intercultural learning and dialogue. The Dwelling is a safe space for, but not limited to, AIM students of MVNU.

Students are welcomed to host events, small groups, discussions, and bible studies in the Dwelling as long as they align with the purpose of

the space. Those who wish to host gatherings of some sort in the Dwelling must email intercultural.life@mvnu.edu for approval to use the area.

Woven

Woven is a term that you will hear a lot around the Office of Intercultural Life. Here we believe that diversity, equity, and inclusion are woven into our society's fabric and not a separate function. The term Woven on our campus serves a dual purpose. First, Woven is a monthly publication brought to you by the students and staff of the Office of Intercultural Life and our university community. This publication provides community resources on essential topics in diversity, equity, and inclusion, upcoming events, student and faculty spotlights, and more. We invite all faculty, staff, and students to subscribe to the newsletter. To receive the forthcoming or previous publications, you can sign up by emailing intercultural.life@mvnu.edu.

Secondly, to culminate a year of publications, our University host an annual diversity forum designed to engage in discussions and dialogue to bring diversity, equity, and inclusion. We do this by inviting professionals, ministers, and community leaders to speak to our campus on how we can move forward as a community in the beauty of diversity. We invite all parents to be involved in this yearly invite either in person or on-site.

DINING ON CAMPUS

All residential students at MVNU are required to participate in the meal plan. MVNU has partnered with Pioneer College Caterers (mvnu.pconline.net) for years to bring students a high-quality, well balanced, and varied food program. The hours are 7 a.m. - 8:00 p.m. Monday through Friday with unlimited availability and choice to the student. Students who have off-campus internships or class conflicts have many options to consider as well, such as our sack lunch program. Weekend meal hours and offerings are a bit more structured.

Pioneer understands that today's student may have food allergies to consider. All of our menu items are labeled, and we offer individualized student plans to assist in any way we can. Parents are encouraged to first have their student work with our staff but are free to contact us should they have any concerns.

Each student's ID card is used for access to the Dining Commons.

Additionally, each ID is loaded each semester with \$30 worth of *Road Bucks*. These funds may be used to bring guests into the **Dining Commons** or purchase items at **The 586**, our snack bar found in the Prince Student Union on campus.

Students and/or parents may purchase additional *Road Bucks* by accessing the Pioneer website (above) or at the food service office in the Dining Commons. The University offers a bonus for each "buck" purchased over \$20. For example, spend \$22 and receive \$25 worth of *Road Bucks*; spend \$44 and receive \$50.

Pioneer also provides a "**Treat Your Student**" program (www.mvnu.edu/studentlife/campusservices/dining), which allows friends and family to celebrate holidays, birthdays, and other special occasions.

ACADEMIC ADVISING

Vice President for Academic Affairs
(740) 397-9000, ext. 4200

Academic advisors assist in developing educational plans, choosing majors/minors, and scheduling courses. However, the student is ultimately responsible for seeing that all graduation requirements are met.

Declaring a Degree Program

Degree requirements change with each catalog edition. The applicable catalog requirements for a student's degree program are those existing at the time the student files the *Official Declaration of Degree Form* in the University Registrar's Office. This form is applicable to traditional undergraduate students only and is used for declaring and changing majors and minors and for advisor assignment. Some majors (e.g., nursing, social work, and education) require a separate admissions process. In such cases, students are held to the major requirements at the time of admission into that major.

Registration and Confirmation – Traditional Program

Registration takes place when the student has met with his or her academic advisor and scheduled classes in the University database.

Since courses fill to capacity quickly, it is to the student's advantage to contact his or her academic advisor early in the applicable registration period to schedule courses. Students are responsible for all courses listed in their registration.

The Registrar will inform returning students via e-mail when registration periods are open. Summer term registration is conducted during the spring as announced by the Registrar.

First-time freshmen will have schedules for their first fall and spring semesters created for them by an advisor in their declared program of study. Students will have an opportunity to discuss their schedule with an advisor at New Student Orientation and make changes at that time.

New transfer students who are accepted and pay their deposit may register after May 20, prior to the New Student Orientation sessions. Transfer students are encouraged to take advantage of this earlier registration time since they often have unique scheduling needs.

New students beginning in the spring semester who are admitted and pay their deposit may register for courses any time during the fall semester.

Confirmation

Confirmation denotes that the student has made proper payment arrangements with the Student Financial Services Office through the web portal and has been cleared to attend classes and move into residence halls (if applicable). Confirmation must occur prior to the beginning of each semester. The confirmation process may be completed online through the web portal. Instructions for confirmation are listed under the Financial Information portion in the catalog. For more information, refer to the Confirmation Process under the Student Accounts section of this document.

Academic Load and Overload

A normal full-time load in the traditional undergraduate program is 30 credits for the academic year as follows: fall semester 15 credits; spring semester 15 credits. A student is classified as full time provided that he or she is registered for at least 12 credits for the fall or spring.

A traditional student is not permitted to enroll for more than 18 credit hours during the fall or spring semesters without the written permission of the appropriate school dean. Overload forms may be picked up at the University Registrar's Office. A tuition overload fee is charged for each hour of overload in fall and spring.

The maximum academic load in summer session is 15 hours, with no more than 2 courses allowed per session. All summer courses are online format other than internship, directed study, or independent study. Overloads must be approved by the University Registrar, but no overload fee is assessed.

For the most current information, please refer to the 2023-24 Catalog, when it is available online at mvnu.edu/catalog.

FERPA (Family Educational Rights and Privacy Act)

Once a student enters a college or university, then all the rights to their records transfer from the parent to the student no matter the age of the student. Students must grant expressed permission for an MVNU employee to discuss protected information about a student to the parent. The student must submit a release form to MVNU before we can speak to the parent.

All information related to disciplinary matters is considered confidential. Such information may only be presented or discussed when the student authorizes communication through a signed Information Release form available in the Office of Student Life. This process complies with the FERPA.

FERPA is Federal Government legislation, so colleges and universities are bound to this law. The following link provides detailed information about FERPA, including a link for parents and students.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

CENTER FOR STUDENT SUCCESS

Dr. Lee Chambers, Director of Student Success
(740) 397-9000, ext. 4612, lee.chambers@mvnu.edu

The Center for Student Success seeks to equip students for independent, effective, and life-long learning through programs and services tailored to assist them in achieving their personal and

educational goals. The resources provided through the Center for Student Success include:

One-on-One Tutoring: One-on-one tutoring is offered in the Center for Student Success during most hours that the Thorne Library and Learning Resource Center is open, making academic enrichment easily accessible for all traditional students on campus. Tutors are student employees trained to teach students individually to master content and develop transferable study skills. Students may schedule tutoring appointments online.

Supplemental Instruction: Supplemental Instruction (SI) is an academic enrichment program providing regularly scheduled, peer-led sessions outside of class time for select courses. These sessions are proactive, participatory, and designed to help students organize and improve the ways they prepare for class. As peers who have already demonstrated success in these courses, SI leaders model successful study practices. Studies across the United States suggest that students attending sessions regularly score up to one letter grade higher than those who do not attend.

Academic Peer Mentors: Academic Peer Mentors (APM) are upper-level students trained to assist others with time management, organization, study strategies, and other forms of academic or personal support. APMs typically meet with their assigned students weekly to provide individualized academic assistance, encouragement, and accountability.

Center for Student Success Courses: The Center for Student Success offers courses equipping first-time freshman to meet the academic expectations of higher education, providing students with the tools to excel in their academic work. These courses include CSS-1001 College Success Strategies, HUM-1013 Discipleship of the Christian Mind with Lab, and CSS-1012 Advanced College Success Strategies. Any student may choose to enroll in these beneficial courses, and they are required for students conditionally admitted to the university.

Writing Lab: The MVNU Writing Lab is a safe and friendly space for all writers at all levels to share their work and receive thorough, considerate feedback from attentive peer tutors empowering student writers to become more confident, self-sufficient, and effective critical thinkers and communicators. The Writing Lab assists any student pursuing help on any writing assignment at any stage of the writing process; provides face-to-face, one-on-one support for students within a community of well-trained peer tutors; asks questions and listens to students to help explore, clarify, and articulate their ideas; and supports and guides students as they develop their writing process and style.

Accessibility Services for Students with Disabilities: It is the policy of MVNU that no qualified persons with disabilities shall be excluded--based on disability--from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student with a physical or mental impairment substantially limiting one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and the applicable provisions of the Americans with Disabilities Act of 1990. Accessibility Services serves as the campus contact for disability-related needs that a student may have.

Transition from High School: Unlike secondary school, students must self-disclose their disability to Accessibility Services to receive accommodations, and services are not provided automatically. Additionally, not every accommodation provided in the K-12 setting may be deemed reasonable in the college classroom. Accommodations at the post-secondary level cannot modify curriculum or program requirements.

Registration: Students must submit a Request for Accommodations and Verification of Disability to start the registration process. An interactive meeting to discuss accommodations is also part of the process. Staff are available to meet in person, or via phone call during each semester, or summer. Students must renew accommodations on a semester

basis. The request form and additional paperwork are available [here](#).

Determining accommodations is not a “one size fits all” practice. The process of developing individualized letters of accommodation at MVNU includes information provided by students regarding barriers they encounter due to their disability, accommodations that have benefited them in the past, and any adaptive strategies and devices used previously. Documentation from an evaluation team report or 504 plan is helpful in the development of the accommodation plan. Relevant documentation includes the following:

- Date(s) of Evaluation
- Diagnosis
- Reference to the types of evaluation procedures utilized
- Evaluation results and/or test scores (as appropriate)
- Limitations of student functioning (especially as related to the higher education environment)
- Recommendations for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support
- An accurate and current picture of how the disability impacts the student at the present time, and in most cases, the documentation should be less than three years old

Common Accommodations: The most frequent types of accommodations students receive at MVNU are extended time on testing in a non-distracting environment, a note taker in class, textbooks in audio format, priority seating, and priority registration.

For more information about Accessibility Services, please email accessibilityservices@mvnu.edu or contact the Associate Director of Accessibility Services to schedule an appointment. (Katie.Rhodes@mvnu.edu).

TEST CENTER

The MVNU Test Center is located on the top floor of the Thorne Library and Resource Center and operates Monday-Friday 8:00am-4:30pm during the academic year. The Test Center is committed to providing a quiet setting for students that have approved testing accommodations through Accessibility Services and for limited make-up exams for students with university approved absences. The Test Center also provides some university placement exams, administers senior assessments, and proctors selected PearsonVue exams. Appointments are required for all exams and testing. Please email testcenter@mvnu.edu or call the office at 740-397-9000x4230 to contact the Test Center.

THORNE LIBRARY AND LEARNING RESOURCE CENTER

Thorne Library is the central hub for research and study resources for all MVNU students. The library houses approximately 164,000 items in a variety of resource types. Beyond that, the library provides access to an extensive electronic resource collection including over 200,000 ebooks and over 200 online databases.

Study areas are located throughout the building. Study rooms are available for students to check out for individual and group study. Laptop computers and AV equipment are available for students to check out at The Hub on the lower level of the library. For night owls, the Extended Hours room is available 24-7 for study and access to computers and a printer.

The library also houses computer labs, classrooms, the University Archives, the Computer Science Department, the Center for Student Success, the Testing Center, Happy Bean coffeeshop, and technology assistance via Motherboard. In the library's Educational Resource Center, students may utilize the children's literature collection and graphic arts lab.

The library is a member of OhioLINK, a consortium of 90+ Ohio academic and public libraries. Through the shared collections of OhioLINK, students have access to more than 46 million physical resources from which they may borrow and use in classroom projects and research papers. Additionally, MVNU students have access to online content and 100+ databases accessible from virtually anywhere using a variety of mobile devices. In the event that something is not available in OhioLINK or online, students may utilize the more traditional interlibrary loan services to secure needed items.

The library's full-time staff and student staff are always ready to assist students with finding and using information resources and to answer research questions. Visit the library's homepage at library.mvnu.edu for information about the library and resources.

CAREER DEVELOPMENT CENTER

The mission of the Career Development Center is to guide and support students and graduates in discovering, preparing for, and entering careers in which they are gifted to serve. The office assists students in choosing majors and minors, planning their careers, and seeking jobs and internships. Services and resources available to students and graduates include individual career advising, assessments, informational resources, job postings, guidance on resumes, interviewing, and more. A two-hour career course is also available in the fall semester. If your student has struggled with choosing a major or career path, enrolling in Career Planning and Preparation / CSS-2012, is recommended.

Mount Vernon Nazarene University annually participates in area career fairs, and also provides information sessions on various career planning topics. Students are also encouraged to utilize our centralized system for job and internship postings. For more

information on career resources available to students, please go to:
www.mvnu.edu/careerdevelopment/parents.

MVNU HONORS PROGRAM

Dr. W. Brett Wiley, (740) 397-9000, ext. 3515,
Brett.Wiley@mvnu.edu

The MVNU Honors Program exists to enrich the academic and cultural experience of gifted students by offering unique and challenging courses, special extracurricular opportunities, and a supportive environment in which students can excel. The Honors curriculum is designed to challenge students to learn collaboratively in a discussion-oriented environment and to take an active role in their education by emphasizing critical and integrative thinking, high-impact practices, and the development of "soft skills."

The Honors Program curriculum is being revised in light of some changes to the university's general education program. A new curriculum will be finalized in Fall of 2023. What follows is the current curriculum, some of which will be retained in the new set-up.

Students start with a Summer Reading Assignment, a common-text experience that will lead into Honors sections of Discipleship of the Christian Mind, the University's gateway course. Then, Honors scholars complete Core Conversations I and II, a two-course sequence in which students engage in a discussion with each other, with their professors, and, above all, with important thinkers and texts. The sequence encourages students to both consider who they are as persons (what are my vocations and callings?) and what their place is in the broader culture (how might I be a "faithful presence" in the world?).

During their time in the Honors Program, students will also engage in Honors Seminars. Seminars explore contemporary issues and questions from multiple perspectives and involve guest lecturers from MVNU and other area universities, field trips, experiential-learning opportunities, and even travel-study options. While the

Core Conversations sequence introduces students to a rich, textured foundation, Honors Seminars examine problems as they confront us in the particularity of our current situation. Recent seminars have focused on topics such as mental health depictions in YA fiction, board games, and science of cooking.

In their junior year, Honors students begin a self-designed project with the help of a faculty mentor. This experience connects the students' majors with the Honors experience. Once completed and approved, Honors scholars present their findings at the university's annual Symposium for Undergraduate Research and Creative Work (sURC). The Honors Project often serves as "the next step" Honors scholars frequently aspire to take, providing a critical link between undergraduate and graduate education or as ideal preparation for a future career.

In addition to this academic curriculum, participation in the Honors Program includes:

- \$1,000 annual scholarship
- Designated Honors housing
- Early registration
- Extracurricular events and trips
- Dedicated Honors study room
- Recognition as an "Honors Scholar" at graduation

More information can be found at www.mvnu.edu/honors. The Honors Program blog, found at www.mvnuhonors.wordpress.com, offers reflections from Honors students about their experiences in Honors Seminars, working on their Honors Projects, traveling as part of study abroad programs, and more.

ACADEMIC TRAVEL OPPORTUNITIES

There are often opportunities for students to travel and study for academic credit. Each year MVNU sponsors several academic travel and study opportunities. Travel, housing, and meals are arranged and supervised by faculty members.

Details regarding specific academic travel opportunities can be found in the 2023-24 catalog when it is available online at <https://www.mvnu.edu/catalog>.

OFF-CAMPUS STUDY OPPORTUNITIES

Mount Vernon Nazarene University is committed to shaping students who will make a significant impact in their professions and on their world. Students can enrich their undergraduate academic experience through domestic or international off-campus study. These high-impact learning experiences are designed to broaden and deepen a liberal arts education through fostering global competencies necessary to successfully live and work in today's world and change it for the better. Students return from off-campus programs with new perspectives, questions, insights, and appreciation for the world around them.

MVNU offers a number of domestic and international opportunities for students interested in off-campus study. Details can be found in the 2023-24 catalog when it is available online at:

<https://www.mvnu.edu/catalog>.

The Center for Global Engagement coordinates off-campus study opportunities. Students considering off-campus study are encouraged to meet with center staff to discuss academic goals and program options.

FINANCIAL AID

Ryan Downs, Assistant Director for Financial Aid
(740) 397-9000, ext. 4524 or 1-866-686-8243 option 2

Fax: (740) 399-8682
ryan.downs@mvnu.edu finaid@mvnu.edu

Financial Aid “To Do” List:

- Student and parent (if applicable) file the FAFSA at studentaid.gov. (If you are not going to file, be sure to notify our office.)
- Student and parent (if applicable) complete verification paperwork, if selected by the Department of Education.
- Student, if a first time borrower, completes Entrance Loan Counseling and the Master Promissory Note for the Undergraduate Federal Direct Loan Program: studentaid.gov.
- Accept/decline all financial aid on myaward.mvnu.edu
- Student and parent (if applicable) may enroll in the Cashnet monthly payment plan through commerce.cashnet.com/mvnupay.
- Parent applies for Federal Direct Parent PLUS Loan , if interested: studentaid.gov and completes a Master Promissory Note.
- Student applies for private education loan if interested; choice.fastproducts.org/fastchoice/home/708500/1 and select the “FASTChoice” link under the heading “Private Education Loans.”

The FREE Application for Federal Student Aid (FAFSA)

The FAFSA establishes “financial need” and determines eligibility for federal, state, and institutional need-based funds. If you have not already submitted a FAFSA and would like to do so, please complete it online at studentaid.gov as soon as possible. Our office will be happy to assist you in filing the FAFSA. Students must include our school code (007085) on their FAFSA to ensure that MVNU will also receive a copy of the results. Please contact us with any questions. Once your submitted FAFSA is processed, you will receive a Student Aid Report (SAR). Be sure to examine your SAR for accuracy and retain a copy for your records.

Once accepted, the Financial Aid Office will prepare and send your Financial Aid Notification. Your financial aid may include (but is not limited to) a combination of any of the following: merit-based scholarships, outside scholarships, federal or state need-based grants, institutional funds, work-study, and loans. All FAFSA filers will be awarded Federal Direct Loans provided the loans and all other aid do not exceed the cost of attendance.

Additional Dates and Deadlines:

- 8/09/23 Confirmation/payment deadline for fall 2023 semester*
- 8/28/23 Fall semester begins**
- 12/6/23 Confirmation/payment deadline for spring 2024 semester*
- 1/11/24 Spring 2024 semester classes begin**

*\$50 late confirmation fee if not confirmed with financial arrangements

TUITION REFUND POLICIES

THE TUITION REFUND POLICY FOR DROPPING COURSES

The following refund provisions apply to students who remain enrolled at the University who change enrollment by reducing an overload to full-time, dropping from full-time to part-time or removing credit hours within a part-time status.

1. Tuition and Student Fee is refundable only through the first 10 business days of the semester.
 - a. The tuition refund for the summer term is refundable only through the first 6 business days of the term.
 - b. Financial aid may be adjusted in conjunction with changes in tuition during the drop/add period.

- c. For courses taken through the Acadeum consortium, refunds are subject to the policies of the teaching institution.

LOAN OPTIONS FOR STUDENTS AND PARENTS

Federal Direct Loan Programs

All FAFSA filers will be awarded Federal Direct Loans provided the loans and all other aid do not exceed the cost of attendance. All Direct Loans are either subsidized (the federal government pays the interest while you are in school) or unsubsidized (you are responsible for the interest while you are in school). Payments on both types of loans are deferred until 6 months after you graduate or cease attendance. To be eligible to receive a subsidized Direct Loan, you must demonstrate need as determined by your FAFSA results. The total amount of Federal Direct Loans awarded to students is based on class status: Freshman - \$5,500; Sophomore - \$6,500; Junior/Senior- \$7,500.

Steps to process the basic Direct Loan:

1. Visit the Direct Loan section of our website at www.mvnu.edu/undergraduate/financialaid/loans to learn more about Direct Loans.
2. Complete the federally required Direct Entrance Loan Counseling (for first-time borrowers).
3. Complete your Master Promissory Note (MPN) online (for first-time borrowers).
4. Receive funds on student account approximately 7 days after classes begin.

**Independent students (as determined by the FAFSA) and students whose parents are denied a PLUS Loan are eligible for an additional \$4,000–\$5,000 unsubsidized Direct Loan each year. See PLUS Loans for more information.*

Federal PLUS Loan

The Federal PLUS Loan is a way for parents to borrow to help fund their student's education. All freshmen who complete a FAFSA will be awarded a Federal Parent PLUS Loan (if interested) by visiting studentaid.gov. If approved the school will award the Federal Parent PLUS Loan provided the loan and all other aid do not exceed the cost of attendance. The interest rate is fixed by the Department of Education. Parents may borrow up to the cost of education (direct costs as well as indirect costs) less financial aid. PLUS Loans are federally insured and payments may begin immediately or may be deferred until the student graduates or ceases attendance. Parents must be credit-worthy, but the credit check does not include a debt-to-income ratio calculation. If the parent is denied approval, the student becomes eligible for an additional \$4,000-\$5,000 unsubsidized Direct Loan.

Steps to process the Federal Parent PLUS Loan:

1. Complete the Plus Loan Application by using the Parent FSA ID to login at studentaid.gov.
2. Complete the Undergraduate PLUS Loan Master Promissory Note (MPN) online at studentaid.gov.
3. Complete PLUS Loan Entrance Counseling (if requested) at studentaid.gov.

This process must be completed before August 9, but we recommend beginning the process well in advance to ensure adequate communication between the Direct Loan Servicer and MVNU. Funds will post to the student's account in equal disbursements in fall and spring, approximately one week after the beginning of each semester.

ADDITIONAL LOAN OPTIONS

Private Education Loans

A private education loan is another option for students to help fund their education. Private education loans should only be considered when borrowing is required beyond the amounts offered by federal loan programs. These loans are not issued or insured by the Department of Education but by private lenders. The terms of these loans, such as interest rates and repayment options, vary from lender to lender and are often affected by credit ratings. Private education loans are in the student's name but almost always require a credit-worthy co-signer. The amount borrowed is limited to the cost of education less financial aid.

Steps to process a Private Education Loan:

1. Determine the amount to borrow.
2. Visit the private education loan section of our website at choice.fastproducts.org/fastchoice/home/708500/1.

This process must be completed before August 9, but we recommend beginning the process well in advance to ensure adequate communication between the lender and MVNU. Funds usually will post to the student's account in equal disbursements in fall and spring, approximately one week after the beginning of each semester.

SCHEDULE OF CHARGES

Schedule of Charges

Tuition and fees for the 2022-23 Academic Year

	Fall	Spring	Total
Tuition	\$17,637	\$17,637	\$35,274
Room no (A/C)	\$3,022	\$3,022	\$4,044
Meal Plan	\$1,976	\$1,976	\$3,952
Student Fee	\$125	\$125	\$250
<hr/>			
Total Residential	\$22,760	\$22,760	\$45,520
Total Commuter	\$17,762	\$17,762	\$35,524

*Students residing in residence halls with University provided air conditioning will incur an additional housing charge of \$172 for the 2023-24 academic year.

Miscellaneous Charges:

Overload Rate

(more than 18 hours in one term) \$980/credit hour

Part-Time \$980/credit hour

Employment

MVNU employs approximately 600 students through campus employment and the Federal Work-Study program. This is no different from a regular part-time job, except that the student works on campus and has the option to participate in workstudy if they are eligible. Students are paid bi-weekly and have the option of putting any percentage toward their Student Account. Check the student employment website

frequently for job opportunities on campus and at our offcampus agencies: mvnu.edu/jobs/Students.

STUDENT ACCOUNTS

Judy DeVold, Assistant Director for Student Accounts
(740) 397-9000, ext. 4540 or 1-866-686-8243, option 1
Fax (740) 399-8682 accounts@mvnu.edu

Payment Plan Options for 2023-24

Full Payment Plan

Payment for fall is due by August 9, and payment for spring is due by December 6.

Cashnet Payment Plan

This is a monthly payment plan administered by Cashnet, a third party vendor. There is a \$75 annual enrollment fee. To enroll, go to <https://commerce.cashnet.com/mvnupay>. Depending on the enrollment date, 10 and 9-month plans are available.

Private Education or Parent PLUS Loan Option

The loan must cover your balance and be approved by August 9 to be confirmed without a late fee.

Combination Cashnet Payment Plan and Loan

A portion of your balance is paid monthly through the Cashnet Payment Plan and the remainder is covered by a Private Education or Parent PLUS Loan.

MVNU Work Study or Campus Employment

Campus earnings may only be designated for your bill once you have been hired. Apply for campus employment early. If hired after August 9, your earnings may be applied to your account to build a credit for spring, since your fall balance will already have been paid by one of the above payment options.

Confirmation Process – Finalizing course registration and paying the bill

1. All students must be confirmed and must make financial arrangements by August 9. We utilize a web-based confirmation process.

Students will:

- Log in to portal.mvnu.edu.
- Complete their Student Financial Agreement.
- Review their student account.
- Select a payment plan as listed above, fulfilling the conditions of that plan.
- An online payment through the web portal (portal.mvnu.edu) may be made with American Express, Discover, MasterCard, Visa, or a savings or checking account. A processing fee of 2.5% applies to debit/credit card payments. A \$3 transaction fee applies to savings or checking account payments. Otherwise, all payments should be mailed to Student Accounts.

2. Once confirmed with financial arrangements, the student may move into campus housing (if living on campus) and attend classes.
3. A late confirmation fee of \$50 will be applied if not confirmed with financial arrangements by August 9. Classes for the Fall 2023 semester begin on August 28.
4. For the spring 2024 semester, the confirmation and financial arrangements deadline is December 6.

Come to Student Accounts to:

- Ask questions about your student account.
- Pay your bill.
- Add to your personal printing account.
- Purchase Road Bucks and Commuter Meal Plans.
- Cash personal checks up to \$200.

MVNU STATEMENT OF CONFIDENTIALITY

Counseling, Student Health Services, and Student Life Offices Statement of Policy regarding students presenting medical, emotional, or psychiatric problems:

We want every MVNU student to be medically, emotionally, and mentally healthy. However, complete wellness cannot be assured. While it is not our desire to withhold information from concerned or caring parents, we are obligated by laws and professional licensure requirements to keep certain student information confidential.

Any student attending a post-secondary school receiving federal funds is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Anyone receiving treatment are also assured privacy under the Health Insurance and Accountability Act of 1996 (HIPPA). Additionally, MVNU's counselors subscribe to the American Counseling Association's Code of Ethics and Standards of Practice. This means that the student's rights of privacy can only be relinquished by the student (age 18 or older) who, for the purpose of this statute, is considered a self-determining adult.

Any student seeking counseling or medical services for any reason in MVNU's counseling center or college clinic must be assured of a safe and confidential environment.

Any information obtained in counseling, testing, or medical consultation is confidential. Information regarding medication,

hospitalization, or therapy will be withheld by the student unless released according to procedure or exceptions as stated below.

Students wanting their parents or others to know of their work in the counseling setting or medical treatment must sign a release form stating that such is their desire and indicating the persons whom they want to receive this information. For emergency medical purposes, the Medical History form may be referenced for emergency notification.

There are exceptions to the consent policy:

MVNU reserves the right, as allowed under FERPA and/or HIPPA (1996), to disclose, without written consent, to appropriate persons in a health or safety emergency, so long as:

- There is a serious threat to the student or others,
- The knowledge of the information is necessary to meet the emergency,
- Time is of the essence, and/or
- The professionals or family members to whom the information is disclosed are in a position to deal with the emergency.

In all situations, MVNU personnel will strongly encourage students experiencing medical or emotional trauma requiring hospitalization to contact their parents and the University chaplain or their pastor. MVNU will make every possible effort to facilitate and encourage, from a Christian and professional perspective, communication between student and parent.

Parents are encouraged to maintain a strong and open relationship with their student while recognizing the challenges and difficulties college students sometimes encounter.

Any question regarding the Student Right to Privacy may be referred to:

- Dr. Eric Browning, Director of Counseling and Wellness, ext. 4610
- Matthew Spraker, Vice President for Student Life, ext. 4601

COUNSELING

Our services exist to provide the student community with a range of professional counseling and consultation options. Our philosophy is built on the assumption that counseling must address the whole person as a physical, rational, sexual, emotional, social, and spiritual being. Therefore, our goal is to promote personal wholeness, specifically in the areas of personal and/or relational difficulty, which might interfere with a student's academic or vocational goals. We also provide consultative and educational services to members of the larger Mount Vernon Nazarene University community.

What Does Counseling at MVNU Offer?

Our staff provides counseling for individuals, couples, and groups (including roommate and apartment situations). If desired, and workable, we will meet with a student and his or her family. We also provide a referral system that includes medical assessment, psychiatric evaluation, and testing. Students desiring counseling off campus can be referred from our office. However, any cost incurred for these services must be paid by the student.

STUDENT HEALTH SERVICES

Campus nurse is available on campus to administer allergy shots, glucose screening and assess for certain illnesses and coordinate care with a primary care physician.

For more information, please visit:

<https://portal.mvnu.edu/sr/healthserv/Pages/default.aspx>

Mount Vernon Health Provider Resources:

Knox Public Health Walk In Clinic- no appt.
Mon-Fri 8-4 PM, closed 1-2 PM for lunch
207 W. High St., Mount Vernon, OH 43050
740-392-1181
<https://www.knoxhealth.com/>

Minute Clinic, inside CVS pharmacy no appt. - walk in
Mon- Fri 9am- 8PM
Sat 9am-5:30PM
Sun 10am-5:30PM
900 Coshocton Rd, Mount Vernon, OH 43050
<http://www.cvs.com/minuteclinic/clinics/Ohio/MountVernon/900-Coshocton-Road/6151/md>

Knox Community Hospital Urgent Care no appt. - walk in
Mon- Fri 8-8, Sat-Sun 9-8
1490 Coshocton Rd., Mount Vernon, OH 43050
740-393-9675
<https://www.kch.org/care-services/urgent-care>

CAMPUS SAFETY

The Mount Vernon Nazarene University Campus Safety department is committed to providing a safe and secure environment for faculty, staff, and students.

The campus is monitored by a surveillance camera system and an I.D. card door access control system. Campus Safety offers an escort from dusk to dawn. The Campus Safety Department is staffed 24 hours a day, seven days a week. Campus Safety officers are trained and certified in CPR, First-Aid, and use of Automated External Defibrillators (AED).

MVNU has a working relationship with the Mount Vernon Police Department and the Mount Vernon Fire and Rescue Department for

additional back up and support. The Mount Vernon Fire Department conducts annual fire and safety inspections in all residential and campus buildings.

MVNU utilizes the following forms of communication to announce an emergency that threatens the campus: Nixle and Alertus alert services, university social media, and WNZR. Campus emergency personnel will use these lines of communication to provide information on the correct protective action to take and provide updates on the emergency situation. Initial notification may be implemented by the Senior Leadership Team, or the offices of Campus Safety, Student Life, or Graduate and Professional Studies. The Senior Leadership Team will then implement the MVNU Emergency Operations Plan. WNZR streams live online for nonlocal listeners at WNZR.fm. To sign up for Nixle alerts visit <https://portal.mvnu.edu/student/SitePages/ParentNixleSignup.aspx>

Additional information about the department may be accessed online at

<https://www.mvnu.edu/studentlife/campuservices/campusafety>. For more information, call the Campus Safety Office at (740)399-8686.

CAMPUS MINISTRIES

Rev. Stephanie Lobdell, Campus Pastor

Stephanie.Lobdell@mvnu.edu

Dr. Hank Spaulding, Associate Campus Pastor

Hank.Spaulding@mvnu.edu, ext. 4130

Chelsea Porter, Faithworks Coordinator

Chelsea.Porter@mvnu.edu, ext. 4110

Kassandra Miller, Office Administrator

kassandra.miller@mvnu.edu, ext. 4137

MVNU Campus Ministries provides students with opportunities to grow in Christ and serve others as they live in Christian

community. We do this by cultivating unique spaces and diverse experiences through which we trust the Holy Spirit to work. Our heart is for students to know and trust God more deeply, and join God in God's mission of redemption in whatever they do.

Corporate Worship

At Mount Vernon Nazarene University, one of the ways we journey together as a community of faith is by meeting to worship regularly. No one should journey alone. Rather, we encounter God and God's grace collectively.

We gather several times a week in chapel to experience God, engage in worship with our full selves, and learn together. These opportunities for spiritual formation can be transformative in the lives of participants. We believe as we learn and experience together what it means to be like Christ, we are empowered to change the world with the love of Christ.

We come together from a variety of worship styles, and seek to create a hospitable space to connect with God as a community. Chapel includes corporate worship through song, the reading of Scripture and prayer as well as a sermon rooted in Scripture and the Wesleyan-Holiness tradition. Students, faculty, staff, as well as speakers from off campus all have a vital part in leading us in these experiences under the leadership of the Campus Pastor.

FaithWorks

¹⁴ What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? ¹⁵ If a brother or sister is naked and lacks daily food, ¹⁶ and one of you says to them, "Go in peace; keep warm and eat your fill," and yet you do not supply their bodily needs, what is the good of that? ¹⁷ So faith by itself, if it has no works, is dead.

James 2:14-17

As an institution, we affirm that service to others is an integral part of our corporate identity, *To seek to learn is to seek to serve*. This commitment to service is rooted in our faith and functions as an expression of our shared devotion to Jesus Christ. FaithWorks provides an avenue for students to embody this motto by responding to both the needs of community and the needs of the world. FaithWorks asks, *what mark are you making?*

FaithWorks Local

Community Service Opportunities

Through COSMO groups (Community and Ministry Opportunity groups) and our FaithWorks Local team, students can serve in our community through volunteering at various local partners in Knox County. These opportunities are designed to help our campus community find ways to put their unique gifts, talents, and passions to work in service to God and others. CoSMO Groups are student-initiated and student-led groups including but not limited to tutoring, spending time with kids, high schoolers and the elderly, serving in urban settings, and bringing awareness to global issues of justice.

Groups may be formed with the authorization of the Campus Ministries Office. We know that our current CoSMO groups are just scratching the surface of the needs in our area. We eagerly invite students with a passion to serve to explore starting their own group in partnership with the FaithWorks Local team.

FaithWorks Global

FaithWorks Trips

FaithWorks Global creates opportunities for the campus community to serve beyond our local community and state. Each year, we raise awareness of specific needs around the world and come together to raise funds. In the past, we have raised money for projects such as school scholarships for children in Belize, sleeping bags for people

experiencing homelessness on Skid Row, and HIV/AIDS tests in eSwatini.

In addition, Campus Ministries sends out teams of students on FaithWorks trips, both within the United States and abroad.

These trips have a two-fold purpose. First, we hope to cultivate Christ-like servant hearts in our students by giving students the opportunity partner with the host site by humbly serving in any way needed. Second, we hope to shape students into globally minded followers of Jesus by creating opportunities for intentional learning from and alongside their hosts. Students are often transformed by these experiences as they encounter God in new ways, engage with new cultures, and build lifelong friendships with their teammates.

MVNU Service Learning Trips have traveled to:

- Cactus, Texas
- Nashville, Tennessee
- Turkey Creek, Kentucky
- Belize
- Haiti
- Guyana
- Germany
- eSwatini
- Guatemala
- Poland
- Los Angeles, California

The Justice Project

The Justice Project program seeks to educate, engage, and practice justice both on campus and around the world. The Justice Project and provide opportunities for involvement in advocating for biblical social justice locally and globally. The Justice Project is centered on Christ and the Scriptural command to care for the least of these. We

fulfill this command through service projects, Justice Talks, and immersion events that orient students to the work of justice in the world. Justice Talks actively seek ways to create ongoing, sustained and respectful conversations in order that we might better prepare students, faculty and staff to talk about and address issues of justice. Our immersion events are overnight events that take students to areas where the work of justice can be witnessed so that students can understand the work necessary for justice.

Small Group Ministries

Upperclassman Small Groups

“Life Groups” are the Upperclassman (Sophomore-Senior) wing of MVNU’s Small Group Ministry Program. These groups will take students through different tracks of spiritual formation according to the students’ choosing. In the Wesleyan tradition, small groups serving different means of formation exists at the heart of the Christian life. Therefore, in these L-Groups students will get to explore various small group themes in one of three areas: Vocation, Relationships, and the Christian Life. These groups will facilitate growth to contribute to God’s desired flourishing for each student.

Life Groups are co-led by an MVNU Employee and a Student. Resources for the groups are found in Campus Ministry. These groups are voluntary and will meet during the Wednesday Chapel Hour for both Fall and Spring. These groups are not available to Freshman Students or Transfers for their first year on Campus who are encouraged to meet with their B-Group.

Freshman Small Groups

“Belong Groups” are the Freshman wing of MVNU’s Small Group Ministries program. This program provides students with a strong foundation for belonging as well as discipleship, fellowship, accountability, and service. Being in a small group allows new students to develop close connections with their peers, pray, study

Scripture, be accountable to their peers, and learn more about themselves as they journey through their college experience.

Every new student is assigned to a small group at the beginning of their first semester at MVNU and is encouraged to participate. New freshmen and transfers will meet in their assigned groups during the Wednesday Chapel hour.

Chapel Attendance Policy

Mount Vernon Nazarene University seeks to create and nurture a distinctive community rooted in our Christian identity. Chapel services are a vital part of the MVNU experience. While students may earn Spiritual Formation Credits from a multitude of sources, the Chapel experience remains at the heart of Campus Ministries programming and students are encouraged to attend. Chapel services are designed to foster a spiritually vibrant space in which students can respond to the Holy Spirit's guidance into a deeper relationship with God.

The chapel hour is a source of unity and strength in that it is the only time when the majority of the campus community is together. The chapel program is not a substitute for church programming or attendance. Therefore, it is recommended that each student choose a church home early in the year and attend regularly the services of his/her choice. Chapel services are held MWF at 10:20am-11:20am. A month into the semester, the Wednesday chapel hour will be used for Life and Belong Group gatherings.

All freshmen are required to earn 30 chapel credits per semester. Credits can be earned through a combination of chapel attendance, small group participation, community service through CoSMO, Justice Talks, Service Learning trips, and the Wellness Initiative. Additional guidelines for chapel attendance can be found at: <https://www.mvnu.edu/uploads/StudentLife/studenthandbook.pdf>.

MVNU POSTAL SERVICES

Kelly Russell, MVNU Mail Services Coordinator
(740) 392-6868, ext. 4445, postoffice@mvnu.edu

Window Services

- Stamps
- Parcel mailing
- Express mail (overnight and international)
- Certified, registered, insured, return receipt, delivery confirmation
- Prepaid Returns (UPS, FedEx, USPS)

Window Hours

8:00 a.m. – 4:30 p.m., Monday–Friday

Letter mail notifications are sent by 10:30am. Packages as deliveries arrive.

Mailing Address Example

NAME	John Smith
MVNU BOX NUMBER	MVNU Box A-2089
800 MARTINSBURG RD	800 Martinsburg Road
MOUNT VERNON, OH 43050	Mount Vernon, OH 43050

Please include First & Last Name and MVNU Box Number on all letters and packages.

Letter & Packages (Pick Up)

Students will be notified by email/text of all letter and package mail. MVNU Box numbers are for identification purposes and do not correspond to a physical mailbox. IDs will be required for transactions at the Post Office window.

UPS, FedEX, & Amazon Information

These items are delivered throughout the day Monday–Friday with most deliveries completed by 3pm. Notifications for pick-up are sent once packages are logged into the Post Office system. **Due to offices being closed on Saturdays and Sundays, no mail or packages are delivered until Monday morning; this includes overnight and express.**

TEXTBOOK AND STORE INFORMATION FROM COUGAR CORNER

Note from your friendly Cougar Corner staff

The Cougar Corner staff welcomes and encourages you to stop by and browse next time you are on campus. We carry a nice variety of office/school supplies, art supplies, MVNU sportswear and novelty items, Bibles, and computer supplies! Don't forget to visit our online store to shop for MVNU Items and textbooks at <http://cougarcornerstore.com>.

Methods of payment

Cougar Corner accepts Visa, MasterCard, Discover, personal checks, and cash. If you sign a Title IV form and have financial aid funds available, you can obtain a voucher from MVNU Student Financial Services to pay for textbooks. The voucher number can be used with our online textbook provider, eCampus, when you place your textbook order through the textbook/Cougar Corner website. Note: Contact MVNU Student Financial Services at 740-397-9000, ext. 4520 to obtain a voucher.

Textbook purchases and rentals. Textbooks are not stocked in the store.

MVNU is partnered with eCampus as our textbook provider. Textbook pricing is competitive with other online vendors, and eCampus offers rentals as much as possible. Your son or daughter received detailed instructions for accessing textbook information and purchasing in their information packet.

All books can be ordered online through our virtual bookstore. You will be able to link to the virtual bookstore from the Cougar Corner website and see the textbook information by course for the upcoming semester. Select which ones you wish to obtain (New,

Used, and Rental will be available for most books), pay online, and then books will be delivered to the MVNU Post Office for pick-up.

You will receive FREE SHIPPING for textbooks orders of \$35.00 or more to campus post office, or \$5.00 flat rate shipping for UPS ground.

Why should Cougar Corner's virtual bookstore be your resource for textbooks?

There are advantages to using our textbook delivery services:

- You can order online through cougarcornerstore.com. Ordering is quick and easy.
- We guarantee you will get the correct textbooks.
- Pricing is competitive. Whenever possible you have all the options to buy new, used, or rent.
- Textbooks are returnable for a refund by a specified date each semester.

Textbook Buyback

We offer buybacks at the end of each semester during finals week. Please note that in some cases out-of-date, old-edition textbooks will be declined for repurchase and deemed as no value.

Contact Information

Your campus store understands customer service and is ready to answer any of your questions. You can reach us via email at gina.blanchard@mvnu.edu or call us at 740-397-9000, ext. 4457.

QUICK REFERRAL GUIDE

The MVNU campus phone number is 740-397-9000.

Please use the appropriate extension to refer a student who is:

Emotionally distressed, physically ill, or suicidal

Counseling Center ext. 4610

Student Life ext. 4602

Campus Safety ext. 8686

Absent for a week or more due to illness or family emergency

Academic Affairs ext. 4210

Having roommate difficulties

Residence Life ext. 4648

Advice about a medical/emergency withdrawal, leave of absence, or permanent withdrawal

Academic Affairs ext. 4210

Advice about finances

Student Financial Services ext. 4520

Student Accounts ext. 4540

Spiritual or religious support

Campus Pastor/Campus Ministries ext. 4130

Cultural support

Director of Intercultural Life ext. 4606

Student Life ext. 4600

Seeking accommodations or support for physical, cognitive, or psychological needs

Academic Support ext. 4282

Counseling Center ext. 4610

Advice about choosing or changing a major

Records and Registration ext. 4530

Need for tutoring or academic support

Academic Support ext. 4282

Please report any student who is in a life threatening situation or poses an imminent threat to self or others

Campus Safety ext. 8686

Student Life ext. 4602

Suspected of being missing

Campus Safety ext. 8686

Student Life ext. 4602

CAMPUS PHONE NUMBERS

The University switchboard number is (740) 392-MVNU (6868) and the hours are from 8:00 a.m. to 6:00 p.m. Calls outside of this will be managed by the automated system. If you know your party’s extension, you may call the automated attendant at (740) 397-9000 and enter the extension. University office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. University offices are equipped with voicemail for calls received after hours.

Personnel

President	TBD	4100
VP for Academic Affairs/CAO	Dr. Amy Kovach	4200
VP for University Relations	Rev. James Smith	4131
VP for Finance	Mr. Scott Campbell	4400
VP for Student Life	Dr. Matthew Spraker	4601
University Chaplain	Rev. Stephanie Lobdell	4111
University Registrar	Mel Severns	4531
Director of Residence Life	Tiffany Van Dame	4604
Director of Campus Life	TBD	4605
Asst. VP for Student Success and Retention	Joy Strickland	4281
Director of Counseling and Wellness	Dr. Eric Browning	4610
Director of Facilities Operations	Ben Cook	4441
Asst VP for Intercultural Engagement	Tavaris Taylor	4606
Coordinator of Campus Safety	Jaimi Dennison	4460

Assistant Director of Student Accts	Judy DeVold	4541
Assistant Director for Financial Aid	Ryan Downs	4524
Asst. Dir. of Adm. Events & Visits	Cheryl Sharpes	4551
Athletic Director	Chip Wilson	3111
Resources		
Academic Assistance (<i>Acad. Support</i>)	Joy Strickland	4281
Academic Enrichment Coordinator	Priscilla Mills	4282
Career Development	Gary Swisher	4618
Counseling Services	Dr. Eric Browning	4610
Commuters	Trinia Huddleston	4600
Emergencies	Campus Safety	8686/ 911
Financial Aid/Loans		4520/
Student Fin Serv.		4521
Housing Concerns (<i>Residence Life</i>)		4648
Library	Library Services	4240
New Student Orientation	Cheryl Sharpes	4510
Post Office	Kelly Russell	4445
Small Group Ministries	Hank Spaulding	4137
Spiritual Concerns	Rev. Stephanie Lobdell	4111
Student Accounts/Bills/Payments	Stud Accts Staff	4540
Student Life	Wendi Lahmon	4602
Student Employment/Work Study	Cheryl White	4403
Student Government	TBD	4605
Telecommunications	Motherboard Helpdesk	5555
Transcripts/Grades (<i>Univ Registrar</i>)	Mel Severns	4531
Welcome Week/NSI	Trinia Huddleston	4600

Toll-Free Phone Numbers

Student Financial Services/Student Accounts 1-866-686-8243
Admissions/Academic Support/Parent Helpline/University
Registrar/New Student Transition 1-866-462-MVNU
University Advancement /Alumni Relations 1-800-367-9294

NOTES

