

MOUNT VERNON  
NAZARENE UNIVERSITY

# PARENT 2024-2025 HANDBOOK



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## 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. We are committed to providing a nurturing environment that fosters growth academically, personally, and spiritually. We recognize and value the foundation you have laid, and we aim to partner with you in continuing this important work. 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.

College is an exciting and pivotal time filled with opportunities and challenges. Our dedicated faculty and staff are here to support and guide your students through this phase of their lives. Our aim is to cultivate not only academic excellence but also character formation and personal growth. We want you to know that your students are cared for and that we are here to assist and support you throughout this journey. It is our goal that your students feel a sense of belonging in a supportive Christ-centered community where they are cared for and connected as they achieve their goals.

Thank you once again for entrusting us with the privilege of educating and nurturing your 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](mailto:Matthew.spraker@mvnu.edu) ext. 4602

Sarah Mowry, *Director of Residence Life*

[Sarah.mowry@mvnu.edu](mailto:Sarah.mowry@mvnu.edu) ext. 4604

Jacob Shockey, *Director of Campus Life*

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Eric Browning, *Director of Counseling and Wellness*

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Elijah Arns, *Assistant Director of Student Housing*

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Vince LoPrinzi, *Assistant Director of Student Care*

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Gina Stephens, *Receptionist for Counseling Services*

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### Resident Directors

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](mailto: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.

### **Overnight Off-Campus Policy and Procedure**

All students are required to inform Residence Life when they plan to be off campus overnight. This includes stays at private residences, hotels, or any other location not owned or managed by MVNU.

Procedure:

1. Reporting Requirement:
  - Students are required to notify the Office of Student Life of their overnight plans by submitting an online form at least 24 hours in advance of their departure.
  - The form can be accessed through the Life at MVNU app or on the Life at MVNU Dashboard. This form will include details such as the student's name, departure and return dates, location of stay, emergency contact, and purpose of the overnight stay.
2. Reporting Process:
  - The submitted information will be reviewed by the student's Resident Director.
  - Approval is automatic upon submission of the form, provided all required information is accurately provided.
  - In cases where there are concerns (e.g., safety risks associated with the destination), the university reserves the right to follow up with the student for additional information.
3. Compliance:
  - Failure to comply with this policy may result in disciplinary action, as outlined in the Student Handbook.
  - Students are encouraged to update their plans if there are any changes after the initial submission.
4. Purpose of Reporting:
  - Enhance campus safety by enabling the university to know the whereabouts of students in case of emergency.

- Facilitate communication with students in case of emergencies or incidents.
- Foster a sense of community and responsibility among students by keeping them connected with the university even when off campus.

### **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](mailto: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?***

A list of what your student should bring is found here:

<https://mvnu.edu/content/uploads/2023/08/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 the 2024-25 academic year, air conditioner fees have been waived. For any questions, contact [residencial.life@mvnu.edu](mailto:residencial.life@mvnu.edu).

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:**

There is a Technical Support Helpdesk (MotherBoard) available to troubleshoot, train, assist, and service most IT-related needs. It is 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. MotherBoard may be reached by phone at (740) 397-9000, ext. 5555 or text at (320) 634MOBO (6626).

## **CAMPUS LIFE**

Jacob Shockey, Director of Campus Life  
(740) 397-9000, ext. 4605, [Jacob.shockey@mvnu.edu](mailto:Jacob.shockey@mvnu.edu)

### **The REC; Prince Student Union; Donoho Recreation Center; Ariel Arena**

The REC, PSU, DRC, and Ariel Arena are the hubs of involvement and student life activities at MVNU. The REC, located on the first floor of the Hyson Campus Center, is our newest student hangout space on campus. The REC contains communal seating, yard games, and multiple TVs. Additionally, the REC houses the Student Government Association office, Commuter Lounge, and the REC checkout space. 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](http://mvnusga.com) or [life.mvnu.edu](http://life.mvnu.edu).***

## OFFICE OF INTERCULTURAL LIFE

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

The Office of Intercultural Life 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 on the first floor of the Barn, which is located behind the library. 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](mailto: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.

Our University hosts 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-line.

## **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](http://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 individual assistance 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.

If additional or specific dietary accommodations are needed for a disability (allergies or food related medical conditions), please visit



[www.mvnu.edu/accessibilityservices](http://www.mvnu.edu/accessibilityservices) to learn about requesting individualized dietary accommodations.

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](http://www.mvnu.edu/studentlife/campusservices/dining)), which allows friends and family to celebrate holidays, birthdays, and other special occasions.

## ACADEMIC ADVISING

Dr. Amy Kovach, Vice President for Academic Affairs  
(740) 397-9000, ext. 4200, [academic.affairs@mvnu.edu](mailto:academic.affairs@mvnu.edu)

Mel Severns, Registrar  
(740) 397-9000, ext. 4530, [mvnu.registrar@mvnu.edu](mailto:mvnu.registrar@mvnu.edu)

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 2024-25 Catalog, when it is available online at [mvnu.edu/catalog](https://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**

Cara Boyd, Associate Director of Student Success  
(740) 397-9000 ext. 4216  
[cara.boyd@mvnu.edu](mailto:cara.boyd@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. CSS resources are free to students and highly encouraged for all looking to enrich their academic experience and outcomes. These opportunities include:

**One-on-One Tutoring:** One-on-one tutoring is offered during a wide variety of hours so academic enrichment is easily accessed. Tutors are student employees trained to guide students individually towards mastering content and achieving their academic goals. Students in the traditional undergraduate programs can schedule tutoring appointments [here](#).

**Supplemental Instruction:** Supplemental Instruction (SI) is an academic enrichment program available in select traditional courses to review and practice course content through weekly group study sessions led by a student SI Leader who has already demonstrated success in the course. These sessions are proactive, participatory, and many internal and external data reviews show that students who regularly attend SI sessions typically earn a higher-than-average grade in the course.

**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.

**Student Success Coaches:** Student Success Coaches are professional staff equipped to empower students to set and achieve their academic goals, connect with campus resources, and thrive within the MVNU community.

**Center for Student Success Courses:** CSS courses equip first-time freshmen with the skills to meet the academic demands of higher education, offering students tools to excel in their academic work. These courses are COR-1012M Discipleship of the Christian Mind and CSS-1011 Advanced College Success Strategies. Any student may choose to enroll in these beneficial courses, and they are required

for students whose placement scores indicate they are likely to thrive with additional support.

**Writing Lab:** The MVNU Writing Lab exist to create a safe and friendly space for writers at all levels to share their work with a student Writing Coach and receive helpful feedback empowering student writers to become more confident, self-sufficient, and effective critical thinkers and communicators. The Writing Lab assists students with any writing assignment at any stage of the writing process; provides face-to-face, one-on-one support; 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:**

Katie Rhodes, Associate Director of Accessibility Services  
(740) 397-9000 ext. 4280  
[katie.rhodes@mvnu.edu](mailto:katie.rhodes@mvnu.edu)

MVNU provides equal access to all educational and programmatic activities as provided in Section 504 of the Rehabilitation Act of 1973 and the applicable provisions of the Americans with Disabilities Act of 1990. The Office of Accessibility Services facilitates a process for students to self-disclose documented disabilities and fosters a campus environment that is accessible, inclusive, and regulatorily compliant.

The MVNU Accommodations Process is individualized and considers all information students submit about their disability including self-reports, observable information, and assessments from a qualified professional. Disability diagnoses are confidential unless required by law or a student approves a release of information. The process includes:

- an Accommodations Request Form
- disability documentation/verification
- personal intake appointment

Accessibility Services staff then provide a letter listing approved accommodations. Students can share those with faculty and staff expected to provide services, and the Office of Accessibility Services can also distribute the approved accommodations to appropriate faculty and staff.

Accommodations are individualized to the student's situation; however, some of the most common accommodations include but are not limited to: extended testing time, testing in a low distraction environment, audio books, a note taker, priority registration and/or seating.

All students, including those with disabilities, must meet the qualifications and learning outcomes of their courses and program. Accommodations cannot decrease curriculum elements or alter fundamental program requirements and do not guarantee academic success. They create equal access and opportunity for students with disabilities.

More information and forms are available online at [Accessibility Services](#) or by emailing [AccessibilityServices@mvnu.edu](mailto:AccessibilityServices@mvnu.edu).

## **TEST CENTER**

The MVNU Test Center, located on the top floor of the Thorne Library and Learning Resource Center, provides a quiet, classroom-like testing environment for students with approved 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, selected PearsonVue exams, and occasional MVNU program assessments.

Appointments are required for all exams and testing. For more information, please email [testcenter@mvnu.edu](mailto:testcenter@mvnu.edu) or call the office at 740-397-9000 x4230.

## **THORNE LIBRARY AND LEARNING RESOURCE CENTER**

The Thorne Library exists to empower rigorous learning by developing a diverse collection, equipping students for skilled and confident use of information, and fostering a culture of intellectual growth.

### **Thorne Library Hours:**

|                 |                    |
|-----------------|--------------------|
| Monday–Thursday | 7:30 am – 11:00 pm |
| Friday          | 7:30 am – 8:00 pm  |
| Saturday        | 11:00 am – 6:00 pm |
| Sunday          | 3:00 pm – 11:00 pm |

Library hours will vary during breaks, holidays and summer terms. Check the library’s webpage or social media channels for current library hours.

### **Library Resources**

Thorne Library is a vibrant center of learning and community at the heart of MVNU’s campus. From its bright physical spaces, which include the Happy Bean coffee shop, to its print and electronic collections, the library facilitates research, study, and collaboration for all MVNU students. The library houses approximately 164,000 items in a variety of resource types, including books, periodicals, CDs, DVDs and much more. Laptop computers and a variety of AV equipment are available for students to check out at The Motherboard Tech Center on the lower level of the library. In addition, Thorne 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. Beyond that, OhioLINK and Thorne Library provide access to an extensive electronic resource collection including over 200,000 books and over 200 online databases.



In the library's Educational Resource Center, students may utilize the children's literature collection and graphic arts lab. A variety of study areas are located throughout the building including study rooms that can be checked out for individual and group use. For night owls, the Extended Hours room is available 24-7 for study and access to computers and a printer. Students do begin each semester with a \$10.00 balance for printing costs.

The library also houses Happy Bean coffee shop, computer labs, classrooms, the University Archives, the Computer Science Department, the Center for Student Success, the Testing Center, and technology assistance at The MotherBoard Tech Center.

### **Using the Library**

Active MVNU credentials (username and password) and an MVNU ID are required for all material circulation. Items not returned when due are subject to fines. Reference books do not circulate outside the library. Students may use scanner/copiers located within the library to scan or make copies of resources within the parameters of United States copyright law.

Overdue books/items should be returned to the Circulation Desk. Books may be returned via the book drop at the Library at times when the Library is closed. Do not put laptops or AV equipment in the drop box. Once an item is one month overdue, it is considered lost, and both a replacement fee and a billing fee are assessed.

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](http://library.mvnu.edu) for information about the library and resources. The library can also be reached at 740-397-9000 x4240 (main circulation desk) or by email at [library@mvnu.edu](mailto:library@mvnu.edu).

## **CAREER DEVELOPMENT CENTER**

The Career Development Center is housed in the Thorne Library and provides services and resources to help students identify suitable majors, plan their careers, and obtain jobs and internships. Points of assistance include career advising and assessments, career exploration resources, job and internship postings, and guidance on topics including resumes, interviewing, job searching and graduate school.

Students at all levels (freshman to senior) and in all degree programs should utilize Career Center resources to help them navigate changes in major, explore career paths, locate internship opportunities, and carry out their job searches.

The Career Development Center also offers periodic career preparation programs, employer recruiting events, and office walk-in hours. Students will be alerted to these opportunities via email. A one-hour career course is also available in the fall semester for students exploring possible career paths or best fit majors.

More detailed information is available on the Career Development Center website: [www.mvnu.edu/careerdevelopment](http://www.mvnu.edu/careerdevelopment). Updates and events may also be found on the department Facebook page at: [www.facebook.com/MVNUCareerDev/](https://www.facebook.com/MVNUCareerDev/).

## **MVNU HONORS PROGRAM**

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

The Honors Program is a carefully crafted set of courses that replace some of MVNU's General Education requirements; these unique, discussion-based courses, taught by full faculty at the university, emphasize critical and integrative thinking along with practical skills that will benefit students while they are in college and beyond, whether they are headed to post-graduate studies or directly into a

career. It is also a community of students who investigate compelling topics and texts, ask tough questions, and engage in discussion and debate. Often, when classes are over, those conversations continue in the dorm or the Caf, as students discover what it means to take an active role in their education.

Our program is made up of two, 2-year programs, and students may complete both or just one, based on their individual interests and goals. Tier 1, the Honors Innovation & Service Program, focuses on innovation and creativity, emphasizing design-thinking skills and real-life, discipline-specific service opportunities. Students will 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, they will enroll in Honors Innovation and Problem Solving (HON1033), a course that investigates the nature of progress and innovation and introduces creative problem-solving tools. In Honors Collaboratory (HON2042), students will work in groups to provide enhanced support and service to local organizations and non-profits in the area.

The Honors Research Scholars Program, which is Tier 2, begins in the students' third year and invites students to design and implement an independent research project with the help of a faculty mentor. 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.

Across both tiers of 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. Recent seminars have focused on topics such as mental health depictions in YA fiction, CRISPR, board games, and disability studies.

In addition to the 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 <https://mvnu.edu/academics/on-campus/honors-program/>. The Honors Program blog, found at [www.mvnuhonors.wordpress.com](http://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 2024-25 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 2024-25 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**

Brooke Overholt, Executive Director of Student Financial Services  
(740) 397-9000, ext. 4526 or 1-866-686-8243 option 2  
Fax: (740) 399-8682 [brooke.overholt@mvnu.edu](mailto:brooke.overholt@mvnu.edu) [finaid@mvnu.edu](mailto:finaid@mvnu.edu)

### **Financial Aid “To Do” List:**

- Student and parent (if applicable) file the FAFSA at [studentaid.gov](http://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](http://studentaid.gov).
- Accept/decline all financial aid on [myaward.mvnu.edu](http://myaward.mvnu.edu)
- Student and parent (if applicable) may enroll in the Cashnet monthly payment plan through [commerce.cashnet.com/mvnupay](http://commerce.cashnet.com/mvnupay).

- Parent applies for Federal Direct Parent PLUS Loan , if interested: [studentaid.gov](http://studentaid.gov) and completes a Master Promissory Note.
- Student applies for private education loan if interested; [choice.fastproducts.org/fastchoice/home/708500/1](http://choice.fastproducts.org/fastchoice/home/708500/1) and select the “FASTChoice” link under the heading “Private Education Loans.” Student can also choose a bank of their choice.

**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](http://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:**

- 8/14/24 Confirmation/payment deadline for fall 2024 semester\*
- 9/02/24 Fall semester begins\*\*
- 12/4/24 Confirmation/payment deadline for spring 2025 semester\*

1/09/25      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](http://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 within 14 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](http://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](http://studentaid.gov).
2. Complete the Undergraduate PLUS Loan Master Promissory Note (MPN) online at [studentaid.gov](http://studentaid.gov).
3. Secure an Endorser, if needed, and complete PLUS Loan Entrance Counseling (if requested) at [studentaid.gov](http://studentaid.gov).

This process must be completed before August 14, 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](http://choice.fastproducts.org/fastchoice/home/708500/1).

Students can choose any lender of their choice that offers private student loans.

This process must be completed before August 14, 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 2024-25 Academic Year

|                   | Fall     | Spring   | Total    |
|-------------------|----------|----------|----------|
| Tuition           | \$18,342 | \$18,342 | \$36,684 |
| Room no (A/C)*    | \$3,142  | \$3,142  | \$6,284  |
| Meal Plan         | \$2,055  | \$2,055  | \$4,110  |
| Student Fee       | \$237    | \$237    | \$474    |
| Total Residential | \$23,776 | \$23,776 | \$47,552 |
| Total Commuter    | \$18,579 | \$18,579 | \$37,158 |

\*Students residing in residence halls with University provided air conditioning will incur an additional housing charge of \$180 for the 2024-25 academic year.

### Miscellaneous Charges:

#### ***Overload Rate***

(more than 18 hours in one term) \$1,018/credit hour

#### ***Part-Time***

\$1,018/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 work-study 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 off-campus agencies: [mvnu.edu/jobs/Students](http://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](mailto:accounts@mvnu.edu)

### **Payment Plan Options for 2024-25**

#### ***Full Payment Plan***

Payment for fall is due by August 14, and payment for spring is due by December 4.

#### ***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 14 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 14, 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 14. We utilize a web-based confirmation process.  
Students will:
  - Log in to [portal.mvnu.edu](http://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](http://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 14. Classes for the Fall 2024 semester begin on September 2.
4. For the spring 2025 semester, the confirmation and financial arrangements deadline is December 4.

**Come to Student Accounts to:**

- Ask questions about your student account.
- Pay your bill.
- Add to your personal printing account.
- 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. If it is not an emergency, it is advised to contact Student Health Services before going to a clinic or urgent care.

Email – [nurse@mvnu.edu](mailto:nurse@mvnu.edu)

Phone or text – (740) 507-0275

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>



Nationwide Children's Hospital – clinic located at Mount Vernon High School

Mon- Thurs 8am- 4PM

An appointment can be made by calling (614) 355-2590

## **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: Everbridge 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 President's Cabinet, or the offices of Campus Safety, Student Life, or Graduate and Professional Studies. President's Cabinet will then implement the MVNU Emergency Operations Plan. WNZR streams live online for nonlocal listeners at WNZR.fm. In the event of urgent campus communication, MVNU utilizes a notification system called Everbridge which will notify by email and/or SMS text when needed. If you're interested in enrolling

in this service, please send an email to [support@mvnu.edu](mailto:support@mvnu.edu) with the following information:

Everbridge Access Request

First & Last Name:

Cell Phone Number (for SMS Texting):

Preferred Delivery Method:

Your Role: (ex. Parent/Student/etc)

Additional information about the department may be accessed online at

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

## **OFFICE OF SPIRITUAL LIFE**

Rev. David Mills, Vice President for Spiritual Life and Church Relations

[David.mills@mvnu.edu](mailto:David.mills@mvnu.edu)

Chelsea Porter, Assistant Director of Spiritual Life

[Chelsea.porter@mvnu.edu](mailto:Chelsea.porter@mvnu.edu), ext. 4110

Mark Owen, Worship Coordinator

[Mark.owen@mvnu.edu](mailto:Mark.owen@mvnu.edu), ext. 4139

Kassandra Miller, Office Coordinator

[Kassandra.miller@mvnu.edu](mailto:Kassandra.miller@mvnu.edu), ext. 4137

The MVNU Office of Spiritual Life 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 twice 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. 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 Vice President for Spiritual Life, David Mills.

## **FaithWorks**

<sup>14</sup>What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? <sup>15</sup>If a brother or sister is naked and lacks daily food, <sup>16</sup>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? <sup>17</sup>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 Service 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 service groups made up of people who desire to work together in the local community and nearby cities. Service to the community includes but is not limited to tutoring; spending time with kids, high schoolers, and the elderly; serving in urban settings; creation care; bringing awareness to global issues of justice; and more. Groups may be formed with the authorization of the Spiritual Life Office.

## **FaithWorks Global**

### **FaithWorks Trips**

FaithWorks Global creates opportunities for the campus community to serve beyond our local community and state.

Teams of students are sent 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.

Former MVNU FaithWorks Trips have traveled to:

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

### **The Collaborative Justice Initiative**

The Collaborative Justice Initiative seeks to inform, advocate, and provide opportunities for involvement in bringing about biblical justice locally and globally. The Collaborative Justice Initiative actively seeks ways to create ongoing, sustained, and respectful conversations and service opportunities to better prepare students, faculty, and staff to talk about and address issues of 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 Life 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 the Office of Spiritual Life. 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 Belong Groups.

### **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.

### **Spiritual Formation Requirements**

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 Spiritual Life 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.

For the purpose of the Spiritual Formation Policy, first time in college (FTIC) refers to a student who is entering college directly following high school, regardless of the number of college credits they have earned or their experience with a College Credit Plus (CCP) or another dual enrollment program. Students will remain FTIC classification until they complete both fall and spring semester. Requirements listed below are for all commuter and residential students.

- All Students will be required to earn 24 Spiritual Formation Points per semester.
- FTIC students are required to earn 34 Spiritual Formation Points per semester
  - o 10 of the 34 required points should be earned through small group participation.

## **MVNU POSTAL SERVICES**

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

### **Window Services**

- Stamps
- Package mailing (USPS & FedEx)
- Express mail
- Pre-paid Returns (Must have Pre-paid UPS, FedEx, USPS label)
- International First-Class Mail
- Certified & Registered Mail

### **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  
MVNU BOX #  
800 MARTINSBURG RD  
MOUNT VERNON, OH 43050

Please include First & Last Name and MVNU Box # on all letters and packages. The student's MVNU Box # can be obtained at the MVNU Post Office or on the Post Office's Portal page.

## **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, Lasership, & Amazon Information**

These items are delivered throughout the day Monday–Friday with most deliveries completed by 4pm. Notifications for pick-up are sent once packages are logged into the Post Office system. **Due to offices being closed on Saturdays and Sundays, weekend mail & packages are delivered 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](http://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](mailto: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. 4600  
 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 university withdrawal**

Center for Student Success ..... ext. 4612

**Advice about finances**

Student Financial Services ..... ext. 4520

Student Accounts ..... ext. 4543

**Spiritual or religious support**

Campus Pastor/Spiritual Life..... ext. 4137

**Cultural support**

Director of Intercultural Life ..... ext. 4606

Student Life ..... ext. 4600

**Accommodation requests for students with disabilities**

Center for Student Success ..... ext. 4612

**Seeking support for cognitive or psychological needs**

Counseling Center ..... ext. 4610

**Advice about choosing or changing a major**

Records and Registration ..... ext. 4530

Career Development Center ..... ext. 4618

**Student Success Resources (tutoring, academic peer mentors, supplemental instruction, writing lab, and success coaching)**

Center for Student Success ..... ext. 4612

**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. 4600

**Suspected of being missing**

Campus Safety ..... ext. 8686

Student Life ..... ext. 4600

**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   | Dr. Carson Castleman | 4100 |
| VP for Academic Affairs/CAO                               | Dr. Amy Kovach       | 4200 |
| VP for University Relations<br>and Strategic Partnerships | Rev. Robert Stanley  | 4102 |
| VP for Finance  | Mr. Scott Campbell   | 4400 |
| VP for Student Life                                       | Dr. Matthew Spraker  | 4601 |
| University Chaplain                                       | Rev. David Mills     | 4111 |
| University Registrar                                      | Mel Severns          | 4531 |
| Director of Residence Life                                | Sarah Mowry          | 4640 |
| Director of Campus Life                                   | Jacob Shockey        | 4605 |
| Asst. VP for Student Success<br>and Retention             | Joy Strickland       | 4281 |
| Director of Counseling and Wellness                       | Dr. Eric Browning    | 4610 |
| Director of Facilities Operations                         | Ben Cook             | 4440 |
| Asst. VP for Intercultural Engagement                     | Tavaris Taylor       | 4606 |
| Coordinator of Campus Safety                              | Mike Valentine       | 4464 |
| Asst. Director of Student Accounts                        | Judy DeVolld         | 4541 |
| Executive Director of Financial Svcs                      | Brooke Overholt      | 4526 |
| Asst. Dir of Adm Events and Visits                        | Sarah Scott          | 4551 |
| Athletic Director   | Chip Wilson          | 3111 |

**Resources**

|                                 |                     |          |
|---------------------------------|---------------------|----------|
| Accessibility Services          | Katie Rhodes        | 4680     |
| Career Development              | Gary Swisher        | 4618     |
| Counseling Services             | Dr. Eric Browning   | 4610     |
| Commuters                       | Jacob Shockey       | 4605     |
| Emergencies                     | Campus Safety       | 8686/911 |
| Financial Aid/Loans             | Student Fin Svcs    | 4520     |
| Housing Concerns                | Residence Life      | 4648     |
| Library                         | Library Services    | 4240     |
| New Student Orientation         | Student Life        | 4600     |
| Post Office                     | Kelly Russell       | 4445     |
| Small Group Ministries          | Chelsea Porter      | 4110     |
| Spiritual Concerns              | Rev. David Mills    | 4111     |
| Student Accounts/Bills/Payments | Student Accts Staff | 4540     |
| Student Life                    | Trinia Huddleston   | 4600     |
| Student Employment/Work Study   | Laurie Cellar       | 4407     |
| Student Government              | Jacob Shockey       | 4605     |

|                    |                      |      |
|--------------------|----------------------|------|
| Student Success    | Cara Boyd            | 4612 |
| Telecommunications | MotherBoard Helpdesk | 5555 |
| Transcripts/Grades | Registrar's Office   | 4530 |

**Toll-Free Phone Numbers**

Student Financial Services/Student Accounts 1-866-686-8243

Admissions/Parent Helpline/University  
Registrar/New Student Transition 1-866-462-MVNU

University Advancement /Alumni Relations 1-800-367-9294

**NOTES**