



New Employee Information Packet

Prepared by the
Administrators' Affairs Committee
Updated January 2011

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| Orientation Checklist for Employees | 4 |
| Accounting and Finance Policies | 6 |
| Administrators' Affairs Committee | 7 |
| The Annual Fund | 8 |
| Athletic Event Tickets | 13 |
| Bookstore | 13 |
| Center for Campus Ministry | 14 |
| Communications | 17 |
| Conferences & Room Reservations: Internal and External | 19 |
| Dining Services | 20 |
| Human Resources | 21 |
| Information Technology | 22 |
| Library | 23 |
| Media Center | 24 |
| Post Office | 26 |
| Print Shop | 28 |
| Public Safety | 29 |
| Purchasing | 31 |
| Receiving & Shipping | 32 |
| Recreational Services | 33 |
| Tuition Remission and Tuition Exchange | 34 |
| Website (msmary.edu): Useful Information | 35 |

Introduction

Congratulations on your new position and welcome to Mount St. Mary's University!

The Administrators' Affairs Committee (AAC) has compiled this guide, as part of the new employee orientation for Administrators. The guide is a resource, not only for new employees, but also as a guide for supervisors to help with your transition into Mount St. Mary's.

The information is designed to be used as a reference guide for you and act as a checklist for supervisors in order to make your transition easier, as well as to highlight some of the benefits offered to you as an employee of Mount St. Mary's University. This information is in addition to your orientation with HR and will not cover health and pension benefits. For policy related information, please refer to the Governing Documents, found at the [Human Resource](#) webpage under "[Employment Policies & Procedures](#)".

Please feel free to make suggestions and comments on how this guide can be improved by contacting your AAC representative. For the current AAC membership, please visit the AAC web page in the [Shared Governance](#) area of the [University's website](#).

Current AAC Representatives for 2010/2011

[Marianne Dempsey](#), (Chair) Director of Conferences & Special Programs

[Denise Ditch](#), Director of Recreational Services

[Linda Junker](#), Director of Institutional Research

[Kelly Kresky](#), Corporate Relations Director-Continuing Studies Frederick Campus

[Denise Marjarum](#), Director of Learning Services

[Tyrone Perry](#), Director of the Center for Student Diversity

[Mark Vandergrift](#), Assistant Athletics Director for Athletic Communications

Vacancy (1)

Ex Officio Dan Soller, Executive Vice President

Ex Officio Mike Malewicki, Vice President for Business

Recording Secretary [Jen Wright](#), Associate Director of Resident Life

Mount St. Mary's Orientation Checklist for Employees

The following checklist is designed as a guide to acquaint the new employee with the department and the University. This checklist acts as an outline of the minimum information that should be discussed with the employee within the first few days following the date of appointment. This checklist can be used for all new employees of the University, as well those employees who have been promoted or transferred to another department. The checklist should be completed within the first week following the employee's appointment. All items on the checklist are to be discussed with the new employee by the employee's supervisor(s). The spaces provided beside each item should be checked after each item is discussed. After completion, the checklist must be forwarded to the Human Resource Department.

| Please Check | <u>GENERAL HOUSE KEEPING</u> |
|--------------|---|
| | Email & Phone Set Up: Contact the IT department (x4001) to set up email & voice mail, personal pin number for personal calls. HR |
| | Business Cards: Contact Purchasing department (x5211) to order business cards if appropriate. |
| | Keys & Parking: Contact Public Safety for keys & parking permit (x 5357). HR |
| | Dress: Explain dress policy for your department. |
| | Co-workers and supervisors: Introduce and explain their work relationships |
| | Introduce to Community: Send email to community introducing the new employee |
| | Mount Card: Discuss where to obtain them, contact Mount Card office (x 5348) – Refer to Employee Packet Information Packet. HR |
| | Office Hours: Discuss office hours and work times. |
| | Campus Tour: Confirm whether employee has received a campus tour |
| | Personal Emergency Situations: Review when and whom to call when absence is necessary because of personal emergencies or sickness. |
| | Inclement Weather: Discuss inclement weather and whether the employee is identified as an essential personnel. Explain where employees can obtain information concerning closure of the University or reduced schedule (Liberal Leave). Link to Inclement Weather Policy |
| | Health & Safety: Discuss fire evacuation procedures and any other health related procedures pertaining to your department. Emergency number contact for public safety x5357. |
| | Reimbursements: Explain reimbursement procedure e.g. travel, meals, cash reimbursements. |
| | Leave: Discuss how it is requested, i.e. orally, written notice, periods of time leave may not be requested. Length of leave period and from whom to request the leave. |
| | Overtime Review. If applicable, discuss authorization required for overtime and probability for scheduling. |
| | Timesheet Completion for Support Staff: Explain completion of timesheets and their timely submission to HR |
| | Review of Employee Packet: Hand out Employee Information Packet and discuss. |
| | HRIS: Explain the HRIS system- contact HR office x5372 HR |
| | Web Resources: Explain what resources are on the web e.g. Governing Documents , Communication Style Guide , Quick |

| | |
|--|---|
| | Guide for students, faculty & staff on the website. |
| | <u>WORK RESPONSIBILITIES & WORK ASSIGNMENTS</u> |
| | Position Description. Review the employee's position description and give the employee a copy of the job description. |
| | Work Assignments. Arrange for specific work assignments and assist in initial performance. |
| | <u>Vision Statement, Strategic Plan & Mission & Strategic Goals</u> Review the University's Strategic Plan with the employee concentrating particularly on the department's more specific role in the plan. Review departments Statement of Purpose and Strategic Goals. |
| | Performance Appraisal Program. Explain the University's performance appraisal process and any unique departmental review systems. |
| | Records. Locate any records or files necessary for the job. Explain which records may be confidential and how confidential information is managed. |
| | Technology. Review various software programs the employee will need to use in the job and arrange for any necessary training. |
| | Professional Organizations/Committees : Discuss any professional organizations and registration, include Mount Committees such as SAC & AAC. |
| | Professional Development. Explain any training opportunities and training programs available to the employee. Explain \$100 through AAC |
| | Office Procedures: Train on general office procedures e.g. Fax Machine, Copy Machine, Telephone- how to answer |

I, as the employee, agree that the above checked items have been explained to me by my supervisor and I have had an opportunity to discuss and ask questions for clarification.

 (Signature) (Date)

 (Employee Name) (Title)

 (Department) (Start date)

I, as the employee's supervisor, have explained the above checked items to this employee.

 (Signature) (Date)

Accounting and Finance Policies

AP Checks

Checks are issued every Monday. If the check request or invoice is received by Wednesday afternoon, the check will be in the following Monday check run if applicable. All invoices must be approved by the appropriate person and assigned the proper account number before it can be processed.

Travel and Expense Policy and Procedure

- Mileage is reimbursed at .45 cents per mile. If you request a reimbursement for mileage, you cannot be reimbursed for gas put into the vehicle. Expense forms must be filled out to claim mileage.
- The maximum amount of reimbursement for meals is \$34 per day. To be reimbursed for meals, you must have receipts to support the expense. If you spend more than the maximum allowed, you will only be reimbursed the \$34. Expense forms must be filled out to claim the reimbursement.
- Cash disbursements are given out for amounts up to \$200. If you need to be reimbursed or are requesting a cash advance which is more than \$200, you will receive a check in the next check run. Checks are cut every Monday. If the check request is received by Wednesday afternoon, the check will be in the following Monday check run. All cash disbursement requests are required to have the proper approvals and backup attached before any money is exchanged. Cash advances are to be settled in a timely manner, usually within a week.
- The Mount has sales tax-exempt status. When making purchases within the state of Maryland, you should not be charged sales tax. The Accounting Office does not reimburse for the sales tax you may have paid. Copies of the sales tax-exempt certificate for your use are available in Accounting and Finance.

Feel free to contact us with any questions.

Accounts Payable Coordinator
Ext. 4036

Director of Accounting
Ext. 4035

Administrators' Affairs Committee

Purpose

The Administrators' Affairs Committee (AAC) is the duly elected standing committee which acts as a representative voice for all administrators at Mount St. Mary's University. The Committee shares responsibility for the development of the goals and objectives of the administrators' salary policies, and reviews the recommendations of the Compensation Analysis Committee concerning salary adjustments each fiscal year. It also makes recommendations on all administrative governance matters and all general policies affecting administrators not falling under the charge of other committees. In addition, the AAC recommends changes to the Administrators Handbook (Part 7).

Membership and Organization

The AAC is composed of eight elected administrators, coaches, or professional staff. The presence of five members at a meeting of the Committee constitutes a quorum. An annual call will be made to all eligible administrators for a volunteer to serve as recording secretary. The Executive Vice President and the Vice President for Business and Finance serve *ex officio* members without vote. The regular term of office is three years with members eligible for reelection to an additional three-year term. After serving two consecutive terms, one-year must elapse before the administrator is eligible for reelection. Terms of office will coincide with the University's fiscal year, beginning on July 1 and concluding in the following calendar year on June 30.

All full-time professional staff as defined in the *Handbook* are eligible to vote in elections of members to the AAC. All full-time administrators, with the exception of the executive officers, are eligible to serve on the AAC.

Elections to fill vacancies on the Committee will be held by means of ballots mailed in May each year to all eligible administrators. The chair of the AAC will conduct the election. The nomination and election procedures can be found in the Mount St. Mary's University [Governing Documents](#).

At least one meeting of all administrators shall be called each year for the purpose of assuring direct communication between the AAC and the general body of administrators. Special Elections will be held by written ballot to fill vacancies created during the course of the year. Regular election procedures will be followed unless the committee members prescribe specific rules to be followed.

The Mount Annual Fund (MAF)

As members of the Mount Community, we all play an integral role in the Mount experience. MAF support benefits each and every one of us. Your contribution, **no matter the amount**, provides crucial support to the Mount - from academics to amenities enjoyed by us, the Mount Community. Listed on the next page are the top 10 ways the MAF supports you as an employee. Together we all can achieve more!

Outside donors, such as corporations and foundations, look to see what the percentage is of employee giving. If the Mount's own employees don't support the institution, why should they? That's why we strive to reach 100% employee participation in giving back to the Mount. We know we can reach 100% employee participation - but we can't do it without you.

Your participation counts, no matter the amount or the designation. The MAF supports the Mount's Operational Budget – the largest need of the university. However, there are many other ways to support the Mount. Whether you are choosing a MAF or restricted designation for your gift, your support counts! Please see the list of numerous giving options over the next several pages.

We hope you join us in making the Employee Giving Campaign a success. Please make your gift or pledge today. Return the enclosed Gift Agreement Form to the Annual Fund office (Bradley Rm. 314) or make your gift online at www.msmary.edu/onlinegiving.

Top 10 Reasons for Employees to Support the Mount Annual Fund

1. *The More we give, the More we get!*

By attracting additional students to the Mount through increased scholarship and financial aid opportunities (which the Annual Fund supports), the Mount can offer its employees increased benefits and compensation packages.

2. *ARCC and Sporting Events*

Annual Fund dollars support facilities which we can all enjoy, such as the ARCC. You can work out, shoot some hoops, or simply take a dip in the pool with your family. Each of us can enjoy free entertainment, as well as Division 1 Athletics at their best.

3. *Staff Development*

A portion of the Annual Fund comes right back to you through on the job training and development.

4. *Free Education*

You and your family are eligible to receive a top-notch education for the best price ... FREE!

5. *Library*

Periodicals, Journals, Newspapers and Books are all available for your reading pleasure.

6. *Tax Deduction*

Gifts to the Mount Annual Fund are tax deductible.

7. *Health Insurance Benefits*

Annual Fund dollars supplement what you pay for Health Insurance. The Mount currently pays over \$1,100 per MONTH, per family as contribution towards your coverage. Ben-Elect Dollars of 4.5% of salary are given to each full-time employee to help offset the cost of premiums.

8. *Life Insurance and Retirement Plan*

All employees are insured for \$10,000. The Mount also contributes an amount equal to 6 percent of salary to TIAA-CREF or MetLife Retirement Plans. No employee contribution is required.

9. *Safe and Attractive Campus*

Employees are blessed to work in a safe, attractive environment.

10. *And the best reason to support the Mount Annual Fund???? Because we are a Community who cares about the outstanding Catholic education our students receive. We care about providing the best!*



Annual Fund / Capital Campaign Employee Gift Options

Here are just a few ways to show your support. Choose one or a combination of two or more:

UNRESTRICTED (largest need of the university):

- Mount Annual Fund
- In Memory or In Honor of (Optional)

RESTRICTED:

- Campaign Unrestricted
- Endowment
- Terrace Renovations
- Delaplaine Fine Arts Center
- IC Chapel
- Grotto Visitor Center
- Veterans' Walkway
- Dr. Emilio Rodriguez Fund (European Union Simulation Program)
- Foreign Studies Program (in memory of Dr. Robert J. Kalas)
- Mount Club
- Other

PAYMENT OPTIONS (one-time gift or payment plan):

- Payroll Deduction
- Cash
- Check
- Credit Card



QUESTIONS: Please contact the Office of Annual Giving, Bradley Hall, Rm 314

Phone: 301.447.5360 Fax: 301.447.7400

annualfund@msmary.edu

Thank You for Your Support!



Annual Fund / Capital Campaign Employee Gift Form

I want to show my support to Mount St. Mary's University (with a specific dollar amount included below) in one of the following ways:

UNRESTRICTED (largest need of the university):

Mount Annual Fund: \$ _____

In Memory or In Honor of _____

(Optional): _____

RESTRICTED:

Campaign Unrestricted: \$ _____

Endowment: \$ _____

Delaplaine Fine Arts Center: \$ _____

Other: \$ _____

Designation: _____

PAYMENT (chose one):

I'd like my gift of \$ _____ to be deducted from my paychecks starting ____/____/____ for _____ months in the amount of \$ _____ on a ____ bi-weekly or ____ monthly basis (check one).

My one time gift of \$ _____ is enclosed today.

My gift of \$ _____ is fulfilled by (circle one):



Credit Card # _____ Exp. Date _____

Sec. Code _____ (Security code number is found on the back of card)

DONOR INFORMATION:

Name: _____ (Please print your Full name clearly)

Home Address: _____

Signature: _____ Date: _____

Please return this form to the Office of Annual Giving, Bradley Hall, Rm 314

Phone: 301.447.5360 Fax: 301.447.7400 [mailto: annualfund@msmary.edu](mailto:annualfund@msmary.edu)

Thank You for Your Support!



MOUNT EMPLOYEE SUSTAINER GIFT FORM

I want to show my support to Mount St. Mary's University.
Please designate my gift in **one** of the following ways:

_____ **Mount Annual Fund:** Unrestricted Support (greatest needs of the university)

_____ **Other (please specify):** _____

Please designate my payment method in **one** of the following ways:

_____ **I choose payroll deduction of \$_____ monthly.**

_____ **I choose payroll deduction of \$_____ bi-weekly.**

I would like my gift to be deducted from my paychecks starting immediately and to be deducted *continually until the end of my employment*. I understand that I have the option to *change, reduce, increase* or *stop* this amount at any time by contacting Human Resources.

Name _____

(Please print your Full name clearly)

Home Address _____

Signature _____ Date _____

Please return to the Office of Annual Giving, Bradley Hall, Rm 314

Phone: 301.447.5360 Fax: 301.447.7400
annualfund@msmary.edu

Thank you for your Support!

Athletic Event Tickets

Mount St. Mary's employees and family members still living at home are eligible to receive free tickets to all home athletic games and matches. Visit the Mount St. Mary's University Athletic Website: www.mountathletics.com to view schedules and/or call the ticket office for more details at x5700. The ticket office is located on the first floor of the Athletic Recreation Convocation Complex (ARCC).

Bookstore
2nd Floor McGowan.
X5271 Fax: 5629

The Bookstore

Discounts for Mount St. Mary's employees include:

- 10% off textbooks
- 15% off emblematic clothing and gifts, trade and reference books, supplies, backpacks, and greeting cards.
- We can also special order any trade or reference title in print.

Our normal hours are:

| | |
|------------------|-----------------------|
| Monday –Thursday | 8:30 a.m. - 5:30 p.m. |
| Friday | 8:30 a.m. - 5:00 p.m. |
| Saturday | 10:00 a.m.- 1:00 p.m. |

When students are not on campus we follow the schools business office operating schedule

Welcome to the Center for Campus Ministry!

The Center for Campus Ministry provides opportunities for the Mount community to grow in their faith within a welcoming and supportive community. Rooted in our Catholic identity, and embracing of students from all Christian denominations and faiths, this center is committed to helping students integrate their faith in their daily lives and fostering growth in spiritual and human maturity. All are encouraged and welcome to participate!

Located in the lower level of the McGowan Center, the office is open Monday - Thursday 8:30AM-7:00PM; Friday 8:30AM-5PM. The office is a place where students visit, study or even just relax!

The Campus Ministry Student Organization (CMSO) is one of the largest student organizations on campus. Campus Ministry student leaders are essential to our mission and outreach. They oversee and lead most of the activities and ministries.

Campus Ministry is divided into five (5) areas: Faith Formation & Evangelization, Spiritual Life, Liturgical Ministries, Justice and Human Dignity Awareness, and Social.

Faith Formation and Evangelization



✕F.O.C.U.S. (*Fellowship of Catholic University Students*)

FOCUS, one of the fastest growing ministries on college campuses, specializes in leading small group Bible studies and one-on-one mentoring. Christianity and deeper conversion to Christ have always been done in the context of community. Please consider joining one of our 13 studies this semester.

✕Why Catholic?

Are you a Catholic who wants to learn more about the faith and your place in it? The “Why Catholic?” program is a peer-led, small group experience that asks the question, “Why am I Catholic?” Using the *Catechism of the Catholic Church*, students will explore, discuss, and reflect on what the Church teaches and the simple ways their lives can give witness of the teachings.

✕Rite of Christian Initiation of Adults (RCIA)/Confirmation

Have you thought about becoming a Catholic? Are you a Catholic who has not yet received Holy Communion or celebrated Confirmation? Or do you just want to learn more about the Catholic Faith? Formation sessions for the R.C.I.A. meet on Sunday evenings at 5:45pm in the Campus Ministry office. Contact Campus Ministry for more information.

✕Interdenominational Ministry

Led by student leaders, this group brings Christian denominations together in faith, worship and fellowship. The group is also involved with developing and coordinating faith opportunities at the Mount, including an “Evening of Witness and Worship”.

✕Peer Ministry

Peer Ministry is a student-led outreach to Resident Assistants (R.A.’s) to develop faith programming for the students in their dorms.



✘Video Ministry

(New ministry!) These leaders use their creativity and gifts working with media to support Campus Ministry and evangelization efforts.

Spiritual Life

✘Retreats (Retreat Leadership Committee/Men's and Women's Kairos Leaders)

Opportunities to get away for periods of quiet reflection, prayer, and discussion are important for growth in one's relationship with the Lord, especially during the hectic pace of the school year. Many overnight, weekend, and on-campus retreat experiences are planned throughout the year. Student retreat leaders plan, coordinate and lead our successful Campus Ministry retreats. Contact Campus Ministry for the current retreat schedule.

✘Praise and Worship Group

The Praise and Worship group meets on Monday evenings between 8:00-9:30pm in the Pangborn Chapel for Spirit-led prayer and reflection with contemporary "Praise and Worship" music. "Come as you are and stay for as long as you want".

✘Men's and Women's Discernment Groups

Groups of men and women meet to help those considering their vocation be it state of life or career. Other special activities and events sponsored through the Callings program provide support for those discerning one's call in life.

✘Marian Prayer Groups:

✘Legion of Mary

This group fosters devotion to Mary, the Mother of Jesus, while engaging in outreach and apostolic works.

✘**Militia Immaculata (MI)**MI is a gathering of students and seminarians to grow in their knowledge and understanding of Mary's role in helping us grow in our spiritual life. They meet regularly for spiritual talks, formation and prayer.

Liturgical Ministries



✘**Liturgy Planning Committee** prepares the liturgy according to the liturgical calendar and the needs of the community, with special attention to planning special liturgies, the prayer of the faithful and preparing the liturgical environment.

✘**Contemporary Music Ensemble** serves during the Sunday 7:30pm Mass. Singers and instrumentalists (piano, guitar, bass, wind, and percussion instruments) are needed. Participants should be willing to attend rehearsals.

✘**Ushers** greet worshipers as they enter the Chapel, distribute bulletins, receive the offertory collection and count it after Mass, and organize the offertory Presentation of the Gifts.

✘**Lectors** proclaim the Scripture readings and announce the General Intercessions (Petitions) at Mass.

✘ **Altar Servers** assist the celebrant at Mass.

✘ **Extraordinary Ministers of Holy Communion** assist in the distribution of the Body and Blood of Christ.

✘ **Sacristans** prepare the chapels before and after Mass.

Please note that guidelines of the Catholic Church require that only practicing Catholics can serve as Lectors, Altar Servers, Extraordinary Ministers, and Sacristans.

Justice and Human Dignity Awareness

✘ **Mount Students for Life**

This group sponsors spiritual and educational activities to promote a great respect for the gift of human life from conception to natural death. They organize the University's participation in the annual March for Life in Washington, and have participated in activities of the Mount's Chapter of the Campaign to End the Death Penalty.

✘ **Campaign to End the Death Penalty**

This groups raises awareness and is involved in advocacy for the dignity of each person, especially those in prison and on death row.

✘ **Knights of Columbus**

The Knights of Columbus is an organization of Catholic men who promote charitable activities and the sanctity of human life. The University's K. of C. Council meets on campus for fellowship and planning of events

✘ **Allies**

Allies is a Mount student led organization for women and men with homosexual inclinations and those who care about them. It provides a welcoming environment, pastoral outreach, a positive social outlet and dialogue reflecting on relevant issues including the dignity and gift of each and every person. Allies strives to promote and live the Christian call to healthy relationships, compassion, chastity and justice.

Social

✘ **Building Unified Mount Spirit (B.U.M.S.)**

The social activities of Campus Ministry are intended to provide opportunities for building community on campus. A variety of activities include: day and overnight trips. Recent BUMS activities have included trips to New York City, area amusement parks, whitewater rafting, ski weekends, as well as group outings to local theaters and shopping trips to Baltimore and Washington, D.C.

✘ **Men's Fellowship & Women's Fellowship:** Men and women gather for opportunities to grow in faith and fellowship on Wednesday nights.

Communications

For information or assistance on any of the following please contact the Office of Communications at 301-447-5366 or www.msmary.edu/communications.

Marketing and Advertising to an External Audience

Like many institutions of higher education, the Mount has recognized the need for a coordinated marketing effort to reach the institution's many external constituents. Since the key to the success of any marketing plan is the coordination of all institutional messages, **all external marketing and advertising must be reviewed and/or produced by the Office of University Communications**. Every effort will be made to turn around approval **within 48 hours**.

If you are working through our office for the production of the above marketing/advertising, all proofs sent to you must also be returned **within 48 hours** or will be assumed approved as is.

If you need ads created or help drafting a coordinated communications plan—lead time varies depending on scope of project

Media Relations

The Office of University Communications works with the media to suggest story ideas, distribute information on campus events, share news about student and faculty achievements, and respond to questions.

If you are planning an event, hosting a speaker/conference, wrote a new book or finished some interesting research, feel free to call us and we may be able to promote the information to the general public or to promote the Mount to the media.

- If you have an event/speaker that needs a news release, contact us at least a month in advance
- Faculty will need to fill out a "Faculty Experts" form and provide a copy of their CV

If a reporter contacts you directly, please refrain from comment and refer them to our office. If you do speak with a reporter directly, please inform our office regarding who the reporter was and the context of the conversation. This allows us to have all the information that may be needed for a follow-up.

Printing Needs

Jobs requiring assistance with design and printing such as brochures, catalogs, postcards or newsletters—contact us at **least 8 weeks in advance**. To order business cards, envelopes or letterhead, contact Maria Topper in Purchasing

Logo Use

When using the logo, please refer to the online style guide at (http://www.msmary.edu/pdfs/news-events/style_guide.pdf) for correct use, placement and do's and don'ts. If you need the logo as file (JPG, EPS, GIF, etc.) feel free to contact the Director of Publications (fohara@msmary.edu) with the specifications of what you need.

Web Updates

If you would like the website changed, contact the web editor for your department. If you will be responsible for making changes to the website as part of your job description, contact our office to set up time for training.

When updating your webpages, please refer to the Office of Communications webpage for information on Writing for the Website (<http://www.msmary.edu/news-events/university-communications/writing-guide>) or Web Style Guides (<http://www.msmary.edu/news-events/university-communications/web-style-guide.html>)

Event Scheduling / Space Reservation Procedures

The Conference Office handles both internal and external requests for space and event scheduling. All faculty, staff, administrators, and students should follow the procedures outlined below for requesting space on campus.

The success of these procedures is dependent upon the effective communication, collaboration, and cooperation between the offices / departments designated as primary schedulers and the individuals attempting to schedule events. The Executive Vice President has approved these procedures and is the final authority on all related issues.

***Please note that a minimum of 2 business days is required for your request to be entered into the system and a confirmation emailed to you. Additionally, if Dining Services, Media Center or Physical Plant resources and / or staffing are required, a minimum of 2 weeks is needed.**

INTERNAL EVENTS—this refers to an event that is sponsored by a Mount St. Mary’s University Academic Department, Administrative Office or Department, student organizations or an event or activity that is directly related to an individual’s job responsibilities with the University. Internal events are not charged a rental fee.

TO SCHEDULE AN INTERNAL EVENT:

All internal reservation requests should be made via the web by filling out the following form online: <http://www.msmary.edu/eventrequest> *Your request should be processed within 2 business days.*

TO CHECK FOR AVAILABILITY OF SPACE BEFORE REQUESTING A ROOM:

Log on to the web calendar on EventPro: <http://eventpro.msmary.edu/epweb>

Log-in information:

Username: **msmary**

Password: **msmary**

Click on “Available”:

Choose Location Group

Choose Dates

Choose Times

****Do not enter a number in the space for ‘capacity’****

Click on “Find Space”:

This will give you a list of available rooms.

EXTERNAL EVENTS—this refers to any outside group, agency, or individual who is interested in using the Mount St. Mary’s University facilities for an event, meeting, activity, conference, competition, etc. This also refers to any *employee of the Mount* who wants to use the facilities for a personal, *non-work related event* (i.e. wedding, birthday party, business meeting not related to their work with the Mount, etc.). *External events are charged a rental fee for the facilities and services they require (employees receive a 50% discount on facility rental fees).*

Questions related to INTERNAL or EXTERNAL Events should be directed to the Conference Office at X5330 or conferences@msmary.edu / eventrequest@msmary.edu

To schedule an event at the FREDERICK CAMPUS please contact the Corporate Relations Director Continuing Studies – Frederick Campus, 301-682-8315.

Dining Services General Information

General

Dining Services is operated by Aramark Corporation and is one of two outsourced service providers on campus, the other being the Book Store operated by Barnes & Noble. Aramark has operated the Dining Services here since 1999. Aramark Dining Services operates the Patriot Hall Food Court, the Mount Café, Vending, Concessions, and Catering.

Hours of Operation: *Hours below represent in session hours.
Break and Summer hours vary.*

Patriot Hall Food Court: M – F 7:00AM - 7:30 PM
Weekends 11:00 AM - 7:30 PM

| | | |
|-----------------|-------------------|---------------------|
| The Mount Café: | Monday – Thursday | 7:30 AM – Midnight |
| | Friday | 7:30 AM - 2:00 AM |
| | Saturday | 11:00 AM – 2:00 AM |
| | Sunday | 11:00 AM - Midnight |
| | | |

Contacts

| | |
|--|-----------|
| Main Office Number | Ext 5276 |
| Howard Williams, Food Service Director | Ext 4642 |
| Rick Kindele, Production Manager | Ext. 4276 |
| Dawn Alexander, Catering Manager | Ext. 4644 |
| Jennifer Maida, Assistant FS Director | Ext. 7428 |
| Jerry Howerin, Executive Chef | Ext 4187 |
| Jean Stidom, Administrative Assistant | Ext. 4179 |

General

Accepted Forms of payment

Cash, Mount Money, Department Charge

Employee Discounts are available for employees paying with Mount Money. To setup or add funds to your Mount Money account visit the MountCard Office.

When booking a catered event, please reserve your room first through Conferences & Special Program at ext. 5330. Then contact Dawn Alexander at ext. 4644 to plan your menu.

Human Resources
220 Bradley Administration Bldg.
x5372 Fax: 5864
www.msmary.edu/hr

Human Resources

It is the purpose of the Department of Human Resources to support Mount St. Mary's University by providing an environment conducive to the attraction, retention and development of exceptional qualified, diverse and dedicated employees, which support liberal learning in the pursuit of trust. To that end, we will provide high quality customer focused service, including: assuring a smooth, effective and efficient administration of payroll and benefits; providing leadership, training and development; fostering an environment of confidence, mutual respect, integrity and trust in response to the needs, issues and concerns of our community; and encouraging freedom of inquiry. It is our goal to reflect the Catholic Identity of Mount St. Mary's University and to maintain the dignity of all employees in the execution of all relevant policies and procedures.

For questions regarding jobs - resume@msmary.edu
<http://www.msmary.edu/hr>

Our office hours are:
Monday - Friday: 8:30 a.m. to 5:00 p.m.

Our mailing address:
Mount St. Mary's University
Office of Human Resources
16300 Old Emmitsburg Road
Emmitsburg, MD 21727

Our location:
Bradley Hall - Suite 220
phone: (301) 447-5372
fax: 301-447-5864

For immediate access to your employment information including pay history, current pay, and benefits, please visit our secure HR web site at <https://hrweb.msmary.edu/> .

Information Technology
117 Bradley Administration Bldg.
X5220 Fax: 5865

Information Technology Quick Guide

IT Supplies the Following to New Office Employees: (Rm. 117, Bradley Hall)

- 1) Username and Password
 - a. This gives you an email account and logon information for your computer
- 2) Long Distance Calling Code
 - a. This will be used to make long distance calls from office phones around campus and the first four digits will become your copier code.
- 3) Voicemail Information and guide

Guide for Placing Work Orders:

- 1) Email helpdesk@msmary.edu with **computer or phone problems**. This will automatically generate a work order that can be tracked and will be reported to you when it is closed. Be sure to give a call back number.
- 2) If you do not have access to email, call **x5805** from on campus or **301-447-5805** from off campus or your cell phone to place a work order. Be sure to give a call back number.
- 3) Requests for any computer hardware or software purchases **MUST** go through the helpdesk for approval.

Guide for Getting Email from off Campus:

- 1) From a computer, go to Internet Explorer and type **email.msmary.edu** in the browser address field. (**DO NOT type www. in front of email.msmary.edu**).
- 2) This will give you a pop-up box that asks for a user name and password.
 - i. In the user name field type **msmary/(your username)**
 - ii. Type your email **password** in the password field

This will connect you to the Mount St. Mary's E-mail system and you can read your email from anywhere in the world.

Guide for Getting Voicemail from off Campus:

- 1) Dial 301-447-8300 Press the * key to get into your voicemail.
- 2) Enter your extension, followed by the # sign.
- 3) Enter your password, followed by the # sign.

Now you will be able to follow the prompts and use all of the functions of voice mail as if you were in your office on campus.

Library Facilities

The Philips Library provides resources and facilities to all of the Mount Community. The book collection contains more than 185,000 volumes. In addition, there are some 700,000 volumes from the member libraries of the Maryland Interlibrary Consortium (MIC) available free to the Mount Community through a daily courier delivery system. Interlibrary Loan service is also provided to supplement the current collection.

The Library subscribes to more than 470 literary, scientific, and professional journals and in addition provides access to thousands of magazine, newspaper, and scholarly journal titles through online databases. Among those databases, available at no additional cost to library patrons, are the MIC Consortium libraries' online catalog (SHARC), ProQuest's Full Text Newspapers, EBSCO host's Academic Search Premier, Business Source Premier, and LEXIS-NEXIS.

The Library catalog, online databases, library hours, and contact information are all available from the Library webpage: www.msmary.edu/library/index.html. Off campus access to the online databases is available to the Mount Community by using campus network user name and password.

Mount Card

The campus Mount card is used as a Library card to check out books, request books from MIC Consortium libraries, and also to request Interlibrary Loans. The Mount card may also be used at MIC libraries to check books out. The other MIC libraries are: Hood College Library in Frederick, Washington Adventist University's Weis Library in Washington, D.C., Loyola/Notre Dame Library in Baltimore, Stevenson University Library in Baltimore, and Baltimore International College Library.

Books may be kept for 28 days and renewed once.

Questions?

Please contact the Library at 301.447.5244.

Media Center

Statement of Purpose

“The Media Center is a comprehensive service unit that supplies and maintains supplementary multi-media resources and assistance in the use of audio-visual equipment to the faculty, students, staff, and other clients of Mount St. Mary’s University. The Media Center’s purpose is to aid in the integration of multi-media in the learning experience. In addition, the Media Center manages the CATV (cable TV) plant.”

SERVICES

A/V Equipment Support:

| | | |
|-----------------------|------------------------------|-------------------------|
| Slide projector | Portable sound podium | Flipchart |
| Overhead projector | Audiocassette recorder | Easel |
| LCD/DLP projector | Laptop (Media Center’s only) | Phonograph player |
| Plasma display | Document Camera | Filmstrip projector |
| DVD player | Mini DV camcorder | Language master |
| DVD/VCR/CD/MP3 player | Smartboard | Poster printer |
| Combo TV/DVD | World standard VHS VCR | Laminating |
| VCR | Mini DV VCR | Block Lettering systems |
| Multi Media Lectern | Cass/CD player | Labeling systems |
| Sound system | Digital slide projector | |

EQUIPMENT PICKUP AND RETURN

Defined as any request for equipment, which requires that, the requestor pickup and to deliver back to our location the equipment required. The said equipment is not immediately used for presentations. This equipment is not set-up for use by the Media staff it is only delivered to the user at a specified time. The equipment is returned to a specified location, at a specified time mutually agreed upon. An example of this would be when a user request to use an LCD projector off campus, the Media Center staff would schedule a mutually accepted time for delivery and return of the item with the faculty member. The faculty member would setup the equipment themselves after Media Center’s normal operating hours or off campus. Upon request operational hands on instructions is offered to the user.

SET-UP AND BREAKDOWN

Defined as any request for equipment, which entails the delivery and setup in a presentation space. Instruction is given to the user of the equipment by the A/V technician before the set-up is complete. The A/V technician may remain at the location after the setup to provide additional instruction to the user if requested but will not stay for the duration of the program. The A/V technician will return after the program is complete to secure and return the equipment to inventory. An example would be the setup of a LCD projector and microphones in a meeting room an instruction given to the presenter in preparation for an event.

TECHNICIAN SERVICES

Defined as any request for equipment, which requires the A/V technician to be present to operate and render technical assistance through the duration of the event. An example would be to provide for the operation of equipment to support a panel discussion requiring multiple microphones and video recording.

48-hour notification of services required.

CONSULTATION SERVICES

Consultation services relating to presentation technologies are offered on an appointment or walk-in basis if time and staffing permits. An example would be answering a professor's questions on the best computer projection system for a given classroom.

REPAIR SERVICES

MSM University Media Center offers general preventive maintenance care for a variety of equipment. The highest priority will be placed on maintaining equipment owned by the Media Center and the academic departments used in support of the educational mission and event production activities of the University.

AUDIO/VIDEO DUPLICATION SERVICES

Duplication services for audio and video programs are provided for non-copyrighted materials. This includes locally produced materials or those which the requestor possesses the copyright and provides a document to this effect. Requests to duplicate materials, which are copyrighted, will be performed if the requestor can provide a written document from the copyright holder authorizing the duplication. The Media Center adheres strictly to proper and legal copyright guidelines and usage. We will not copy commercially released CD's, audio or videocassettes or any other media without written permission of the copyright holder. Any material exhibiting the "c in a circle" copyright mark anywhere on the material (on the labels, or within the program itself) will be refused, as this is a violation of copyright regulations and would jeopardize our standing in the MSM community and the university itself. All duplications will be done using premium high stock of blank tapes.

48-hour notification of services is required.

University Post Office

Office Mail

- Indicate appropriate Department code or name to ensure accurate postal charges.
- Check to ensure your mailing's pieces are appropriate in material and properly prepared for its continuing travel through the postal system.
- Envelopes that are overstuffed and/or contain material of irregular size are to be securely sealed prior to presentation.
- Do not seek to have anyone outside of mailroom staff process your materials. It will not be permitted.
- If you receive mail that belongs elsewhere, simply re-route to mailroom for re-distribution.
- USPS supplies can be provided to you upon request, as you may desire to have them on hand.
- All campus mail for offices collected for distribution will be sent to the designated destination the following work day.
- Special USPS services and/or out of country mailings may require special inquiry for proper preparation.
- Mail requiring metered posting needs to be presented no later than 3:30 PM.
- Single maximum weight capacity processed through the mailroom is 30 pounds.
- As your office may periodically have large quantities for processing – It would be appreciated if the mail room be notified for an advanced pick-up in order to process the items in a timely fashion. In addition, please have the mailing bundled/bagged/boxed etc. Upon request, trays and/or tubs can be available.
- As employees depart your department, note that first-class mail addressed to them will still be sent. If you identify a piece as personal, please phone and we will instruct for its forwarding.

First class guide lines

Postcard: 4 ¼ x 6 maximum

Postcard: 3 ½ x 5 minimum

Heavy card stock

Letter: 6 1/8 x 11 and ½ 1 ounce maximum

Letter: 3 ½ x 5 .1 ounce minimum

¼ thicknesses

- Should you have fewer than 100 pieces that only need sealing – Seal prior to presentation.
- Sealing and Metering of any amount of envelopes is fine, provided the envelopes are presented with flaps up.

Personal Mail

Note that the focus of the University Post Office is primarily to service the student community; however, there are limited services available to employees.

- Have your personal mail/packages sent to your home address.
- Window service hours: Monday through Friday 12 noon to 4 PM.

The Print Shop

The Print Shop offers the following services:

- Copies are made in color and black print (8 ½ x11, 8 ½ x14, 11x17).
- Stapling (one or two staples or saddle stitching).
- Folding 8 ½ x11 or 8 ½ x 14 in thirds or half (cannot do anything smaller or larger).
- The Print Shop offers minimal cutting capabilities.
- The Print Shop can recycle your scrap paper into note pads.

Public Safety

The Mount St. Mary's University Department of Public Safety is the full-service campus safety organization on campus. The department provides for the safety of persons and security of all buildings and property on campus. The Public Safety office (and Campus Information Center) is located near the main entrance to campus from Route 15 at the intersection of Old Emmitsburg and Annandale Roads in the first white building on the right as you enter campus. Public Safety is staffed by officers and dispatchers twenty-four hours a day, seven days a week to serve the University community and our visitors.

General Contact

The General information number for Public Safety is X 5357

Emergency Contact

Emergency number is X 5911.

There are Public Safety officers on duty on campus at all times patrolling campus, responding to emergencies and requests for assistance, enforcing parking rules and regulations, University policies, local and federal laws, crime prevention, student and employee safety education, investigations, fire safety, assisting local law enforcement authorities, overseeing: key control, ID cards, card access, transportation (incl. driver training program and fleet vehicles scheduling) safety and environmental health and special events are the primary duties of Public Safety.

Public Safety officers are fully trained in all aspects of campus law enforcement procedures (many are Maryland certified Emergency Medical Technicians) as well as in patrolling, emergency responses, first aid, fire safety and crisis intervention. Public Safety officers work closely with the Frederick County Sheriff's Department in maintaining order on campus and the University prosecutes persons on campus who violate the law. All members of the campus community are urged to report problems and incidents to Public Safety, no matter how small. Officers are trained to deal with all types of situations in a diplomatic and discreet manner. All employees, students, guests and visitors should report any infractions of University policies and violations of the law to Public Safety. Confidentiality will be observed in appropriate situations.

The campus of Mount St. Mary's University is private property, and as such, all employees, students, guests and visitors are subject to the University's policies and regulations, ID requirements, and all local, state and federal laws. They must identify themselves when asked to do so by Public Safety officers or authorized University officials. Failure to do so can result in removal from campus, banning from future campus access and/or criminal prosecution. Visitors and guests are permitted only in those areas authorized for their use or visits and not in private offices, residences or posted areas.

Safety while on campus

There are emergency blue light telephones strategically placed across campus that may be used to contact the Public Safety dispatcher directly at any time, if assistance is needed. When the receiver is lifted, the dispatcher is automatically notified of the location of the call. All campus members are encouraged to know where these emergency phones are and use them. In addition to the emergency phones, Public Safety also provides a safety escort service to and from parking lots, residence halls and offices after dark.

Parking

Parking on campus is subject to University parking policies and regulations and applicable laws. Hard copies of these policies and regulations are available at the Public Safety Office or on-line on the Mount's website, Public Safety link.. All parking on campus is registered parking, unless otherwise arranged, designated to certain areas and parking lots on campus and subject to all parking regulations and posted parking signs. Violators are subject to citations, fines and towing. All guests and visitors must sign in at Public Safety, register their cars, and park in the designated visitor parking areas. Employees and students may not park in visitor parking areas.

Special Events

For Special Events, hosts, sponsors and events operators are responsible for all University policies and regulations to include parking policies and regulations on the Main and East Campuses. This includes regulations posted on campus signs. Outside groups that are sponsoring events on campus are encouraged to make the proper provisions for parking monitors through the Office of Conferences and Special Programs at X 5330.

The Dept. of Public Safety complies with the Jeanne Clery Campus Security Policy and Campus Crime Statistics Act and makes all its security and safety policies and procedures, and its Annual Security Report and crime statistics, available on line at <http://www.msmary.edu/inside/administration/public-safety/security-report.html>

Crime Prevention

No campus is crime free. A college campus is like any other community in that it has crimes and problems although they are, for the most part, usually less frequent and less serious. Employees, guests and visitors are urged to familiarize themselves with the crime prevention section of the Public Safety website and to follow the same common sense practices they would follow at home in regards to their personal belongings, keys, vehicles and travel. The same applies to University property assigned to employees. The department has an Operation ID program for employees and students who wish to engrave and record their valuables.

The Director along with the Assistant and Associate Directors of Public Safety are highly trained professionals who are here to assist you. They have an open door policy and will meet with anyone who has a problem or complaint about security and safety on campus, the performance or conduct of the Public Safety staff, or is seeking advice on an issue or problem.

Purchasing Procedures

To place an order:

- 1) Write a requisition (vendor, account number, date, items, signature)
- 2) Get a purchase order number from the Purchasing Department. The order can be placed by the employee or someone in Purchasing.
- 3) Send the requisition to the Purchasing Department. If you have already gotten a purchase order, please write the PO number on the requisition.
- 4) The purchase order will then be typed up by Purchasing and placed in our open file.
- 5) When the item is received, please send the packing slip (with signature or initials and the date received) to Purchasing.
- 6) Purchasing will then process the invoice if we have all of the necessary paperwork stating the item is received. If there is a price increase (due to shipping) or a problem with the invoice, Purchasing will contact the employee to settle the problem. If everything is received and the amounts are correct – Purchasing will process the invoice with the purchase order to Accounts Payable for a check to be issued. Checks are issued every Monday.
- 7) An invoice that is not tied to a purchase order can be sent directly to Accounts Payable to process or they can be sent to Purchasing. We will stamp and forward to Accounts Payable.
- 8) If you need a check cut in the next check run, the invoice needs to be in Purchasing by noon on Wednesday.
- 9) Credit Card orders: The Purchasing Department has a university credit card that can be used for orders (usually online). The requisition needs to be sent to Purchasing with a note on it to be processed using the university credit card. Once the item is received by the employee, they need to send the packing slip or whatever paperwork came with the shipment. This will be processed when the credit card statement is received in Purchasing at the end of the month.

Receiving and Shipping

The Receiving Department ships and receives all United Parcel Services packages. You can ship packages for your department (give Receiving the dept. acct. #) or ship personal packages if you pay for them when you drop them off.

When you are ordering products – please make sure to give your name, department and the street address (16300 Old Emmitsburg Road) for Mount St. Mary’s University (or Seminary) or UPS will not guarantee efficient delivery. If you are expecting a big shipment (furniture, printed materials or big quantities of boxes), please notify Receiving at #4349 so they plan delivery and/or possible storage.

FedEx Shipments usually are delivered to Receiving around noon and delivered in the afternoon. If different delivery is needed – please contact Receiving about the options available. To ship a package FedEx – you need to drop your package off at the Purchasing Department by 2:00 pm. The exception here is the Athletic Department. The cutoff time is still the same, but the drop off location is the ARCC. You would need to contact Susie Baumgardner (x4871). We would like you to use the online FedEx airbill process for preparing your air bill. This will help facilitate the delivery process.

DHL – All packages are delivered to Receiving. There is no specific delivery time. To ship a package with DHL – please see either the Purchasing Department or the Receiving Department by noon to ensure that your package will ship out the same day.

Guidelines for Furniture and Equipment Disposal

When a department has a piece of furniture or equipment that they no longer need, they should contact the Purchasing Department or the Physical Plant Department to have it removed. If the item is being disposed of and it has an asset tag assigned to it – a “Replaced/Retired Equipment Work Sheet” needs to be filled out and a copy given to Accounting & Finance.

If there is no asset tag and the item is in a state of disrepair it will be put out to trash.

If the item is in good condition and usable – it will be decided if the item needs to be kept on campus for future use by another department on campus (e.g. – desks, bookcases, file cabinets, dorm furniture). There will be some items that the Physical Plant or Purchasing Department does not think will be used at a later time on campus. There will also be some items that will need to be disposed of due to lack of storage. A notice will be given to the campus community to ascertain if any department on campus could use said item. If there is an item that does not need to stay on campus – notice will be sent out the Mount community that an item is going to be put out for disposal at a future date and that it will be a matter of first come, first served.

Use of Knott ARCC (Athletic Recreation Convocation Complex)

If full time employee: Faculty, Administrators, and Staff *and their dependents* (employee's spouse and all unmarried children from birth to age 19 {23 if full time student}) may use all of the facilities in the ARCC free of charge. Privileges are accorded for the fiscal year (July 1 to June 30) in which they are employed. Specific information on hours of operation, guest privileges, fees for classes and amenities can be found on our website at <http://www.msmary.edu/student-life/recreation/arcc/index.html> or by calling the main Recreational Services Office at 301-447-5290. Employees must use their University issued MOUNTcard as access to the ARCC. Spouse and dependents (age 13 or above) must report to the Recreational Services Office to obtain a picture ID.

If part time or adjunct employee: Faculty, Administrators, and Staff may use all of the facilities in the ARCC free of charge. Privileges are accorded for the fiscal year (July 1 to June 30) in which they are employed. Specific information on hours of operation, guest privileges, fees for classes and amenities can be found on our website at-or <http://www.msmary.edu/student-life/recreation/arcc/index.html> by calling the main Recreational Services Office at 301-447-5290. Employees must use their University issued MOUNTcard as access to the ARCC.

Note: Spouse/dependents of part-time employees do NOT have access to the ARCC unless they choose to purchase a membership.

ARCC Privileges

Your Mount ID must be presented to borrow equipment, use the racquetball/tennis courts, use the Fitness Center and to obtain a locker/towel. You are also required to sign-in for general use of the weight room, cardio room, swimming pool and aerobics room. The Knott ARCC has one racquetball/wallyball court and one tennis court that are available for use with advance reservations or by dropping in. Reservations can be made by calling 301-447-5722, or may be made in person by coming to the Issue and Control Room. The following programs are available for additional fees: Group Exercise classes (BodyPump™, Zumba®, BodyStep™, Yoga, Kickboxing); Aquatic Exercise classes (Arthritis Aquatics, other cardio and toning classes); Mount Swim School learn to swim programs (age 6 months – 14 yrs.) and competitive Mount Swim Club (ages 5-18). For more information, check out our website www.msmary.edu/swimminglessons. The ARCC is available for birthday rentals and group use. Call the ARCC's dedicated information line for delayed openings or closings due to bad weather. This would include any cancellations of fitness and swim classes. For this weather related information, please call 301-447-7424. Also, please visit our website at www.msmary.edu/arcc for current information.

Please feel free to call any of the following numbers for questions relating to the Knott ARCC.

Key Phone Numbers:

Main Recreational Services Office – 301-447-5290
Issue & Control -301-447-5722
Fitness Related- 301-447-3810
Aquatic Related – 301-447-7429

Tuition Remission and Tuition Exchange Benefits

Please refer to the Governing Documents, Section 15.3.10 to see the specifics on each employee's tuition remission benefits.

Those wishing to utilize the benefits under internal tuition remission will need to contact the Department of Human Resources to obtain an application for this benefit.

To register for undergraduate and graduate level classes, please contact the Registrar Office at 301-447-5215.

For general inquires regarding admissions requirements, please contact the following offices:

- For the Adult Accelerated Undergraduate Program:
Contact Person: Janene Horne, 301-682-8315
- For the Master's in Business Administration (MBA) Program:
Contact Person: Sandy Baumgardner, 301-447-5326
- For the Master's in Education (MED) Program:
Contact Person: Mary Newton, 301-447-5371
- For Master's in Arts in Teaching (MAT) Program:
Contact Person: Kim McGlaughlin, 301-447-5371
- For the undergraduate degree seeking students Admissions Office:
Contact Person: Mary Catherine James, 301-447-5214
- For the undergraduate non-degree seeking students Registrar's Office:
Contact Person: Margot Rhoades, 301-447-5215
- For the Master's in Seminary (MAT/M.Div/STB) Program and Information contact the Office of the Seminary Registrar:
Contact Person: Amelia Rodriguez, 301-447-5295

Website: Useful Information

Below are some notes to help you take best advantage of the Mount's website. Most of these points will help you navigate our site more easily. If you have a question about content, rather than navigation, please contact the pertinent office or department directly. We have now trained more than 50 web editors, who are each responsible for updating the information in their portion of the site.

●What is the easiest way to find my department or office's web section?

Most Mount faculty, staff, administrators and students should set their browser to open to <http://www.msmary.edu/inside> . From that internal home page (similar to our previous Students and Staff section), you can click on "Administration" and use the left-hand or right-hand navigation in the light blue boxes to quickly find the Portal, the library, departmental information and other frequently needed pages.

The [Mount A-Z](#) link on the right side of the home page will take you to an alphabetical listing of offices, each hyperlinked to their main page.

Seminary faculty, staff, administrators and seminarians should set their browser to open to [msmary.edu/seminary/index.html](http://www.msmary.edu/seminary/index.html) .

You should also set the **QuickGuide** (the light green box on the bottom left) to default to the most helpful drop-down menu for you (for instance, "Current Students," "Faculty, Staff, HR" or "Seminary"). This guide contains links to frequently used pages for each audience. It remembers your preferred settings so that you do not need to reset it each time you visit the site.

●How can I help outside users find the web section they need?

Have them set the **QuickGuide** on www.msmary.edu to the most helpful drop-down menu (for instance, "Prospective Students," "Friends and Donors" or "Grad & Professional"). If you need a assistance please contact Rita Beard at webmaster@msmary.edu or at x5366

●Where is the Search feature of the Mount's website?

You can find the web site search engine on the upper right corner of the web page directly under the brown "inside msmary.edu" box. *Google custom search* is written inside the search box.