



MORAVIAN
COLLEGE

CONTINUING AND GRADUATE STUDIES

STUDENT INFORMATION GUIDE

FALL 2015

ACADEMIC CALENDAR — FALL 2015 TERM

Registration Period	March 28, 2014 to first day of course
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**Full term courses with CG, CH, GB, GC, RN, Z, or Y section codes;
Courses in the M.Ed., MAT, and Nursing Master's programs**

Classes begin	Week of August 31, 2015
Labor Day (Classes held; Offices closed)	Monday, September 7
End of drop/add period	Tuesday, September 8
Fall recess	Saturday, October 10 noon — Tuesday, October 13
Last day for withdrawal with W	Friday, November 6
Thanksgiving recess	Wednesday, November 25 — Sunday, November 29
Classes end	Friday, December 11
Final examinations	December 14 – 18

**Courses with AC or GA section codes; Half-unit courses with CG, Z, Y, or X section codes
(no Fall recess)**

Classes begin	As noted in the course schedule
Labor Day (Classes held; Offices closed)	Monday, September 1
End of drop/add period	End of the first week
Last day for withdrawal with W	End of fifth week of the course
Thanksgiving recess	Wednesday, November 26 — Sunday, November 30
Classes end	As noted in the course schedule
Final examinations	During the last week of the course

***Final examination schedule for full term courses**

M and M/W classes	Monday, December 8
T and T/Th classes	Tuesday, December 9
W classes	Wednesday, December 10
Th Classes	Thursday, December 11
S Classes	Saturday, December 13

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The content of this booklet is provided for informational purposes only and is subject to change.

Student Handbook

The most current version of the student handbook (graduate and undergraduate versions) can be found at <http://comenius.moravian.edu>. Click on "Forms and Publications," located on the home page. Then scroll to the "Comenius Center Policies" section. All Comenius Center students are bound by the policies found in the handbook.

Reeves Library

Regular Hours:

Monday – Thursday	8:00 a.m. to 12 midnight
Friday	8:00 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 9:00 p.m.
Sunday	12:00 noon to 12 midnight

Reference Hours:

Reference Desk hours will be determined during the first week of classes, but are subject to change throughout the semester.

For additional information and current Reference Desk hours, visit <http://home.moravian.edu/public/reeves/>

For information about exceptions, click on the Reeves library tab on the AMOS homepage (<http://amos.moravian.edu>) or call the library for more information at:

610-861-1544 (Circulation)

610-861-1543 (Reference)

College Bookstore

Hauptert Union Building (HUB), lower level

Special hours

Saturday – August 23th	10:00 a.m. to 3:00 p.m.
Sunday - August 24th	10:00 a.m. to 6:00 p.m.
Monday – Thursday – August 25th through 28 th	8:30 a.m. to 6:30 p.m.
Friday – August 29th	8:30 a.m. to 5:00 p.m.

Regular hours

Monday – Friday	8:30 a.m. to 5:00 p.m.
Saturday	11:00 a.m. to 3:00 p.m.

For additional information or exceptions, visit <http://home.moravian.edu/public/bookst/> or call **610-861-1485**.

Writing Center

Zinzendorf – 2nd Floor

Writing Center hours will be determined during the first week of classes. For additional information, call **610-861-1592**.

Center for Information Technology (CIT)

Help Desk, Memorial Hall Room 102

Regular hours

Monday – Thursday
Friday

7:30 a.m. to 7:00 p.m.
7:30 a.m. to 4:30 p.m.

Summer hours

Monday - Thursday
Friday

7:30 a.m. to 7:00 p.m.
7:30 a.m. to 4:00 p.m.

For additional information, visit <http://amos.moravian.edu>, or public website: <http://cithelp.moravian.edu/>, or call 610-861-1500.

AMOS (Access Moravian Online Services)

- Access AMOS at <http://amos.moravian.edu>.
- AMOS replaces Campus Web.
 - Use your existing Campus Web user name and password as your AMOS User ID and Password.
 - If you don't remember your Campus Web user name and password, you can find it on the logon letter you received from Moravian's Center for Information Technology.
 - Or, come to campus and visit the Help Desk in room 102 of Memorial Hall.
- You must use AMOS to access your grades. The Registrar's Office no longer mails out paper grade reports.

You can also use AMOS to access Reeves Library, find out about upcoming events, and download your unofficial transcript and much, much more!

Photo ID Cards and Parking Permits

New students may obtain a photo ID and a parking permit at the same time. Please obtain your parking permit as soon as possible. Campus Safety will be issuing parking tickets, which are quite costly, to students without valid parking permits. ID cards and parking permits are available free of charge at the following times:

Date	Time	Location	Available to
August 23	9:00 am – 3:00 pm	Campus Safety Office	All faculty, staff, and evening students
August 24	9:00 am – 3:00 pm		
August 25	11:00 am – 7:00 pm		
August 26	9:00 am – 5:00 pm		
August 27	11:00 am – 7:00 pm		
August 28	9:00 am – 5:00 pm		

Please wait at least 3 full business days after registering for courses before going to get your ID card. Depending on your registration status, IDs and hangtags may not be immediately available.

NOTE: Broken and/or lost ID's can be replaced at Campus Safety. If the card is broken, it will be replaced free of charge. If the card is lost, a replacement fee will be charged - \$10.00 cash or \$15.00 to your student account.

The Campus Safety office is located at 119 W. Greenwich Street. To obtain your hangtag, you will need to bring the following items. Copies are not acceptable.

- Vehicle Registration
- Proof of Insurance
- Driver's License
- Moravian College ID (You may obtain this at the same time as hangtag.)

If you have questions, contact the Campus Safety Office (staffed 24 hours a day) at 610-861-1421. Returning students who hold a 2013-2014 parking hangtag must obtain a 2014-2015 sticker from the Campus Safety Office on 119 W. Greenwich Street. Stickers are available Monday through Friday, at the times listed above. To obtain a new sticker, bring your parking hangtag, driver's license, vehicle registration card (for each vehicle), insurance card, and College ID.

Plastic photo IDs remain valid as long as you are currently registered for classes.

Vending Machines

Priscilla Payne Hurd Academic Complex
Seminary

1st floor
1st floor

Blue and Grey Café

Haupt Union Building (HUB) Main Level

Blue and Grey Café hours will be determined at the beginning of the semester and hours are subject to change throughout the semester.

Check your Moravian e-mail for updates, visit https://amos.moravian.edu/ics/Campus_Life/Dining_Services/, or call **610-861-1496**.

e-2 Campus

Moravian College's emergency notification system, "e2 campus," is designed to send a text message to your cell phone and an email message to your account, in the event of an emergent situation on campus. The College's senior administration expects all students to enroll in this system.

Signing up for "e2 campus" system is easy but can only be done from a computer on campus (library or one of the computer labs). Access AMOS (<http://amos.moravian.edu>) from the web browser, click on the e2 campus link, and follow the instructions. An "e2 campus" Opt Out Form is available in the Comenius Center office for students who do not wish to utilize this emergency notification system.

Career Center

The Career Center provides the following services to Comenius Center Students

1. Referral to known career development professionals and services
2. Career Center workshops
3. Use of Career Library materials
4. Access to Career Hound (PDF document), the Career Center online career management system.
5. Access career exploration assessments
6. Access to Career Fairs

For more information, visit <http://home.moravian.edu/public/career/>.

Personal Emergencies

If you can't attend class or will be delayed because of a personal emergency, call your professor and speak to her or him directly.

If you can't reach your instructor, call the Comenius Center office at 610-861-1400 and we'll leave a message in his or her voicemail or Comenius Center mailbox (if available).

Safety and Security Facts

Information about safety programs and policies can be found at the Campus Safety website at <http://home.moravian.edu/public/safety/index.htm>.

Class Cancellations

In the event that weather or other emergency conditions require a change in schedule or emergency closings at Moravian College, information will be reported on:

- WAEB 790
- WAEB FM
- B104
- WFMZ Channel 69 (all subject to change)

A notice will also be posted on www.moravian.edu in the "Of Note" section on the home page, or go to amos.moravian.edu and look for a message at the top of the screen.

Students can also call the Moravian weather hot line at 610-625-7995.

Comenius Center Office Hours and Location

Regular Hours (September – May):

Monday – Thursday
Friday

8:00 a.m. to 6:30 p.m.
8:00 a.m. to 4:30 p.m.

Summer Hours (June – August):

Monday – Thursday
Friday

8:00 a.m. to 6:30 p.m.
8:00 a.m. to 4:00 p.m.

The Comenius Center Office has moved from Comenius Hall, Rm.105, to the new administration building, Benigna Hall, located at the corner of Elizabeth Avenue and Monocacy Street – 150 W. Elizabeth Street, Bethlehem, PA 18018.

Comenius Center Online Information

For additional information about the Comenius Center, please visit <http://comenius.moravian.edu> or <http://facebook.com/ComeniusCenter>.

Contacting the Comenius Center

Comenius Center Office	610-861-1400
Comenius Center Fax	610-861-1466
Email Address	comenius@moravian.edu
Dean	
Donna Smith	610-861-1400
Assistant Dean	
Gary Dologite	610-625-7942
Associate Dean for Business & Management Programs	
Lizabeth Kleintop	610-625-7704
Director of the Human Resource Management Program	
Gary Dologite	610-625-7942
Comenius Center Faculty/Advisor	
Thomas Egan	610-625-7507
Post Baccalaureate Teacher Certification Program Director	
John Dilendik	610-861-1557
Director of Graduate Education	
Joseph Shosh	610-861-1482
Master of Science Program in Nursing Program Director	
Lori Hoffman	610-625-7769
RN-BS in Nursing Program Director	
Dawn Goodolf	610-625-7764
Administrative Assistant	
Doris Siegfried	610-625-7913
Staff Assistant	
Jennifer Miller	610-625-7987
Management Assistant	
Ashley Koehler	610-861-1383
Dean's Assistant	
Carole Olszewski	610-625-7904
Academic Projects Administrator	
Andrea Stewart	610-625-7755