# ACADEMIC CALENDAR — FALL 2014 TERM

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Period</td>
<td>March 28, 2014 to first day of course</td>
</tr>
<tr>
<td><strong>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</strong></td>
<td></td>
</tr>
<tr>
<td>Classes begin</td>
<td>Week of August 25, 2014</td>
</tr>
<tr>
<td>Labor Day (Classes held; Offices closed)</td>
<td>Monday, September 1</td>
</tr>
<tr>
<td>End of drop/add period</td>
<td>Tuesday, September 2</td>
</tr>
<tr>
<td>Fall recess</td>
<td>Saturday, October 11 noon — Tuesday, October 14</td>
</tr>
<tr>
<td>Last day for withdrawal with W</td>
<td>Friday, October 31</td>
</tr>
<tr>
<td>Thanksgiving recess</td>
<td>Wednesday, November 26 — Sunday, November 30</td>
</tr>
<tr>
<td>Classes end</td>
<td>Friday, December 5</td>
</tr>
<tr>
<td>Final examinations</td>
<td>December 8 – 13*</td>
</tr>
</tbody>
</table>

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

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

*Final examination schedule for full term courses*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M and M/W classes</td>
<td>Monday, December 8</td>
</tr>
<tr>
<td>T and T/Th classes</td>
<td>Tuesday, December 9</td>
</tr>
<tr>
<td>W classes</td>
<td>Wednesday, December 10</td>
</tr>
<tr>
<td>Th Classes</td>
<td>Thursday, December 11</td>
</tr>
<tr>
<td>S Classes</td>
<td>Saturday, December 13</td>
</tr>
</tbody>
</table>
# Table of Contents

Student Handbook ...................................................................................................................................... 3
Reeves Library ............................................................................................................................................ 3
College Bookstore ...................................................................................................................................... 3
Writing Center ............................................................................................................................................. 3
Center for Information Technology (CIT) ................................................................................................... 4
AMOS (Access Moravian Online Services) ................................................................................................. 4
Photo ID Cards and Parking Permits .......................................................................................................... 4
Vending Machines ...................................................................................................................................... 5
Blue and Grey Café ..................................................................................................................................... 5
e-2 Campus ................................................................................................................................................. 5
Career Center ............................................................................................................................................. 5
Personal Emergencies ................................................................................................................................ 6
Safety and Security Facts .......................................................................................................................... 6
Class Cancellations .................................................................................................................................... 6
Comenius Center Office Hours and Location ............................................................................................ 6
Comenius Center Online Information ......................................................................................................... 6
Contacting the Comenius Center ............................................................................................................... 7

*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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. to 12 midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. to 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. to 9:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 noon to 12 midnight</td>
</tr>
</tbody>
</table>

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

Haupert Union Building (HUB), lower level

Special hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday – August 23rd</td>
<td>10:00 a.m. to 3:00 p.m.</td>
</tr>
<tr>
<td>Sunday - August 24th</td>
<td>10:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Monday – Thursday – August 25th through 28th</td>
<td>8:30 a.m. to 6:30 p.m.</td>
</tr>
<tr>
<td>Friday – August 29th</td>
<td>8:30 a.m. to 5:00 p.m.</td>
</tr>
</tbody>
</table>

Regular hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:30 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 a.m. to 3:00 p.m.</td>
</tr>
</tbody>
</table>

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

Summer hours
Monday - Thursday 7:30 a.m. to 7:00 p.m.
Friday 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)

- 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Available to</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>9:00 am – 3:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
<tr>
<td>August 24</td>
<td>9:00 am – 3:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
<tr>
<td>August 25</td>
<td>11:00 am – 7:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
<tr>
<td>August 26</td>
<td>9:00 am – 5:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
<tr>
<td>August 27</td>
<td>11:00 am – 7:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
<tr>
<td>August 28</td>
<td>9:00 am – 5:00 pm</td>
<td>Campus Safety Office</td>
<td>All faculty, staff, and evening students</td>
</tr>
</tbody>
</table>

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       1st floor
Seminary                     1st floor

Blue and Grey Café

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

Summer Hours (June – August):
Monday – Thursday 8:00 a.m. to 6:30 p.m.
Friday 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