

# UNIVERSITY SERVICES

## Gerety Hall

The Office of Student Engagement manages Gerety Hall, a multipurpose facility that serves the needs and interests of students, faculty, and staff at Salve Regina University. The center is a comfortable place to relax, attend a live performance, or enjoy a light refreshment.

## Mercy Center for Spiritual Life

The Mercy Center for Spiritual Life, in keeping with the mission of Salve Regina University, is a community that welcomes all people. By virtue of our Catholic heritage and the charism of the Sisters of Mercy, we seek to create a hospitable and nurturing environment that affirms and empowers our students in their search for meaning. We encourage students to build community, to deepen their faith, to engage in service, to seek justice and to become leaders formed by Mercy. The Mercy Center enhances the University's mission to provide an educational experience that is personally transformative and is committed to making manifest God's love and Mercy to all.

The Mercy in Motion student leadership team hosts Wednesday evening events for the entire student community. These events range from service opportunities, to dinner discussions, to parties and everything in-between. To stay informed of what is happening at the Mercy Center, like us on Facebook or follow us on Instagram: @mercycenterSR.

Everyone is welcome.

## Office of Career Development

The Office of Career Development plays an active role in preparing students for the job market. Career advisors assist students with a variety of career development topics including self-assessment, selecting a major, building a resume, preparing for interviews and networking with employers and alumni. Additionally, the newly implemented Handshake career platform provides students with the ability to schedule appointments online, along with 24/7 access to full-time, part-time, internship and student employment postings and links to exclusive resources and industry information for a wide range of career fields.

For more information about the services and resources available to students and alumni, please visit the Career Development website (<https://salve.edu/career-development/>).

## Bookstore

The University Bookstore offers a wide variety of products including textbooks, imprinted clothing and gifts, and a full line of school and computer supplies. In addition, dorm supplies, greeting cards, snacks, beverages, and health and beauty aids are also offered. Textbooks may be rented or purchased and many are offered in a digital format. Master Card, Visa, American Express, Discover Card, checks and the Salve Regina universal card are accepted. Online orders may also be placed at [www.salve.bkstr.com](http://www.salve.bkstr.com) (<http://www.salve.bkstr.com>).

## Business Office

The Business Office, located on the second floor of Ochre Court, maintains the University's record of financial transactions relating to

individual students. Payments to the University from tuition fees and other financial obligations are made to this office.

## Copy Center

The Copy Center, located on the garden level of the McKillop Library, offers photocopying, duplicating, and binding services.

## Food Service

The University provides multiple food service through Sodexo Dining Services. Miley Cafeteria is the primary on-campus dining facility, additional food services locations on campus include Jazzman's Café and Sandella's Flatbread Cafe in O'Hare Academic Center, McKillop Library Café in McKillop Library and Miley Mart in Miley Hall.

## Safety and Security

The Office of Safety and Security strives to preserve the safety, security, and wellbeing of the University community through 24-hour coverage. The security staff are trained in first aid, AED, CPR and Management of Aggressive Behavior. The security staff consists of 14 officers, including 8 EMTs, working to prevent crime, provide high-visibility security patrols, and respond quickly and effectively to needs of the University. Crimes involving violence, major property loss, or felony charges are reported immediately to the appropriate outside agency.

The department maintains strong working relationships with other University offices as well as with local police and fire departments. Through training materials and presentations, the office emphasizes the importance of education as the key element in crime prevention. The office strives to increase awareness of campus safety and encourages all to report suspicious activity on campus.

## Vehicle Registration and Parking

Eligible full-time and part-time students, faculty and staff intending to have a vehicle on campus must have it registered each academic year by logging into your MySalve account and then into MyInformation, User Account, to fill out your On-Line Vehicle Registration Form. A decal for on-campus parking is issued and a service fee is charged. Students may pick up decals at the Office of Safety and Security in Tobin Hall. All campus parking areas are clearly posted. Fines are levied on those who do not observe parking regulations. The Office of Safety and Security has the authority to boot and/or tow at the owner's expense, any vehicle on University property that violates parking signs and regulations.

## Procedures and Hours to Obtain Parking Decals

The Office of Safety and Security in Tobin Hall is open from 8:30 a.m. to 4:30 p.m. each weekday for processing decals (graduate decals are left at the front desk for pick up 24/7). Since Tobin Hall has limited accessibility, all students needing accommodations based on disability should contact the Office of Graduate and Professional Studies to arrange alternative procedures.

## SALVE Card

The SALVE card serves as an identification card for members of the Salve Regina University community and can grant access to a multitude of services. Students are required to carry their student identification card with them at all times. The card can be used to check materials out of the library, gain access to the library's special reference databases, gain access to designated residence halls for resident students, utilize

the Rodgers Recreation Center, and track meal plan usage. Money can be deposited on the card to be used for the following: Salve Regina University Bookstore purchases, campus soda and snack machines, Jazzman's Café and Starbucks purchases, Salve Regina Health Services, library microfilm scanners and file prints, library copiers, Sullivan Fitness Center, and the McKillop Library Mail Services, Copy Center, and select off-campus locations.

Salve Regina University identification cards are available to all new students.

## **Cancellations for Inclement Weather**

Classes cancelled due to inclement weather or other emergencies will be announced through the University's central switchboard (401-847-6650), local radio and television stations, and on the University website.