

# UNIVERSITY SERVICES

## Bookstore

The University Bookstore offers a wide variety of products including academic and general reading books, Salve Regina imprinted clothing and gifts, and a full line of school and computer supplies. In addition, dorm supplies, greeting cards, health and beauty aids, snacks and beverages are also offered. Textbooks may be rented or purchased, and many are offered in a digital format. Orders placed through the bookstore's website can be shipped or held at the store for pickup. Master Card, Visa, American Express, Discover Card, checks and the Salve Regina universal card are accepted. Online orders may also be placed at <http://www.bkstr.com/salveregina/home>.

## Bursar Office

The Bursar 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.

## Center for Advising, Career, and Life Design

Center for Advising, Career, and Life Design uses the Handshake database (<https://salve.joinhandshake.com/edu/>) to post jobs (full-time, part-time and summer), internships and student employment positions. Top employers – including all the Fortune 500 companies – recruit students through Handshake (<https://salve.joinhandshake.com/edu/>), giving you access to jobs and internships not available anywhere else.

After you activate your profile, you can filter and search based on your interests and discover new career possibilities. You can also receive personalized recommendations based on your skills, major, location preferences and search history.

## Copy Center

This walk-in print facility, located on the garden level of the McKillop Library, is available to the entire University community and provides services including copying, laminating, and finishing.

## Food Service

The University provides multiple food services 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.

## 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 is an energetic and welcoming community of students from diverse religious traditions, majors and interests. In collaboration with the professional staff of the Mercy Center, students meet weekly to plan a variety of events, engage in service, reflect and pray together or simply take a break from hectic schedules. Student leaders of Mercy in Motion receive an opportunity for leadership training in the Mercy tradition.

The Mercy Center's community room, located in the lower level of the chapel, is open to the entire campus. It is furnished with comfortable chairs and couches, a large screen TV, a kitchen which students can use to cook and bake, and plenty of space to relax, study and be with friends.

Everyone is welcome.

## 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.

## Department of Public Safety and Community Relations

The Department of Public Safety and Community Relations strives to preserve the safety, security, and well-being of the University community through 24/7 coverage. Staff are trained in first aid, AED, CPR and MOAB. Staff work to prevent crime, provide high-visibility security patrols, and respond quickly and effectively to University needs. Crimes involving violence, major property loss, or felony charges are reported immediately to the appropriate outside agency.

The DPS 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 DPS 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. A decal for on-campus parking is issued and a parking fee is charged.

Students may pick up decals at the DPS in Tobin Hall. All campus parking areas are clearly posted. Fines are levied on those who do not observe parking regulations. The DPS 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 DPS is open 24/7. Graduate decals are available 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 at 401-341-2325 for assistance.

### **Cancellations for Inclement Weather**

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