

Gwynedd Mercy University

Office of Student Activities & Leadership Programs

# Advisor's Manual

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Thank you for your commitment to the students of Gwynedd Mercy University! Serving as a Club/Organization Advisor will provide you with numerous opportunities to impact students' collegiate experiences. Your guidance and support will greatly influence the students' personal, professional, and social development. The Office of Student Activities and Leadership Programs has provided this guide to assist you in understanding the role of an Advisor as well as to communicate the standards that the University expects of student organizations. Please feel free to contact the Student Activities staff for guidance, and additional resources. We hope you find your advising experiences to be educational, rewarding, and fun!

## **ROLE OF THE ADVISOR**

The primary goal of Club/Organization Advisor is to provide an educational experience for the students in the Club/Organization which they are advising. Students in Clubs/Organizations should feel that being a member is a worthwhile experience that enhances their personal, social, and academic development. Advisors often want to know exactly what role they should take within the student Club/Organization. This unique role varies according to Advisor and situation. The duties of the Advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among Advisors. Each Advisor's personal style will affect the degree of direct involvement he or she has with the group, and the extent to which responsibility for certain organizational functions are share among the Advisor and officers.

Although it remains important for you to choose an advising role and style that is comfortable for you, we have provided some basic advising guidelines that may be of assistance:

- Attend meetings. Your attendance provides several functions: it shows your genuine interest in what they hope to accomplish; enables you to trouble-shoot if inter-organizational conflict arises; allows you to intervene if the organization strays from the University's expectations and values.
- Be informed of the organization's purpose – keep the goals and objectives of the group in mind.
- Discuss and clarify your role as the Advisor and set clear expectations: what do you expect from the students you are working with? What can they expect from you as their Advisor?
- Make yourself available as a resource for students: Let students know the best way to contact you/meet with you.
- Check in with the leadership of your organization on a regular basis. Informal check-ins are a helpful way for you to monitor the progress of the organization and also shows students that you are available for guidance and support.
- Encourage feedback: Help students assess the events they plan and the meetings they run.
- Advising vs. Supervising: It is often difficult to decipher between advising and supervising. As an Advisor, it is helpful to view your role as a facilitator rather than a supervisor. Encourage the organization to follow a student run approach – students will often learn more and develop effective leadership skills when they feel a sense of ownership within their organization.
- When appropriate, assist the group in communicating with key stakeholders, both administrative offices and other student groups.
- Assess what level of advising function is necessary for each particular group or program.

- Clearly communicate University policies, procedures and structures. You are responsible for ensuring that the student organization is representing the University's expectations/values.

## **ADVISOR STYLES AND SKILLS**

### Advising Styles:

Advisors need to vary advising styles based on an assessment of the students' readiness level. Many times Advisors struggle with students because they believe they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa. The following are some advising styles that you may find useful.

**Directing:** The Advisor provides specific instructions and closely supervises task accomplishments. Use this style with students that are at a low level of readiness.

**Coaching:** The Advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with organizations that have a few leaders that are at a higher readiness level who will need your support with the rest of the organization to get things accomplished.

**Supporting:** The Advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students that are just starting to understand the concepts that will lead to success – the organization that is just starting to “get it.”

**Delegating:** The Advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with organizations that are at a high level of readiness

### Advising Skills:

**Flexibility:** Advisors must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

**Diagnosis:** Advisors have to learn how to diagnose the needs of their advisees. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response. It is what will lead the student through a problem, set the standard for the future, and/or help to teach the student a valuable life lesson.

*Adapted from the Mercyhurst University Advisor Resource Guide.*

## **TIPS FOR EFFECTIVE STUDENT EVENT PLANNING/PROGRAMMING**

- Advisor and Executive officers should sit down and create a calendar with all projected events.
- Indicate in this calendar the steps needed to make the event happen (reserve space, submit IT request...).
- Delegate tasks as soon as possible, so as to minimize stress and maximize planning time.
- Set deadlines for your programmers or whoever is taking the lead on the project/event.

- Set goals and learning outcomes for the event or program and be sure to evaluate and assess the anticipated goals and outcomes after the event or program.
- The more your organizations' leaders know about event planning at GMercyU, the more successful your year will be.

## **STUDENT CLUB/ORGANIZATION REQUIREMENTS**

- ALL clubs/organizations must register their organization with the Office of Student Activities and Leadership Programs every fall semester.
- All organizations must have a GMercyU staff or faculty Advisor.
- All student organizations must have an Officer Roster on file. When there is a change in officers, it is the responsibility of the organization to update the Officer Roster.
- All organizations must have a written set of professional By-laws/Constitution that includes a purpose statement and provides guidelines that members must abide by. By-laws should be reviewed and updated on a yearly basis.
- All SGA affiliated organizations must have a representative serve on SGA.
- ALL budget forms must include Advisor's signature
- All student organizations must follow campus policies as stipulated in the Student Handbook.
- All Club and Organization Presidents must attend the Presidential meetings, held twice a semester. If the President is not able to attend, a Representative must be in attendance for the group.

## **CONSISTENCY OF MISSION AND VALUES**

- An organization's purpose must be consistent with the University's mission and values.
- Members must portray the University's mission and values through their actions within the organization.
- In staying consistent with the University's expectations, the By-laws/Constitution must state that all students may have the *opportunity* to join the organization.

## **FUNDS**

- Any money raised must have a stated purpose that follows the mission of the club.
- Accounting of funds should be kept through the SGA budget process.
- Maintain regular communication with the organization's Treasurer, Advisor, and Fundraising Chair.

## **CONTRACTS**

- Contracts should be used when a vendor is providing a service or performance (i.e., DJ, speaker, dancer, novelty item, etc).
- All contracts should be signed by the Advisor.

- Student club members should not negotiate the final agreement of a contract. Once the student receives an initial proposed cost, the Advisor should review and finalize the contract.
- When desiring to pay for performance/services, copies of completed and signed contracts must be submitted with a check requisition to the SGA treasurer.

### ***FILM / MOVIE GUIDELINES***

Gwynedd Mercy University acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) could be used publicly. The federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organizations wishing to show a movie in common meeting spaces (Late Night Lounge, Rotelle Lounge, Keiss Lawn, classrooms, etc.) must abide by federal copyright law and uphold University policies. Under no circumstances should a student and/or student organization show an advertised movie on campus without prior approval from the Office of Student Activities and Leadership Programs and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Student Activities Office, in the Waldron Center with any questions.

### ***FUNDRAISING GUIDELINES***

Clubs/Organizations may collect dues, initiation fees, and donations to benefit their organizations by following the University Student Handbook Policies and the Clubs/Organizations Manual. Clubs/Organizations may sell materials related to the purpose of the organization. Funds raised by recognized Clubs/Organizations may be spent consistent with the stated purposes of the organizations. No fundraising activities shall conflict with the ongoing business operations or interests of the University. Recognized organizations must receive prior approval from the Office of Student Activities and Leadership Programs before soliciting businesses for funds, gift cards, etc.

This process is done by submitting a list of businesses the Club/Organization plan to soliciting to the Student Activities Office which then will be approved by both the Student Activities and Institutional Advancement Office. All clubs and organizations wishing to do fundraise for external causes/entities must consider the following and submit a written proposal along with a list of businesses that the group plan to soliciting.

#### **Guidelines for Student Group Fundraising for External Causes/Entities**

In order to ensure that all fundraising is effective, targets the right audiences and provides service/learning opportunities and does not burden the campus community the following guidelines are offered.

1. Align your cause with the Mission and Values of the University, the Critical Concerns of Mercy and the ministries of the Sisters of Mercy. Remember the adage, “advocate globally, serve locally”.
2. Establish clear goals, timelines, responsible parties, target audiences and strategies for success.

3. Create a proposal that delineates the project. Preference will be given to proposals that include education on the issue/cause involved and that directs monies to the external entity rather than collecting money directly.
4. Submit your proposal using the format below as a guide to the appropriate moderator and if necessary to their respective Dean for approval.
5. If the plan involves external solicitation please submit to the Development Office for specific solicitation approvals.

**Proposal for student group fundraising should include:**

- Name of group
- Name of project leader/s
- Name of project advisor
- Name of entity/cause for fundraising project
- Mercy Ministry with which this is aligned or supporting
- Critical Concern/s or Social Justice issue that it is addressing:
- Proposal that addresses #2 above

## **STUDENT GOVERNMENT ASSOCIATION**

The Office of Student Activities and Leadership Programs encourages student clubs/organizations to be associated with the Student Government Association. The Gwynedd Mercy University Student Government Association (hereafter noted as SGA) sees their mission as one in which they must provide services for the University, the students it represents, and the local communities, by using their creativity, integrity, honesty, and enthusiasm. They feel that it is essential to provide a common communication link between the students, faculty, and administration, to be a voice for the students as a whole, and to inform the students about efforts of the SGA. To explore this possibility, please contact the Director of Student Activities and Leadership Programs.

The benefits of association are:

- a) The opportunity to apply for an operating budget to assist with the work of the student club/organization.
- b) Become part of a communication network of student organizations.
- b) Connect to the skills, knowledge and resources of experienced student leaders.
- c) Gain valuable student leadership training to assist student organizations.
- d) Connect to the decision-making and planning of the University.

To become affiliated, a representative(s) from the organization contacts the President or Vice-President of Student Government to get on the agenda of their Executive Council meeting (inquire at the Student Activities Office for names of these officers). The student organization representative(s) present all of the information the student organization gathered for the start of the organization (see the "How to Start a Student Organization" in the Clubs/Organization Manual) including the approval letter from the Director of Student Activities and Leadership Programs. The Executive Council of Student Government works with the student organization to follow the process of affiliation. Additional information is listed in the Student Government Constitution.

### **SGA Budget Process**

- "Budget Request Forms" are distributed to all student group representatives at the last meeting in March. Only student groups who are budgetary members may apply.

- The completed form is returned to the Treasurer prior to the last meeting of the year. If a budget form is not submitted by the due date, Executive Council has the right to deny a budget request.
- An SGA budget meeting will be held before the 1<sup>st</sup> meeting of the summer (June). The Budget Committee is composed of: the five members of Executive Council and the SGA Advisor.

Budget appointments are based on the following:

- Past use of fundraising
- Potential list of events to be held in the following year
- Assessment of events held in the proceed year

Following the budget meeting, the SGA Treasurer will send notification to all student group representatives concerning the budget decision.

- A student group representative may appeal their budget decision. This is done by contacting the SGA Treasurer in writing within two weeks from receiving the budget memo.
- The Executive Council will hear all budget appeals on a case by case basis at a meeting with the representative whose club is appealing. Representatives are capable of defending their budget requests with compelling evidence at this meeting. The appealed budget will then be decided at the discretion of Executive Council and the Advisor.

#### SGA Billing/Purchasing

- A. All Budget forms MUST include Advisor's signature.
- B. All expenditures must be approved by the Club/Organization's Treasurer and Advisor, prior to purchase.
- C. Checks received by your organization should be made payable to "Gwynedd Mercy University"
- D. No funds will be given for reimbursement without original receipts with tax exemption.
- E. All checks are available for pick-up in the Student Activities Office on Wednesdays after 3:00pm.
- F. Additional information is listed in the Student Government constitution.

## CAMPUS POSTING POLICY

- In an effort to “go green” and to increase the consistency of on campus promotions there will be no postings of any kind on Glass.
- All flyers/posters must be approved for posting within the **Office of Student Services** (2<sup>nd</sup> floor of the Griffin Complex) or the **Student Activities Office** (2<sup>nd</sup> floor Waldron Student Center). All postings must have the following:
  - Name of club or organization**
  - Contact name or number/email**
- All flyers/posters may only be displayed for 2 weeks.
- **Only masking tape can be used for approved walls (see list below).**
- When an individual (including faculty and staff) comes to the Office of Student Services or the Student Activities Office, they will be provided with this list of acceptable places to post. **Any postings placed in any area other than the designated areas will be removed and a warning will be issued.**
- **No Glitter** may be used on flyers/posters or decorations.
- **No** papers/posters/flyers or directional arrows are to be posted to any permanent directional signs (e.g., the signs outside that identify buildings or parking lots).
- To post in the **residence halls**, give to Secretary in Loyola Hall at least **2 days prior** to the date they need to go up. You will need to make approximately:
  - 1 per RA (22 Resident Assistants)
  - 8 for common areas
- **Painting on windows** (only for Fall Fest and Spring Fling) – 2 locations for approved designs for one (1) week only. Designs must be presented and approved by the **Office of Student Services** or the **Office of Student Activities**.
  - Window on second floor of Waldron Student Center going into dining hall
  - Lobby of St. Bernard, window between the two front doors

Painting on window **must be removed within 48 hours** after one week posting time. The windows must be cleaned thoroughly, with no trace of paint. Violations to this will forfeit their organization’s right to paint on the windows and also receive a warning (see fines).
- All directional signs and balloons **must be removed at the conclusion of the event.**
- **Sidewalk Chalk** – may only be used on sidewalks (where rain will wash it away); advertising with sidewalk chalk may only be done on the day of the event. Violations to this will forfeit their organization’s right to advertise with sidewalk chalk and also receive a warning (see fines).
- **2 Community Sections**-Waldron Center Breezeway (Pepperazzi)-bulletin board on the right, at the end, going to Resident’s Hall and outside Fatima Hall on the left side of the Big Bulletin Board (anything that is not a Gwynedd Mercy University sponsored event that is approved)
- **Fines** – any violation to this policy will receive a written (email) warning, after three warnings in the academic year you will be required to pay a \$50 fine to the Student Services office to be used for future communication devices. If your posting violation causes damage you may be required to pay for the repair in addition to the fine. **Furthermore, failure to pay fine may result in denial of postings for your organization.**



- **Digital Signs** at Gwynedd Mercy University serves two purposes. First, it is a tool to inform the University community, particularly students about current events on the campus. Additionally, it is an emergency notification system that allows Gwynedd Mercy University administration to provide time-sensitive messages to the campus community in the event of an emergency. If an emergency bulletin needs to be displayed, the screen on the digital sign board will change colors to **red** and then provide the emergency information.

Office of Student Services is responsible for the management of communication for the digital signs. All communication intended for the electronic signage must be approved through this office.

**All postings must have the following:**

- Name of sponsoring club or organization
- Contact name or number/e-mail for sponsor
  - Intended time period (no longer than 2 weeks) of posting so that information may be removed from display at stated time
- No posting for regularly scheduled meetings will be displayed. The digital sign is intended to highlight special coming attractions for students.
- All postings must be emailed to [edwards.rebecca@gmercyu.edu](mailto:edwards.rebecca@gmercyu.edu) in **landscape layout in one of the following formats** : **.bmp .gif .jpg .png .psd .tif** (*Power Point & Publisher will work – Word documents do not work*)
- *Short videos may be displayed. They must be one (1) minute or less and emailed in the following formats: MOV or WMV*

**Note: Digital Display boards are located in the St. Bernard’s Hall Lobby, on the lower level of Waldron Center (by Pepperazzi), Keiss Hall (by Griffin Grounds), Alexandria Hall Lobby, Lobby of Campbell Solution Center and CLL in East Norriton. Postings, including pictures will not be displayed longer than two (2) weeks. Only one flyer per event will be displayed.**

**For further information regarding the digital displays on campus or to report any violations please contact the Executive Secretary for VP for Enrollment and Student Services at extension 21546 or [edwards.rebecca@gmercyu.edu](mailto:edwards.rebecca@gmercyu.edu).**

## **GUIDELINES FOR RESERVING CAMPUS FACILITIES AND SERVICES**

### **TOP 13 THINGS FOR A GMERCYU CLUBS + ORGANIZATIONS TO KNOW WHEN RESERVING SPACE ON CAMPUS**

1. All Events, Meetings, Reservations and requests for set ups **MUST** be made through the Gwynedd Mercy University Calendar by completing the Calendar & Venue Request Form. This form is located in the Clubs/Organizations Suite and on GMercyU Club/Organization webpage. Once the form is complete, the representative may email the form to [jabara.a@gmercyu.edu](mailto:jabara.a@gmercyu.edu) or delivered to the Office of Student Activities and Leadership Programs in Waldron Center, 2<sup>nd</sup> floor.
2. All Events or Meetings requiring Plant or Media Services must be reserved **TWO** weeks ahead of time. All Media and Plant Requests must be made through the Calendar & Venue Request Form. All Media and Plant requests made after that 2-week mark cannot be guaranteed.

3. Requests for events or meetings will not be approved unless the Plant and Media service requests accompany the reservation. Too often than not these events are never revisited and their plant and media needs end up as last minute requests. Please do not put in the internal log.....”Set up to be discussed, TBA” etc. Detailed requests are needed for our service departments to properly prepare.
4. Be clear in your requests for Plant and Media Services. Please let us know what you need and where you need it to the best of your ability so that we may better serve you.
5. When reserving a space, please look carefully at your needs and see if your group is suited to a space that may already have the media equipment and seating that you need. We have multiple conference rooms and classrooms equipped with technology that are great spaces for meetings. The Facilities Coordinator reserves the right to move an event to a different facility if a move is in keeping with the best interest of the University.
6. If you have an event in the calendar that requires changes or modifications to your set up both with Plant and/or Media Services, please make those changes in the calendar and notify the Facilities Coordinator and those whose services will be affected by the change. Those changes need to be made by that 2 week window.
7. If you have a space reserved and your event or meeting gets cancelled or moved, please make those changes in the calendar and notify the facilities coordinator and any departments that you may have requested services from. Please give us as much advanced notice as you can so we can be prepared to serve you properly.
8. Requests for Media Services outside of regular hours need to be made in advance. A Media Services Technician will be available during regular hours to show you how the equipment works and ensure the requests are set up in advance. There are no evening and weekend hours for Media Service Technicians to be on-site. (Services can be provided by our tech vendor at an hourly rate) JBA will be set up in advance for all weekend and evening events, due to the nature of the facility; the Media Services department cannot guarantee that their set up will go undisturbed.
9. **\*\*Multiple Day Events** requiring different set ups need to be reserved as separate single day events.
10. Requests for space by a faculty or staff member for Non- GMercyU related meetings/events **MUST** go through the Facilities Coordinator before entering it into the calendar. These events are to be set up and treated as outside events and groups will be charged.
11. Please be specific when titling your meetings/events. “Meeting” or “Orientation” makes it hard to sort our events in the calendar, be specific to who the meeting is for and what the actual meeting/event is.
12. If you enter a room for which you do NOT have a reservation for and it is set up for a meeting or event, **PLEASE DO NOT CHANGE THAT SET UP**. This happens a lot in the Waldron Board Room especially on weekends. These rooms are set up on Fridays for weekend events and for meetings or event s that will be occurring that following

Monday. These rooms **MUST** be ready for the groups that have reservations. Changing these set ups effect multiple departments and often create unnecessary overtime.

13. Submitting a Calendar & Event Request Form does not guarantee the space. You must wait for approval from the Assistant Director of Student Activities and Leadership Programs and the Facilities Coordinator.

## **DANCE POLICIES AND PROCEDURES**

Dance parties are a great way for GMercyU students to socialize and celebrate time together. Because safely hosting a party is of utmost importance for all fellow students, all Gwynedd Mercy University student organizations or groups wishing to host a dance party must meet the following policies and procedures:

- A **Calendar/Venue Request Form** must be completed and submitted to the Office of Student Activities and Leadership Programs a minimum of **30 days** prior to the desired date. It is preferable that student organizations/clubs complete requests for Dance Parties a **semester** prior to the actual dance date. This form must include all necessary information concerning the dance party and will be reviewed by the Director of Student Activities and Leadership Programs with an approval signature also required by the organization/club **Advisor**. (Calendar/Venue Request Forms are available in the Office of Student Activities and Leadership Programs.)
- No Facilities Reservations may be completed until the Calendar/Venue Request Form has been completed and approved. Therefore it is suggested that student organizations use the prior semester to complete their dance party requests. **Please note: No** dance parties will be approved during the week leading up to **final exams or an Official University Break period**.
- All dance party host organizations must hire a minimum of **two (2)** GMercyU Public Safety and Security officers for a period inclusive of **30 minutes** prior to the dance, the cost of which will be charged to the host organization.
- Hosting organizations must identify and name a minimum of **4** students who will serve as Dance Party Staff for the duration of the event. All Dance Party Staff will be provided and will wear a “Dance Party Staff” bandana to identify them to dance participants, Public Safety and Security officer and GMercyU staff. In addition, **the organization or club advisor must be present during the dance as an additional staff member**.
- All those who will be Dance Party Staff must report to the dance site **30 minutes** before the dance to receive their bandana and to participate in training concerning the policies and procedures for the evening.
- A Registration Table will be positioned in the hallway just inside the double glass doors leading to Waldron. **All** GMercyU students **must sign in** and show their **GMercyU ID** in order to be admitted to the dance.
- Intoxicated individuals will not be allowed into the dance. Public Safety and Security Officers will be positioned at the glass doors entry to the dance to enforce this policy, and to cite those who are intoxicated.
- A maximum of **two** non-GMercyU guests may accompany a GMercyU student to the dance. **All** non-GMercyU guests **must sign in and surrender** either an **official State ID** or their **Driver’s License** at the Registration Table upon entering the dance. All guests should retrieve their ID upon leaving the dance.

- Once a student or guest enters the dance, he/she is not allowed to leave and subsequently re-enter the dance. Public Safety and Security Officers and Dance Party Staff will be stationed on the balcony of Waldron and at the Glass Door entrance to enforce this policy. There will be **no** entering or exiting of the dance from the balcony or balcony stairs.
- No coats/bags will be allowed into the dance. Valuables should not be brought to the dance. Gwynedd Mercy University and Dance Party Staff will not be held responsible for lost articles/items.
- No liquid containers will be allowed in the dance. Those individuals found with containers will surrender them and/or be asked to leave the dance. A water fountain is located near the restroom locations. The hosting group may provide Cambros of water, lemonade, iced tea and paper cups inside the dance (this would be at the hosting group's expense).
- As per the Gwynedd-Mercy University Smoking and Tobacco Use Policy, there is to be no smoking or tobacco use within campus buildings. Smoking and the use of tobacco products are not permitted within 30 feet of any entrance, and therefore are prohibited on the Waldron Board Room balcony.
- **All GMercyU dances will begin no later than 10:00 pm.** Individuals will not be allowed into the dance after **11:30 pm**, or one and a half hours after the beginning of the dance. All dances will end no later than **12:30 am**.
- The hosting group is responsible for all clean up following the dance and should leave the space in the same condition in which it was found.

The above policies and procedures are in place to ensure GMercyU students and their guests a safe and enjoyable experience for all. Student organizations wishing to host Dance Parties are themselves student leaders who take both pride and responsibility in doing so.

### ***Mission***

The Office of Student Activities and Leadership Programs compliments the curricular, residential, and commuting experiences by providing co-curricular opportunities for students to develop leadership, organizational, and communication skills. Through involvement—in student Clubs/Organizations, events, and activities—the Office seeks to empower students to be leaders and service providers within the University as well as the broader community.

### ***STUDENT ACTIVITIES STAFF***

The Student Activities Office staff is available to assist your organization with a variety of leadership and programming needs. Feel free to contact us with any questions regarding starting an organization or concerning a current organization.

## **IMPORTANT RESOURCES**

Office of Student Activities & Leadership Program Staff:

Rouseline Emmanuel-Frenel, M.Ed.

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Assistant Director of Student Activities & Leadership Programs

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Marteena Oliphant

Coordinator of Student Activities & Leadership Programs

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Reserve On Campus Venues:

Facilities/Plant requests/Media requests:

Robin Oster: Oster.r@GMercyU.edu ext. 21419

Parkhurst Food Services:

Jennifer Rodolfo: rodolfo.j@gmercyu.edu, x21330

Karen Koch: Koch.k@GMercyU.edu, x21330

Kruti Patel: Patel.k@GMercyU.edu, x21330

AV/IT Equipment:

IT Service Desk: IT@GMercyU.edu, ext. 444

Plant Services:

GMercyU PlantServices@GMercyU.edu

Housekeeping Services:

Julie Wrigley, Wrigley.j@GMercyU.edu, ext. 21783

Copy Needs:

Anne Marie Mullen, mullen.a@GMercyU.edu, ext. 21102

*An Advisor helps individuals identify choices and take responsibility for the choices they make. While the Advisor may indeed have more knowledge and experience than the advisee and be aware of the "bigger picture," the goal of advising is to generate learning, growth, and self-determination, in addition to sharing information, opinion, and one's accumulated wisdom.*

Patrick Love