

Mercer University – Cecil B. Day  
Campus in Atlanta, GA

June 1, 2010

*Produced by the  
Student Affairs Division  
Sheffield Student Center*

# Quick Reference Guide

All Mercer Cecil B. Day Campus telephone numbers  
begin (678) 547-

*It is the purpose of Mercer University to adhere to the rules and regulations, course offerings, and financial charges as announced in this handbook or in other publications. The University, nevertheless, hereby gives notice that it reserves the right to withdraw any subject, to change its rules affecting the admission and retention of students, or the granting of credit or degrees, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. Attendance at Mercer University is a privilege which may be forfeited by anyone whose conduct is adjudged as not consistent with the traditions, policies, and regulations of the University.*

This guide is a general reference for the Cecil B. Day Campus only. For specific program information, please refer to the Student Handbook for that college or school.

SERVICE	GO TO	LOCATION	PHONE
Academic Advising	Individual School or College		
Activities (Student)	Campus Life Office	212 Sheffield Student Center	6823
Affirmative Action	Human Resources	1 <sup>st</sup> Floor Davis Administration Building	6155
Appeal of Parking Tickets	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Audiovisual Equipment	Technology Support Services	1 <sup>st</sup> Floor Swilley Library	6310
Audit a Class (information)	Registrar's Office	1 <sup>st</sup> Floor Davis Administration Building	6263
Automobile Registration	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
<b>AUXILIARY SERVICES</b>		<b>Lower level Cafeteria/Pharmacy Admin. Bldg. beside Bookstore</b>	<b>6144</b>
Bear Card	Auxiliary Services	Lower level Cafeteria/Pharmacy Admin. Bldg. beside Bookstore	6144
Books-Borrowing	Monroe F. Swilley Library	Swilley Library	6280
Books-Buy, Used/New	Bookstore	Lower Level Cafeteria/Pharmacy Admin. Bldg.	6350
<b>BOOKSTORE</b>		<b>Lower level Cafeteria/Pharmacy Admin. Bldg.</b>	<b>6350</b>
Bulletin Boards (Campus)	Campus Life Office	212 Sheffield Student Center	6104/6823
<b>BURSAR</b>		<b>104 Davis Administration Building</b>	<b>6121</b>
Cafeteria	Food Service	Cafeteria/Pharmacy Admin. Bldg.	6153
Calendar	<a href="http://www.mercer.edu/calendar">http://www.mercer.edu/calendar</a>		
<b>CAMPUS HEALTH SERVICES</b>		<b>206 Sheffield Student Center</b>	<b>6130</b>
<b>CAMPUS LIFE OFFICE</b>		<b>212 Sheffield Student Center</b>	<b>6823</b>
<b>CAREER SERVICES</b>		<b>318 Atlanta Conference Center</b>	<b>6023</b>
Catering	Food Service	Cafeteria/Pharmacy Admin. Bldg.	6153
Clinic (health)	Campus Health Care Services	206 Sheffield Student Center	6130
Commencement	Registrar's Office	1st Floor of Davis Administration Building	6263

<b>CONTINUING EDUCATION</b>	<b>Continuing &amp; Prof. Studies</b>	<b>213 Davis Administration Building</b>	<b>6411</b>
<b>COUNSELING</b>			
Academic	Individual School or College		
Career	Career Services	318 Atlanta Conference Center	6023
Disability	Campus Life Office	212 Sheffield Student Center	6823
Financial Aid	Financial Planning Office	1 <sup>st</sup> Floor of Davis Administration Building	6400
Personal	Counseling Center	208 Sheffield Student Center	6060
Psychological	Counseling Center	208 Sheffield Student Center	6060
Study Skills	Counseling Center	208 Sheffield Student Center	6060
Crime Prevention	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Crime Statistics Report	<a href="http://www.mercer.edu/police/stats/02_ATL_3.htm">http://www.mercer.edu/police/stats/02_ATL_3.htm</a>		6358
<b>Dean of Students</b>	<b>Student Affairs</b>	<b>216 Sheffield Student Center</b>	<b>6821</b>
Directory (Mercer)			1500
From On-Campus			
From Off-Campus			678-547-6005
Disabilities	Campus Life Office	212 Sheffield Student Center	6823
Discrimination	Human Resources	1st Floor of Davis Administration Building	6155
Emergency (24 hour)	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6911
Educational Media	Learning Technologies Center		6057
<b>EMPLOYMENT</b>			
Part Time/Summer	Career Services	318 Atlanta Conference Center	6023
On Campus (Student)	Financial Planning Office	1 <sup>st</sup> Floor of Davis Administration Building	6400
Work Study	Financial Planning Office	1 <sup>st</sup> Floor of Davis Administration Building	6400
<b>ENGLISH LANGUAGE INSTITUTE</b>		<b>210 Davis Administration Building</b>	<b>6375</b>
Enrollment Certification	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
<b>FINANCIAL AID (Student)</b>	<b>Financial Planning Office</b>	<b>1<sup>st</sup> Floor of Davis Administration Building</b>	<b>6444</b>
<b>FOOD SERVICE</b>	<b>Cafeteria</b>	<b>Cafeteria/Pharmacy Admin. Bldg.</b>	<b>6153</b>
<b>FOREIGN STUDENTS</b>			
Advising	International Student Advisor	210 Davis Administration Building	6109
Enrollment	English Language Institute	210 Davis Administration Building	6375
Graduation Information	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Graphic Production	Learning Technologies Center	1 <sup>st</sup> Floor Swilley Library	6236
GRE, GMAT Prep Information	Continuing & Professional Studies	213 Davis Administration Building	6028
Handicapped Services	Campus Life Office	212 Sheffield Student Center	6823
Health Information	Campus Health Care Services	206 Sheffield Student Center	6130
Health Insurance (Student)	Campus Health Care Services	206 Sheffield Student Center	6130
<b>HOUSING</b>			
On-Campus	Campus Life Office	212 Sheffield Student Center	<b>6104/6823</b>
Off-Campus	Campus Life Office	212 Sheffield Student Center	<b>6104/6823</b>
<b>HUMAN RESOURCES</b>		<b>1<sup>ST</sup> Floor Davis Administration Building</b>	<b>6155</b>

ID Card/ Replacement	Auxiliary Services	Lower level Cafeteria/Pharmacy Admin. Bldg. beside Bookstore	6144
Immigration Advising	International Student Advisor	210 Davis Administration Building	6109
<b>INFORMATION TECHNOLOGY</b>		<b>Lower Level Swilley Library</b>	<b>6310/6314</b>
Computer Center	Technology Support Services	Suite 135 Swilley Library	6310
Instructional Services	Learning Technologies Center	Room 108 Swilley Library	6314
Instructional Center	Learning Technologies Center	Room 109 Swilley Library	6314
Open Access Labs	Learning Technologies Center	Room 110 Swilley Library	6314
<b>INTERNATIONAL PROGRAMS (Students)</b>			
Advising	International Student Advisor	210 Davis Administration Building	6109
Enrollment	English Language Institute	210 Davis Administration Building	6375
Internship Programs	Career Services	318 Atlanta Conference Center	6023
Intramural Sports	Wellness & Recreation	1 <sup>st</sup> Floor Sheffield Student Center	6415
Job Search	Career Services	318 Atlanta Conference Center	6023
<b>LEARNING DISABILITY</b>			
Accommodation/Referral	Campus Life Office	212 Sheffield Student Center	6823
Counseling/Referral	Counseling Center	208 Sheffield Student Center	6060
<b>LEARNING TECHNOLOGIES CENTER</b>		<b>1<sup>st</sup> Floor Swilley Library</b>	<b>6231</b>
<b>LIBRARY</b>	<b>Monroe F. Swilley, Jr. Library</b>	<b>Swilley Library</b>	<b>6284</b>
General Information			6284
Reference			6282
Lost & Found	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
LSAT Prep Information	Continuing & Professional Studies	213 Davis Administration Building	6501
<b>MAIL</b>		<b>Lower Level back of Student Center</b>	<b>6154</b>
On-Campus Apartments	Campus Life Office	212 Sheffield Student Center	6104
U.S. Mail Services	Mail Room	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6154
Federal Express	Mail Room	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6154
U.P.S.	Bookstore	Lower level Cafeteria/Pharmacy Admin. Bldg.	6350
After Hours (Emergency)	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Organizations (Student)	Campus Life Office	212 Sheffield Student Center	6823
Parking Permits	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
<b>POLICE</b>		<b>Mercer Police</b>	<b>Lower level back of Cafeteria/Pharmacy Admin. Bldg.</b>
			<b>6358</b>
Postings	Campus Life Office	212 Sheffield Student Center	6104/6823
<b>RAPE</b>		<b>Mercer Police</b>	<b>Lower level back of Cafeteria/Pharmacy Admin. Bldg.</b>
	<b>Campus Health Care Services</b>	<b>206 Sheffield Student Center</b>	<b>6130</b>

	Counseling Center	208 Sheffield Student Center	6060
Re-Admission to the University	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Records Office	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
<b>RECREATION</b>		<b>1<sup>ST</sup> Floor Sheffield Student Center</b>	<b>6415</b>
Facilities and Programs	Wellness & Recreation	1 <sup>st</sup> Floor Sheffield Student Center	6415
<b>REGISTRAR</b>		<b>1<sup>ST</sup> Floor Davis Administration Building</b>	<b>6263</b>
<b>REGISTRATION</b>			
Classes	Registrar's Office	1st Floor of Davis Administration Building	6263
Motor Vehicle	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Religious Student Organizations	Individual School or College		
	Baptist Collegiate Ministry	College of Nursing	6722
<b>RESERVATIONS</b>			
Academic Rooms	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Non-Academic Rooms	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Residence Apartments	Campus Life Office	212 Sheffield Student Center	6104
Safety/Security	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Scholarships	Financial Planning Office	1 <sup>st</sup> Floor of Davis Administration Building	6113
Sexual Harassment	Human Resources	1 <sup>st</sup> Floor of Davis Administration Building	6155
<b>SPORTS</b>		<b>1<sup>st</sup> Floor Sheffield Student Center</b>	<b>6415</b>
Club Sports	Wellness & Recreation	1 <sup>st</sup> Floor Sheffield Student Center	6415
Intercollegiate Schedule	University Calendar	<a href="http://www.mercer.edu/calendar/">http://www.mercer.edu/calendar/</a>	
Intramural	Wellness & Recreation	1 <sup>st</sup> Floor Sheffield Student Center	6415
<b>STUDENT AFFAIRS</b>		<b>215 Sheffield Student Center</b>	<b>6824</b>
Campus Life	Campus Life Office	212 Sheffield Student Center	6823
Counseling	Counseling Center	208 Sheffield Student Center	6060
Disability Services	Campus Life Office	208 Sheffield Student Center	6823
Residence Life	Campus Life Office	208 Sheffield Student Center	6104
Wellness & Recreation	Wellness & Recreation	1 <sup>st</sup> Floor Sheffield Student Center	6415
Student Organizations	Campus Life Office	212 Sheffield Student Center	6823
Study Abroad	<a href="http://www.mercer.edu/studyabroad">http://www.mercer.edu/studyabroad</a>	Office of Study Abroad- Macon Campus	478-301-4444
Study Skills Information	Center for Teaching and Learning		6348
Tutoring	Academic Resource Center	1 <sup>st</sup> Floor Swilley Library	
Counseling	Counseling Center	208 Sheffield Student Center	6060
<b>TELEPHONE</b>			<b>6144</b>
Apartments	Auxiliary Services	Lower Level Cafeteria/Pharmacy Admin. Bldg. beside Bookstore	6144
Local Information			99411
On Campus Directory			1500
Off Campus Directory			678-547-6005
<b>TECHNOLOGY SUPPORT SERVICES</b>		<b>Room 135 Swilley Library</b>	<b>6310</b>
Testing	Continuing & Professional Studies		6501

GRE, GMAT, LSAT,  
& PRAXIS 1 Prep Classes

Transcripts	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Transfer Credit	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Tuition Refund	Bursar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6121
Tutors	Individual School or College		
Information	Center for Teaching and Learning		6348
Tutoring	Academic Resource Center	1 <sup>st</sup> Floor Swilley Library	
Veterans	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Vehicle Registration	Mercer Police	Lower level back of Cafeteria/Pharmacy Admin. Bldg.	6358
Violation of University			
Conduct & Regulations	Individual School or College		
Academic Dishonesty	Individual School or College		
Campus Apartment Regulations	Campus Life Office	212 Sheffield Student Center	6823
<b>WEATHER</b>	<b>www.mercer.edu</b>		<b>6111</b>
<b>WELLNESS</b>		<b>1<sup>ST</sup> Floor Sheffield Student Center</b>	<b>6415</b>
Withdrawal from			
University/Classes	Registrar's Office	1 <sup>st</sup> Floor of Davis Administration Building	6263
Work Study	Financial Planning Office	1 <sup>st</sup> Floor of Davis Administration Building	6444