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### *Effective Catalog*

*Students are subject to the course requirements contained in the catalog when they enter Alvernia University.*

*Students may request to follow the course requirements in the most recent catalog.*

*See the Registrar for more information.*

*Students who interrupt their schooling for more than one calendar year must reapply to the university and are subject to the requirements in the most recent catalog.*

The contents of this catalog are provided for the information of the student. It is accurate at the time of printing, but is subject to change from time to time as deemed appropriate by the university in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Feedback, additions, and corrections should be directed to:

**The Provost Office  
610-796-8340**

## Telephone Directory

Academic Affairs Office	610-796-8340
Admissions	610-796-8269
Adult Education Program	610-796-8228
Athletics Office	610-796-8276
Bookstore	610-796-8250
Campus Ministry Office	610-796-8300
Career Services	610-796-8225
Center for Student Success	610-796-8263
Community Standards	610-796-5508
Graduate Programs	610-796-8228
Health and Wellness Center	610-568-1467
Institutional Advancement	610-796-8259
Library	610-796-8223
Multicultural Initiatives	610-796-8256
Facilities Department	610-796-8200
Public Relations	610-796-8281
Public Safety	610-796-8350
Registrar's Office	610-796-8201
Residence Life	610-796-8320
Student Activities	610-796-8408
Student Billing Office	610-796-8319
Student Financial Planning	610-796-8356
Student Life	610-796-8234

## Mailing Address

400 Saint Bernardine Street  
 Reading, Pa 19607  
 1-888-ALVERNIA  
[www.alvernia.edu](http://www.alvernia.edu)

## **Nondiscrimination and Harassment In the Workplace**

**Nondiscrimination Policy.** ALVERNIA UNIVERSITY complies with all applicable federal, state and local nondiscrimination laws in the administration of its educational programs, services, and employment relationships.

We are committed to equality. Continued and responsible growth of our university results from enhancing and utilizing the abilities of all individuals to their fullest extent practicable within the framework of our environment. All employment decisions advance the principle of equal employment opportunity. In addition, personnel activities such as recruitment, interviewing, selection, promotion, training, benefits, transfers, lay-offs, demotion and discipline are administered according to good business practices, the Equal Employment Opportunity Act of 1972, Executive Orders concerning equal employment opportunity, and Equal Employment Opportunity Commission regulations and guidelines, all of which require that all persons have equal employment opportunities and strictly prohibit discriminatory and harassment practices.

The participation of women and minorities in management by employment and promotion will continue to be emphasized so that they may be given the opportunity to contribute to the success of the university. All employees of Alvernia University will continue to approach this responsibility with the sensitivity and human concern they have in the past.

The Human Resources Office is charged with the responsibility to maintain the necessary programs, records and reports to comply with all government regulations, and with the goals and objectives of our equal employment opportunity program. Any employee, student, or applicant of this university who feels that he or she has been discriminated against in employment or recruiting should contact the Human Resources Office to pursue the proper discrimination complaint procedure.

**Harassment Policy.** ALVERNIA UNIVERSITY strives to maintain an environment where all employees and students are free from harassment. It is the responsibility of each person on campus to respect the personal dignity of others. The university will not tolerate harassment of any type. No employee or student will be discriminated or retaliated against for bringing alleged issues of harassment to the attention of the university, and employees and students are encouraged to do so. Employees of the university are encouraged to consult with the Director of Human Resources regarding their concern. Students are encouraged to consult the Dean of Students for assistance. These individuals have been trained in issues involving harassment awareness and prevention.