# **Facilities and Resources**

## **MCGIVNEY HALL**

The Institute's classrooms and offices are located in McGivney Hall on the campus of The Catholic University of America. During 8 am and 8:00 pm, the classroom level of McGivney Hall's (Ground level) can be accessed through the wheelchair ramp entrance at the southwest side of the building. A student lounge and a reading room are also located on that level. Keane Auditorium is located on the first floor. The Institute's administrative offices are on the third floor, and the faculty and journal offices of the Institute are located on the second floor.

## ACCESSIBILTY AND DISABILITY SERVICES

The Institute is committed to promoting access for students with disabilities through a supportive academic and social environment. Faculty, administration, and students will work together in partnership to determine students' needs and attempt to see that those needs are met. A student who presents himself or herself to any staff or faculty member as a person with a disability requiring auxiliary aids/academic adjustments at any time during the student's enrollment will be referred to the Associate Dean for Program and Administration for assistance. Adherence to this procedure will ensure that the students obtain the appropriate information and, if desired by the applicant/student, initiate the formal process for receipt of auxiliary aids and academic adjustments. The auxiliary aids and academic adjustments will be provided at no cost to qualified students with a documented disability. More information can be found in the Accessibility and Disability Services Guide on the Institute's website.

#### **MULLEN LIBRARY**

Institute faculty and students are entitled to user privileges in The Catholic University of America's University Libraries system, including Special Collections.

The John K. Mullen of Denver Memorial Library provides a variety of study spaces and technologies, including computer, scanning, and printing, that support the use of library resources. The print collections consist of more than 1,400,000 journals, books, dissertations, and other research materials, and the University Libraries provide access to thousands of full-text electronic journals and books. The Theology/Philosophy/Canon Law Library located on the third floor of Mullen Library houses specialized reference materials in the areas of religious studies and philosophy.

The Library has three floors of reading rooms with quiet and group study options; wifi is available throughout the building.

- First Floor: Computer lab and mixed study space
- Second Floor: Group study
- Third Floor: Religious Studies/Philosophy Reading Room; Greek & Latin Reading Room; and Canon Law Reading Room

#### WRITING CENTER

Institute students are encouraged to make use of the Writing Center at The Catholic University of America (located at 219 Mullen Library). The Writing Center offers free, one-on-one consultations for writing projects at any stage of the process. Resources include: individual sessions with trained Writing Center instructors; reference material such as dictionaries, thesauri, and citation formats for APA, MLA, and Chicago style guides; and writing workshops, grammar clinics and tutoring, and outreach presentations. For more information or to schedule an appointment, please consult: <a href="https://success.catholic.edu/academic-support/writing-center/index.html">https://success.catholic.edu/academic-support/writing-center/index.html</a>.

#### LITURGICAL LIFE

Study at the Institute affords students the opportunity to participate in liturgical life with fellow students and faculty at St. Vincent's Chapel on campus at The Catholic University of America. An Institute Mass is celebrated there each Tuesday at 12:30 p.m.; students, faculty, and staff are all welcome to participate in this liturgy.

## **POST OFFICE**

The Catholic University of America operates a Contract Postal Station of the Washington, D.C., Post Office, identified as Cardinal Station. The station is located in the Pryzbyla Center. Postal hours are from 1:00 p.m. to 5:00 p.m., Monday, Tuesday, Thursday, and Friday. Telephone: (202) 319-5225.

The Brookland Station post office is located at 3401 12th St NE, Washington, DC 20017.

#### **PARKING PERMITS**

Permits to park on campus at The Catholic University of America are available for purchase by Institute students at Leahy Hall in the Campus Transportation Management/ID Office, located in Room 121. Individuals may purchase only one vehicle permit, and permits are not transferable.

Parking at the Saint John Paul II National Shrine on Harewood Road is also available to students at no charge. These parking permits are made available to full-time students first and may be obtained in Room 312.

# **PUBLIC TRANSPORTATION**

The Brookland/Catholic University Metrorail stop is located to the east of The Catholic University of America campus, near the intersection of Michigan Avenue and McCormack Road.

Patrons of Metro must purchase a Smartrip card, which is a permanent, rechargeable farecard. See <a href="http://www.wmata.com">http://www.wmata.com</a> for details.