



ATTENTION: Mercyhurst Seminary/Preparatory School Graduates

2015 ALUMNI DIRECTORY PROJECT

Approximately every five years, the Mercyhurst Preparatory School Office of Alumni Relations prints an alumni directory, and the 2015 directory project has just begun! Over the next couple of months, Publishing Concepts will

PCI not the big company be contacting alumni like you via mail, phone, and e-mail to request that you update your information. We understand that you might not want to provide your information to just anyone, so we want you to know that their request for your information is legitimate.

Below is information about the project and PCI. If you have any questions, feel free to contact me, Marcia Izbicki Gensheimer '71, at Mercyhurst Prep at 814-824-2067

Frequently Asked Questions by Alumni

Why do I need to update my information?

Information changes quickly! Mailing addresses, email addresses, children...things are always changing with our alumni and we want to keep in touch with you. Updating your information will ensure that MPS and the Alumni Association can keep you connected. The Directory also provides a useful networking tool.

How do I know my information will only be used for directory purposes?

Mercyhurst Preparatory School has a contractual agreement with PCI that states:

- The names, addresses and information provided to PCI by Mercyhurst Preparatory School for the publication of the Directory will be held confidential by PCI, except to the extent that they are utilized in, or in the preparation of, the Directory and except as required by court order or law.
- The Directory will be made available only to alumni of Mercyhurst Preparatory School. Upon completion of the project, PCI will return to Mercyhurst Preparatory School all electronic files that have been supplied by MPS or produced by PCI in connection with the production of this Directory.

I would like to verify and update my information. How do I do this?

If you have received a postcard or an email with a telephone number, you may call the number to speak with a dedicated representative for the Mercyhurst Preparatory School project. The representative will verify all the information we have on file for you and make any updates where needed. One of the numbers for the Mercyhurst Preparatory School alumni is 1.855.376.4095.

If you have received an email with an embedded link, you may go to the online site to review your information. If you have questions, you may call PCI's customer service desk at 1.800.395.4724.

Why can I only update my information by calling a telephone number and speaking with a call center staff member?

Currently, this is the preferred method for PCI. The call center typically experiences a high volume of calls at the beginning of the project. If you are unable to reach a staff member on the first call, please call back at a later time.

Can anyone purchase a directory?

The Mercyhurst Preparatory School Alumni Directory is available for sale ONLY to Mercyhurst Seminary/Preparatory School alumni.

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What are my options for purchasing a 2015 Mercyhurst Preparatory School Alumni Directory?

Basic Package – either a Hard Bound Directory OR a CD ROM - \$99.95 + S/H

Value Package - Hard Bound Directory AND CD ROM AND Airline Companion Ticket Program - \$149.95 + S/H

Pride Collection - Hard Bound Directory AND CD ROM AND Airline Companion Ticket Program AND High Quality Sweat Shirt AND a tee shirt with MPS logo - \$199.95 + S/H

Alumni by Decade CD ROM - \$49.95 + S/H

NOTE: Foreign Shipping and Handling Add \$30.

When will I receive my directory?

The total duration of the directory project is about 12 months. Since we began the project in March of 2014, the directories should be distributed in March of 2015.

I ordered a package containing the Discounted Companion Airline Certificate, but I haven't received the post card requesting verification of my address.

For those who purchase a package containing the Discounted Companion Airline Certificate, they will receive a postcard within 2-3 weeks and that will direct them to go to the PCI website to initiate the certificate process by entering their ID # and order # (shown on the postcard) and verifying their mailing address. Alternatively, the buyer can call a toll free number (also shown on the postcard) and leave a voicemail to initiate the certificate process.

After verifying your address you will receive a tri-fold certificate so you can begin to make your travel arrangements.

The Certificate is:

- Two Tickets for One Low Price
- 200 US Destinations (continental US)
- NO BLACKOUT DATES
- 40 Plus Airline Carriers
- 24/7 Online Booking
- 7-Day Advance Purchase
- Frequent Flier Miles for Both Passengers
- Low Price Guarantee
- Fully Transferrable

Can I choose some or all of my information not to be printed in the directory?

When you call to update your information, you can tell the representative what information you would prefer to have excluded. You may also communicate this information to the PCI customer service desk (1.800.395.4724) or to the MPS Alumni Office at 814.824.2067.

I ordered a directory/package over the phone and would like to cancel my order. How do I do this?

Call the PCI customer service help desk at 1.800.395.4724 and they will take care of this for you.