

## Mount St. Joseph University

# FIRST SEMESTER 2024 POLICY AND PROCEDURES

The following information covers important dates and details for first semester 2024. The Course Schedule is located online at <http://mymount.msj.edu>.

## REGISTRATION INFORMATION

- April 6 - April 20, 2023: Registration for first semester 2023, accelerated evening/weekend (S124) opens for all currently enrolled students. Access to register is based on class standing (honors program/off site students, graduate students and seniors through freshmen).

The assigned days (see below) are based on a student's class standing (hours earned as of the end of the first semester 2023). There will be a Registration Help Hotline 513-244-4297 starting at 6:00 a.m. on April 11, 13, 18, 20

### First Semester 2024

April 6	Access will open at 9:00 a.m. for Honors Program/Veterans/Off Site Students
April 11	Access will open at 6:00 a.m. for Seniors/Graduate/Doctorate Students
April 13	Access will open at 6:00 a.m. for Juniors
April 18	Access will open at 6:00 a.m. for Sophomores
April 20	Access will open at 6:00 a.m. for Freshmen

**April 21: Registration Opens for new, adult, graduate, and non-degree students**

## SCHEDULE OF CLASSES

- Day/Evening Classes (standard): August 28 - December 14
- Alternative Learning Formats: August 28 - December 14, (Refer to specific Plan A1, A2, C1, C2, OL, and ON Evening/Saturday Meeting Dates)
- Graduate Programs Accelerated Evening/Saturday Sessions: (Refer to Graduate Accelerated Evening/Weekend Courses)

## THE CONLAN CENTER

Student Administrative Services, Registrar's Office, and Academic Advising Resource Center

Student Administrative Services.....	513-244-4418
Registrar's Office.....	513-244-4621
Academic Advising Resource Center..	513-244-4213

PUBLISHED ON 9/26/2023

Beginning April 6, 2023

## PRIORITY REGISTRATION

for First Semester 2024 (S124)

<http://mymount.msj.edu>

(For setting registration options: First Semester 2024)

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Course Schedules are subject to frequent changes.

Check the online Course Schedule at <http://mymount.msj.edu> for the most current information.

## DATES TO REMEMBER

April 6	Web registration opens at 9:00 a.m. for Honors Programs / Veterans / Off Site students	Sept 5	Last day to add full semester courses. Deadline is at 4:30 P.M.
April 11	Registration opens at 6:00 a.m. for currently enrolled seniors, graduate, and doctorate students		Students who are not registered for classes after the ninth calendar day of the semester are not permitted to reside in the residence hall.
April 13	Registration opens at 6:00 a.m., 6:30 a.m., 7:00 a.m., and 7:30 a.m. for currently enrolled juniors	September 15	Incomplete grades from second semester of the last academic year change to a "F" grade
April 18	Registration opens at 6:00 a.m., 6:30 a.m., 7:00 a.m., and 7:30 a.m. for currently enrolled sophomores	September 4	Labor Day (University Closed)
April 20	Registration opens at 6:00 a.m., 6:30 a.m., 7:00 a.m., and 7:30 a.m. for currently enrolled freshman	September 21	Faculty Pre-assignments due for S124 Plan C2
April 21	Registration opens at 8:30 a.m. for new, adult, graduate, and non-degree students	September 29	Standard 16-week day and evening classes dropped after this date are assigned a "W" grade
July 21	Faculty Pre-assignments due for S124 accelerated, Plan A1, A2, and C1 Courses		<i>**Refer to Course Withdrawal (Drop) Policy for deadlines to drop evening / Saturday classes that meet 7 or 8 weeks and consecutive delivery classes that meet 7 weeks**</i>
August 18	Last day for electronic registration and wait-listing access for Plan A1 evening and Saturday classes which start August 28		Last day to select pass / fail option, to change from audit to credit or vice versa (day, evening, and Saturday classes), and to increase/decrease hours in a variable hours course.
August 18	Undergraduate fall semester Confirmation payment due	October 12	Last day for registration for Plan C2 classes in the Conlan Center at Student Administrative Services
August 18	Graduate, doctorate fall semester confirmation payment due	October 13	Midsemester holiday (University closed for day classes)
August 25	Wait-listing ends for first semester standard 16-week day and evening classes	October 21	Consecutive evening Plan C2 classes begin
August 25	Last day for electronic registration and wait-listing access for Plan A2 evening and Saturday classes which start September 5	October 23	Plan ON classes begin
August 28	Plan A1 and Plan C1 Saturday classes begin	November 3	Standard 16-week day and evening classes cannot be dropped after this date
August 28	Full semester day and evening classes, Plan OL, Plan L7 begin	November 22	Thanksgiving holiday begins (University closed November 22 - 26)
September 3	Last day for electronic registration access for standard day and evening classes	November 27	All classes resume
September 4	Registration or add / drops must be done in the Conlan Center at Student Administrative Services	December 11-14	Exam week for full semester day and evening classes
September 5	Plan A2 evening and Saturday classes begin	December 14	First semester ends. Incomplete grades from summer change to an "F" grade.
		December 16	Commencement

## BUILDING / ROOM CODES

AQHL	Aquinas Hall Classroom / Lab
ART	Art Building Classrooms
ATH	Athletic Building (old gym)
ATH 161	Athletic Building Classroom
COOP / Site	Co-op Assignment Site
CL	Administrative Building Classrooms
CL BSCR	Behavioral Sciences Conference Room (Administration Building)
CL RELC	Religious Studies Conference Room (Classroom / Administration Building)
CLC MAC	Computer Learning Center MAC Lab (Seton Ground Floor)
CLC PC 1, 2	Computer Learning Center PC Labs (Seton Ground Floor)
HC GYM	Harrington Center Gym
HC 45	Harrington Center Training Room
HC 154	Harrington Center Racquetball Courts
HC WTRM	Harrington Center Weight Room
HSC 1, 2, 3, 4	Health Sciences Suites (Seton Ground Floor)
INDP / Site	Independent Study Site
LIB	Library Center Classrooms
MUS	Music Classrooms (Administration Building)
MUS 125	Recital Hall (Administration Building)
NCLN / Site	Nursing Clinical Site
NEEB	Neeb Road Location
SC	Science Building Classrooms
SET G#	Seton Ground Floor Classrooms
SETN CNTR	Seton Center Meeting Room
SET 120W	Health Sciences Conference Room
SLRN / Site	Service Learning Site
SPCM	Sports Complex
SYNC	In*Sync Virtual Classroom

## DAY CODES

M	Monday	R	Thursday
T	Tuesday	F	Friday
W	Wednesday	S	Saturday

## SEMESTER CODES

At the Mount, semesters are identified by combining the session number with the upcoming academic year. For 2023-2024, the sessions are S124 (first semester, 2024), S224 (second semester, 2024) and S424 (summer, 2024)

## LEARNING FORMATS

### PLAN FORMATS

- Standard evening classes meet one night a week from 6:30 p.m. to 9:20 p.m. There is no pre-assignment for this format.

- Plan A1 and A2 accelerated classes meet 6:30 p.m. to 9:20 p.m. every other week in the evening or on Saturday from 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m. A pre-assignment is required and the learning outcomes depend on a commitment by the student to do work between the class sessions.
- Plan C1 and C2 accelerated classes meet in a seven week consecutive model. There is a one-week break followed by a second course with seven consecutive class meetings. As with Plan A1 and A2, there is a pre-assignment for these intensive format courses so that students will be well prepared the first day of class.
- Plan OL (L7) and ON (7L) accelerated online classes meet in a seven or eight week consecutive model. There is no pre-assignment for this format. Students will have access to the course one week prior to start date.
- Attendance - Specific dates and times are listed under each course offering. Attendance at each class session is mandatory in order to achieve established learning outcomes.
- Pre-assignments - Go to <http://mymount.msje.edu> and click on the Pre-assignments link in the Helpful Links section.
- Registration - In order to thoroughly prepare for the accelerated courses, you should register and start the pre-assignment about three weeks in advance. Traditional students may not register for accelerated courses without the specific approval of their advisor. Students may not enroll in more than 9 credit hours of accelerated courses concurrently.
- Grades - grades for students in Alternative Learning courses will be viewable on the web at the time they are submitted by the instructor.

## DELIVERY FORMAT

For more information about In\*Sync, online, blended, face-to-face and other course delivery formats, click here for

Undergraduate: [www.msje.edu/undergradcatalog](http://www.msje.edu/undergradcatalog)

Graduate: [www.msje.edu/gradcatalog](http://www.msje.edu/gradcatalog)

## ATTENDANCE VERIFICATION

If a student fails to attend the first in-person or In\*Sync class, he/she is reported as a "no show." Students in an online/blended course have the first five days of class to log in or will be reported as a "no show." If reported as a "no show," the student is dropped from the class. **Logging in** to an online/blended course is considered attendance in the class even if the student has not submitted any assignments or participated in any other aspect of the course.

Changes in registration hours can affect billing, financial, and athletic eligibility. After the first week of the class, it is recommended that students check their course schedule. If a course is dropped in error, contact the instructor. To add a dropped course back on a student's schedule, please contact Student Administrative Services for instructions.

**Meeting Times****Fall Semester 2024 (S124) (August 28 - December 14)**

Thanksgiving Holiday (November 22 - 26, 2023)

**PLAN A1 (7 or 8 week alternating weeks)**

M	T	W	R	S
Aug 28	Aug 29	Aug 30	Aug 31	<i>Holiday</i>
Sep 11	Sep 12	Sep 13	Sep 14	Sep 16
Sep 25	Sep 26	Sep 27	Sep 28	Sep 30
Oct 09	Oct 10	Oct 11	Oct 12	Oct 14
Oct 23	Oct 24	Oct 25	Oct 26	Oct 28
Nov 06	Nov 07	Nov 08	Nov 09	Nov 11
Nov 20	Nov 21	<i>Holiday</i>	<i>Holiday</i>	<i>Holiday</i>
				Dec 02
Dec 04	Dec 05	Dec 06	Dec 07	Dec 09

**PLAN A2 (7 or 8 alternating weeks)**

M	T	W	R	S
<i>Holiday</i>	Sep 05	Sep 06	Sep 07	Sep 09
Sep 18	Sep 19	Sep 20	Sep 21	Sep 23
Oct 02	Oct 03	Oct 04	Oct 05	Oct 07
Oct 16	Oct 17	Oct 18	Oct 19	Oct 21
Oct 30	Oct 31	Nov 01	Nov 02	Nov 04
Nov 13	Nov 14	Nov 15	Nov 16	Nov 18
Nov 27	Nov 28	Nov 29	Nov 30	Dec 02
Dec 11	Dec 12	Dec 13	Dec 14	

\*starting Saturday before classes begin to avoid having classes Labor Day weekend

**PLAN C1 (7 or 8 Consecutive Weeks)**

T	W	R	S
			Aug 26
Aug 29	Aug 30	Aug 31	<i>Holiday</i>
Sep 05	Sep 06	Sep 07	Sep 09
Sep 12	Sep 13	Sep 14	Sep 16
Sep 19	Sep 20	Sep 21	Sep 23
Sep 26	Sep 27	Sep 28	Sep 30
Oct 03	Oct 04	Oct 05	Oct 07
Oct 10	Oct 11	Oct 12	Oct 14
Oct 17	Oct 18	Oct 19	

**PLAN C2 (7 or 8 Consecutive Weeks)**

T	W	R	S
			Oct 21
Oct 24	Oct 25	Oct 26	Oct 28
Oct 31	Nov 01	Nov 02	Nov 04
Nov 07	Nov 08	Nov 09	Nov 11
Nov 14	Nov 15	Nov 16	Nov 18
Nov 21	<i>Holiday</i>	<i>Holiday</i>	<i>Holiday</i>
Nov 28	Nov 29	Nov 30	Dec 02
Dec 05	Dec 06	Dec 07	Dec 09
Dec 12	Dec 13	Dec 14	

\* starting Saturday before classes begin to avoid having classes on Labor Day weekend

Plan OL (first 8 weeks of online cohort) - August 28 - October 20

Plan L7 (first 7 weeks of online cohort) - August 28 - October 13

Plan ON (second 8 weeks of online cohort) - October 23 - December 14

Plan 7L (first 7 weeks of online cohort) - October 23 - December 7

**UNDERGRADUATE AND GRADUATE NON-DEGREE STUDENTS**

Non-degree (non-matriculated) students are those taking classes who have not been accepted to the University and are not enrolled in a degree program. Non-degree seeking students need not apply for admission. Such students must apply and be accepted through the appropriate office to become degree-seeking students. Non-degree seeking graduate students may earn a maximum of nine semester credit hours under a non-degree seeking status. Non-degree traditional students must complete the non-degree student pre-registration form available at [www.msj.edu/aid-forms](http://www.msj.edu/aid-forms).

Traditional students (those out of high school fewer than four years) must obtain formal admission to the University before acquiring more than 13 credit hours. Non-degree traditional and adult students are limited to two courses (six credit hours) per semester or during the entire summer session until reaching the 13 credit hours limit. Traditional transfer students in good standing from an accredited college or university may take their 13 credit hours in one semester or an entire summer session. Students seeking licensure only are excluded from this policy. This policy is implemented at the discretion of the Provost or designee.

**EMAIL GUIDELINES**

Email is the primary method of communication at Mount St. Joseph University. MSJ email is used to share information connected with:

- University business
- University related announcements
- University sponsored events

*Continued...*

## **REGISTRATION PROCEDURES - UNDERGRADUATE & GRADUATE STUDENTS**

### **CRITICAL INFORMATION REGARDING YOUR REGISTRATION**

This message is intended for all juniors, sophomore, and freshmen students:

To make registration as efficient as possible for the fall and spring semesters - juniors, sophomores and freshmen will be divided into four registration groups. On the morning that registration opens for your class standing (based on hours earned as of the end of S123) there will be a 6:00 a.m. time start, a 6:30 a.m. time start, a 7:00 a.m. time start, and a 7:30 a.m. time start. The system will make the random group assignments. At 8:00 a.m. all students on their registration day will have access to the system.

Students should:

- Watch email for notice of registration time. In addition to the Student Information page, Registration will show the registration time.
- Be prepared. After advising meeting, students should have the registration worksheet ready on the morning of registration to use as a reference.
- Be on time. Students will have access during their assigned half hour to complete their registration. If a student tries to process a registration change (add/drop/waitlist) outside of their allotted half hour, it will be rejected, even if they selected the course before their half hour was up.
- All students on their registration day will have full access to the system at 8:00 a.m. for any unfinished business.
- Please log out of MyMount when it is not your time to register to allow the system to work better for everyone.

NOTE: A student **will not** be able to register if there is a SARX (financial) or HVER (health insurance verification) hold on their account. Please work with Student Administrative Services to resolve the financial hold at 513-244-4418 or the Wellness Center to resolve the health insurance hold at 513-244-4769. If these holds ARE NOT resolved BEFORE registration morning, you **WILL NOT** be able to register at your registration time.

All currently enrolled students may access registration according to the schedule on the first page of this document.

### **REGISTRATION REQUIREMENTS**

Late registration begins the first calendar day of the semester and ends the ninth calendar day of the semester at 4:30 P.M. for full semester courses. Registration is not permitted after the ninth calendar day of the semester for full semester courses. See the 'Dates to Remember' for late registration dates for other sessions.

Students must be registered for a course PRIOR to attending class or prior to participating in any clinical/rotation off-site component of a course. Students who are not registered for classes after the ninth calendar day of the semester are not permitted to reside in the residence halls.

#### **Before using registration, please remember:**

- Set options for First Semester (S124): Select UNDG for students in an undergraduate program, or GRAD for students in a graduate program, or DOCT for students in a doctorate program.
- Students need to meet with their advisor to plan a class schedule. Select alternate class options in case a preferred class is not available.
- Graduate students in education and physical therapy must have advisor clearance before registering for classes. Graduate students in religious studies, nursing, and organizational leadership do not require advisor clearance before registering for classes.
- Traditional students must have advisor clearance before registering for classes.
- Adult students in the following majors: art, athletic training, biology, biomedical sciences, chemistry, education, mathematics, nursing, paralegal studies, psychology, and social work must also meet with their advisor to plan a class schedule. All students with these specific majors must have advisor clearance before registering for classes.
- Adult students in majors other than those listed above are encouraged, but not required, to meet with an advisor prior to registration. Advisor clearance for registration is not required in majors other than those listed in the bullet point above.
- All students registering for a course that requires approval from the instructor or a program director (e.g., Co-op, Honors courses, Service Learning, or an independent study), need the instructor or program director to give course authorization prior to registering for classes.
- Go to <http://mymount.msj.edu> and click on the Pre-assignments link in the Helpful Links section of the page. The pre-assignments must be completed prior to the first class.
- Special circumstances for registration need to be handled in-person in Student Administrative Services. These include classes taken for pass/fail or audit, or a registration schedule that totals more than 20 credit hours. (Advisor must send an e-mail to the Provost or designee to request the additional hours.) For undergraduates there is an additional per credit hour tuition charge for every hour over 18 credit hours.
- Consortium registrations are processed by Mary Mazuk, AARC, Conlan Center.

- A \$10 **per credit hour NON-REFUNDABLE** fee will be assessed for each course taken through the GC3 Consortium in addition to the current tuition. The student is responsible for the non-refundable fee even if the student drops or withdraws from the Consortium course.
- PREREQUISITE CHECKING IS ACTIVATED IN REGISTRATION
- Students will be expected to have met the specific course prerequisites (or the transfer credit equivalent) before adding a class/section with prerequisites stated in course notes. Students currently registered in a prerequisite course will not be blocked from adding a class with the specific prerequisite. Students blocked from adding a class because of unmet prerequisites need to see their academic advisor.
- All students registering for a course that has a co-requisite (e.g. any course with a lab, course with a service learning component, etc.) need to register for the lecture portion of the course first, the lab second.
- If a time conflict exists that has been approved by both instructors, students will need to have course authorization from one of the instructors before they register. The instructor will add his or her "electronic signature" to the course to give you authorization to register.
- Any student with a financial hold on his/her account will need to work with Student Administrative Services to remove the hold prior to registering.
- Students are strongly encouraged to meet with their advisor before adding and/or dropping classes. Changing a schedule without the assistance of an advisor is strongly discouraged.
- Mount St. Joseph University provides academic advising to degree-seeking students. However, the final responsibility for meeting all program/degree requirements and being informed of University regulations and procedures rests with the student.

### First Semester 2024

(Set registration option in MyMount to First Semester 2024)

The assigned days are based on a student's class standing (hours earned as of the end of S123). There will be a Registration Help Hotline starting at 6:00 a.m. on April 11, 13, 18, 20.

The Registration Help Hotline is 513-244-4297 for registration questions, or 513-244-4418 for financial/student account questions.

- Registration assistance is available in Student Administrative Services during normal office hours.
- Students not currently enrolled in second semester 2023 (S223) may begin to register on April 21, in Student Administrative Services, Conlan Center.

- Students may "wait-list" in registration for the opportunity to be registered into a closed class. If a closed wait-listed class re-opens, students will be registered in the date/time order they were wait-listed. The student will then be sent an email letting him/her know he/she has been registered. If there is a conflict in the student's schedule, the student will receive an email from the Registrar's Office. The student has 24 hours to respond to the email. If the student does not respond within 24 hours, the student is dropped from the wait-listed course. It is the student's responsibility to check his/her schedule.

### New Students

Graduate students who have never been enrolled at the Mount should contact the Graduate Admission Office. New undergraduate students should contact the Office of Admission. New adult and graduate students not currently enrolled may begin to register on April 21.

### Advising

Academic advising is available to all degree-seeking students at the University. Traditional students are required to meet with their advisor before registering for class. Registration clearance must be provided by the academic advisor.

If you have not yet been assigned to an advisor, contact the academic department of your major. Students who have not declared a major or who are pending official acceptance through Admission are advised by an advisor in the Academic Advising Resource Center.

In the interest of quality service to our students, all advising is done on an appointment basis. Refer to the "University Catalog" under "Academic Advising Resource Center" for the expected role of the student and advisor.

### **ADD / DROP POLICIES**

- Adding or dropping classes for standard day / evening classes may be done online through the first week of classes. Adding or dropping an accelerated course that starts the first week of classes may be done online until one week before the start of the semester. **Any student who fails to process a drop will receive an FA grade (Failure due to absence). Any student who does not officially add a class will not receive credit or a grade for course work.** After registration closes for first semester, students must submit a drop form with all required signatures for processing in Student Administrative Services. **Academic drop dates and financial refund drop dates can be different. Please check the course schedule's Policies and Procedures before dropping a class to determine refund eligibility. The tuition reduction schedule is on page 12.**
- Standard day and evening classes **cannot** be added after the ninth day for full semester courses. In accelerated evening/weekend classes, adding a course is not possible after the first class meeting. For assistance in adding or dropping classes contact Student Administrative Services, 513-244-4418; or the Registrar's Office, 513-244-4297.

## **COURSE WITHDRAWAL (DROP) POLICY**

Each semester or class term has two withdrawal periods. Courses officially dropped during the first withdrawal period are removed from the student's academic record. A grade of "W" (withdrawal) will be assigned to any classes dropped during the second withdrawal period. The "W" grade is not calculated in the student's grade point average. The class remains on the student's academic record. **Accelerated classes are calculated on an alternate calendar schedule based on the class meeting day as stated below.**

Any student wishing to drop a class must fill out and submit a drop/add form. The form must be signed by the student and the advisor. No withdrawals are accepted during the third withdrawal period. Instructors will assign grades for any classes not dropped before the third period begins. The signature of the Provost or designee is required on the drop/add form to change the effective date of withdrawal.

It is important to note that tuition refund dates and course withdrawal dates are different. Please refer to the tuition reduction schedule which is published in the *Semester Policies and procedures for refund information*.

**Drop/withdrawal dates for standard classes can be found in Dates to Know on MyMount under Academics > Registrar's Office > Documents. A student may contact the Registrar's Office at 513-244-4297 for specific drop/withdrawal dates of an accelerated class.**

### **First/Second Semesters and All Summer Sessions**

Weeks 1 - 5	No record of dropped class
Weeks 6 - 10	Grade of 'W' for dropped class
Weeks 11+	No drops accepted

### **Four Week Classes**

Week 1 meeting day	No record of dropped class if dropped before the meeting day of 1st week ('W' grade begins the meeting day in week 1 )
Weeks 2-3 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 3rd week</i> )
Week 4	No drops accepted the day after the 3rd week meeting day.

### **Five Week Classes**

Week 1-2 meeting day	No record of dropped class if dropped before the meeting day of 2nd week ('W' grade begins the meeting day in week 2 )
Weeks 3-4 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 4th week</i> )
Week 5	No drops accepted the day after the 4th week meeting day

### **Six Week Classes**

Weeks 1-2 meeting day	No record of dropped class if dropped before the meeting day of 2nd week ('W' grade begins the meeting day in week 2 )
Weeks 3-4 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 4th week</i> )
Weeks 5 - 6	No drops accepted the day after the 4th week meeting day.

### **Seven Week Classes**

Weeks 1-3 meeting day	No record of dropped class if dropped before the meeting day of 3rd week ('W' grade begins the meeting day in week 3 )
Weeks 4-5 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 5th week</i> )
Weeks 6 - 7	No drops accepted the day after the 5th week meeting day.

### **Online Seven Week Classes**

Weeks 1 - 3	No record of a dropped class if dropped before the day in the 3rd week that corresponds to the start date day of the course as listed in the Course Schedule.
Weeks 4 - 5	Grade of 'W' for a dropped class. ( <i>Grade of 'W' ends the day after the day in the 5th week that corresponds to the start date of the course as listed in the Course Schedule</i> )
Weeks 6-7	No drops accepted the day after the 5th week drop day.

### **Eight Week Classes**

Weeks 1-3 meeting day	No record of dropped class if dropped before the meeting day of 3rd week ('W' grade begins the meeting day in week 3)
Weeks 4-6 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 6th week</i> )
Weeks 7 - 8	No drops accepted the day after the 6th week meeting day.

### **Online Eight Week Classes**

Weeks 1 - 3	No record of dropped class if dropped before the day in the 3rd week that corresponds to the start date day of the course as listed in the Course Schedule ('W' grade begins the day after the day in week 3 that corresponds to the start date of the course as listed in the Course Schedule)
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Weeks 4 - 6	Grade of 'W' for dropped class (Grade of 'W' ends the day after the day in the 6th week that corresponds to the start date of the course as listed in the Course Schedule)
Weeks 7 - 8	No drops accepted the day after the 6th week drop day.

### Ten Week Classes

Weeks 1-3 meeting day	No record of dropped class if dropped before the meeting day of 3rd week ('W' grade begins the meeting day in week 3)
Weeks 4-6 meeting day	Grade of 'W' for dropped class ( <i>Grade of 'W' ends the meeting day of 6th week</i> )
Weeks 7 - 10	No drops accepted the day after the 6th week meeting day.

## AUDITING COURSES

Students may audit courses (except online courses) on a space available basis as determined by the instructor and the department offering the course. There is no limit to the number of courses a student may audit, but each course may be audited only one time (except in topics courses where the content varies with each offering). Courses taken for audit earn zero credits and quality points. Audits require the signature of the instructor. Conditions or requirements of the audit are determined by the instructor or department. Students who are registered for 12 or more hours in a fall or spring term and paying flat rate tuition may audit undergraduate courses free of charge plus any applicable fees. This policy does not apply to summer term. Students who choose to audit as a part-time student in summer, fall, or spring may do so at half the cost of the per credit hour rate plus any applicable fees. Fees, cost of books, and materials are additional for all students.

Baccalaureate or graduate program alumni of the University may audit courses (except online courses) on a space-available basis for a special discounted tuition rate, plus fees, cost of books, and materials, provided appropriate academic prerequisites have been completed.

If a student wishes to change from audit to a grade or vice versa, the change must be made in the Conlan Center with Student Administrative Services during the first five weeks of class. Students must make such a change before the third class meeting of an accelerated class.

## INDEPENDENT LEARNING CONTRACTS

Independent Learning Contracts (Independent Studies, Internships, Advanced Studio Problems in Art, and Directed Research) require the completion of a learning contract.

Any student seeking credit through an independent learning opportunity must contact the instructor to discuss and complete the learning contract, prior to registration of the course.

## STUDY AT OTHER INSTITUTIONS: CONSORTIUMS

- Mount St. Joseph University is a member with two consortiums: The Greater Cincinnati Collegiate Connection (GC3) and Acadeum Consortiums. The purpose of a Consortium is to provide students with a means of taking courses not offered at their own institution.
- Full- and part-time degree-seeking students, both undergraduate and graduate, are eligible to enroll in the Greater Cincinnati Collegiate Consortium cross-registration program and/or request approval to enroll in Acadeum Online Consortium courses. Enrollment in Consortium courses occurs concurrently with enrollment at the Mount.
- Degree-seeking Mount students may enroll in a maximum of two courses or six semester hours in Consortium courses each academic year. Courses taken through the Consortiums may not exceed a total of eight courses or 24 semester hours in a student's total baccalaureate program. In an associate degree program, Consortium courses may not exceed four courses or 12 semester hours. A maximum of only two courses or six semester hours may be taken through the Consortiums during the student's final 30 hours of Mount residency. Graduate students cannot earn more than 25 percent of the credits required for the Master of Arts degree in off-campus courses taken either through the Consortium or in transfer from another institution.
- Mount students are charged Mount tuition and \$10 per consortium credit hour processing fee when registering through the Consortiums. Credit hours earned by courses taken through a Consortium are treated as Mount residency hours. Consortium grades are calculated in the student's Mount grade point average. It is the student's responsibility to verify that all pre-requisites have been met before enrolling in a Consortium course.
- Students registering for a Consortium course follow the academic calendar of the provider school. Tuition refund schedules do not follow the standard MSJ format. Students may be subject to an additional fee depending on the actual withdrawal date. If a change in enrollment status (add/drop) is made, the procedure must be completed at both schools by the student.
- Extenuating circumstances may require an exception to the Consortium cross-registration policy. Appeals for exceptions are submitted in writing to the Provost, or designee. Approved University Study Abroad Programs are exempt from Consortium policies.



## **GC3 CONSORTIUM CROSS-REGISTRATION**

GC3 Cross-registration procedures are as follows:

1. Begin with the Consortium contact person in Mount St. Joseph University's Academic Advising Resource Center (AARC) to secure course and Consortium Procedure information.
2. Developmental courses taken through the Consortium that are similar in content to those offered at Mount St. Joseph University will be accepted as general electives; however, those courses that are not applied toward a degree at a host institution will not be accepted.
3. Obtain a signature of approval from an academic advisor on a Mount registration or add form.
4. Complete the cross-registration form and Memorandum of Understanding for Mount St. Joseph University's Academic Advising Resource Center. The Mount's Consortium representative's signature on the Consortium form is required. The student may wish to call the host school's registration office to determine the availability of space.
5. Information about how to submit the cross registration form to the institution where the course will be taken can be found on the GC3 website or from the GC3 representative in the AARC.
6. If a change in enrollment status (add/drop) is made, the add/drop procedure must be completed at both schools by the student prior to the published registration/drop/withdrawal dates.
7. A per credit hour NON-REFUNDABLE fee is assessed for each course taken through the GC3 in addition to the current tuition. The student is responsible for the non-refundable fee even if the student drops or withdraws from the GC3 course.

The following schools are members of the GC3 Consortium:

Art Academy of Cincinnati, the Athenaeum, Cincinnati State Technical and Community College, Gateway Community and Technical College, God's Bible School and College, Good Samaritan College of Nursing and Health Sciences, Hebrew Union College-Jewish Institute of Religion, Miami University, Mount St. Joseph University, Northern Kentucky University, Thomas More College, Union Institute and University, University of Cincinnati (ROTC and band only), Wilmington College, and Xavier University.

## **ACADEUM CONSORTIUM REGISTRATION**

Academy registration processes are as follows:

1. Email (advising@msj.edu) Mount St. Joseph University's Academy Administrator to review a request to take an Academy course.
2. If the Administrator approves, the student, advisor, and Billing Manager are emailed a checklist and the Memorandum of Understanding (MOU) of Financial Responsibility and Confirmation page that must be signed and returned to the Administrator.

3. If the student has returned the confirmation to the Administrator, the Administrator sends information to the student about how to request the course in the Academy system. After the Administrator approves the request in the Academy system, the provider/host institution is alerted. The student and Administrator will receive information via email from the provider/host institution to confirm or deny enrollment for the course.
4. Student begins the course on its scheduled day. Part-time Mount students who withdraw after the academic drop date listed in the MOU will receive NO refund for tuition per course. Full-time students who withdraw from the Academy Consortium course after the withdrawal date stated on the MOU will be charged an enrollment fee per Academy course as stated on the MOU.
5. A student who enrolls in Academy coursework and has two attempts resulting in withdrawal or failure will no longer be eligible to participate in Academy consortium course offerings. Any appeal would be directed to the Provost or designee.
6. Students seeking accommodations for disabilities and who are interested in taking an Academy course should first contact the Director of the Learning Center, Disability Services, and Project EXCEL at 513-244-4623 to facilitate the process for obtaining services from the school offering the course. Requests for accommodations should be received at least 2 weeks prior to the term start although 30 days is preferable as some services may take longer to provide. If the disabilities services provider schools are not notified in time to make the necessary arrangements, students may not have their accommodations in place for the course. In this case, students may want to take the course in a later term so that their accommodations are available.

## **SERVICE LEARNING PLUS-ONE OPTION**

The Service Learning program provides an option for students to integrate a community service project with a course they are currently taking. Students are invited to enroll for a course offering the Plus-One Credit or may request instructor approval to add the Plus-One Option to another course. Service learning courses follow the lecture course in the course listings. Attendance at an orientation session and the Service learning coordinator's authorization approval is required before adding the option. Students are not charged for the Plus-One Credit. Participants complete a learning agreement that will document the Plus-One Service Learning objectives, student expectations, and evaluation criteria. Students will be expected to complete a minimum of 30 hours on-site with identified community organizations. Students are also required to participate in an orientation and a guided reflection session. The extra credit hour is pass/fail, is classified as a general elective, and will be documented as Service Learning on the students' transcript. Students may register for only one service credit in an approved course during a semester and may accumulate no more than

three transcript-documented Plus-One Option credits.

**The Plus-One credit cannot be added as a 12th credit hour to create full-time status.**

## DISABILITY SERVICES AND PROJECT EXCEL

In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustment and auxiliary aids for students with physical or mental impairments that substantially limit or restrict one or more of such major life activities as walking, seeing, hearing, or learning.

The University provides these reasonable academic adjustments and auxiliary aids to eligible students at no charge, according to students' individual needs. Advocacy assistance on disability related issues is also provided. Eligibility depends on the nature of impairment and its impact on the particular individual and is based on documentation from a qualified professional. Further information can be found at <https://www.msj.edu/academics/disability-services/> or by calling 513-244-4623.

Students diagnosed with a disability may apply to Project EXCEL. Project EXCEL provides comprehensive, structured support services tailored to meet the academic needs of each student. The services include professional tutoring, time management and organization coaching, progress monitoring, study skill development, consultative advising, and support for social situations. Project EXCEL is a fee-for-service program. Students must be admitted to Mount St. Joseph University before applying for Project EXCEL. Learn more about Project EXCEL at [www.msj.edu/excel](http://www.msj.edu/excel).

## PAYMENT PROCEDURES

### Student Responsibility

It is up to each student to know and comply with University policies and procedures. We urge you to read the following information with great care. Failure to properly complete your registration confirmation will cause you to be dropped from all classes.

Students receiving financial aid should consult Student Administrative Services before adding or dropping credit hours. It is important to understand any changes in financial aid since it could affect a projected refund or balance due.

### Undergraduate Tuition Rates

Part-time (fewer than 12 hours)	\$605 per hour
Full-time (12 - 18 hours)	\$17,725 per semester
Additional hours over 18	\$605 per hour

### Graduate Tuition Rates

The per credit hour rate for graduate students is the same regardless of the number of credit hours taken (exceptions are DPT and PT):

Business (MBA 4+1)	\$680 per hour
Education (MA)	\$680 per hour
Includes all education programs	
Speech Language Pathology (MSLP)	\$11,500 per semester plus fees
Entry Level DPT	\$10,650 per semester plus fees
Nursing (DNP)	\$710 per hour
Nursing (MSN MAGELIN)	\$680 per hour
Administration & Education tracks	\$680 per hour
Organizational Leadership (MSOL)	\$650 per hour
Physician Assistant (PA)	\$14,400 per semester plus fees
Reading Science (EdD)*	\$785 per hour

Some courses may have additional laboratory fees. Day/Evening courses and accelerated evening/weekend courses will be added together to arrive at the total registration hours and cost. \*see 2023-2024 Rate Sheet.

<https://www.msj.edu/tuition-aid/tuition-costs/index.html>

### General Fee

The non-refundable general fee is charged to all registered students at the following rates:

#### Undergraduate students

12 or more hours	\$600 per semester
4.5 to 11.5 hours	\$300 per semester
1 to 4 hours	\$120 per semester

#### Graduate students

9 or more hours	\$305 per semester
4.5 to 8.5 hours	\$150 per semester
1 to 4 hours	\$120 per semester

### Notebook Computer

It is highly recommended that all full-time, traditional undergraduate students and transfers bring a notebook computer to campus that meets the Mount's minimum notebook configuration. Please direct questions to the ISS department at 513-244-4357.

### Music Classes

Charges for specific music courses will follow these guidelines:

Applied music fee 0.5 cr - \$200
Applied music fee 1.0 cr - \$400

Private applied music lessons do not satisfy Core Curriculum requirements.

### Senior Citizen Tuition

Persons 65 years of age or older prior to the first day of the term are eligible to enroll tuition-free in most undergraduate courses that have room and for which necessary prerequisites have been fulfilled. Independent studies, online courses, and certain other courses are exceptions to this policy. General fee, course fees, and additional expenses are at the regular rate.

### Registration Confirmation

Undergraduate fall semester payment due date: August 18, 2023.  
Graduate/Doctorate fall semester payment due date: August 18, 2023.

### What is Student Account Center?

Student Account Center (SAC) is Mount St. Joseph online student billing system powered by Nelnet's Campus Commerce. Nelnet will offer you the following features:

- Real-time Account Balance - view your up-to-date student account balance
- Enroll in or manage a payment plan
- Make a payment - you can make a one-time payment against your account balance or payment plan balance by checking or savings account, or credit card
- Statements - View account statements
- Ability to Share Account Access - add authorized users (i.e. parents) to assist managing your account
- Direct Access - through [www.MyCollegePaymentPlan.com/msju](http://www.MyCollegePaymentPlan.com/msju) for authorized users, students will access Nelnet from the My Account page in MyMount

### How do I sign-up to use Student Account Center?

Students will have easy access to their Nelnet account by visiting MyMount website under Finances. My Account Page is the link to their "My Nelnet Account." Please note that the first time that you visit the Nelnet site, you will be asked to create an account.

After creating your Nelnet account, you will need to click on "My Profile" in Nelnet web portal and look for "Manage Payers" if you are planning to add someone as an "authorized party" to your account. Please note that Nelnet will not discuss or make changes unless that person has been given authorization on your behalf.

If you have any problems registering for Student Account Center, please call 800-609-8056 or visit [www.MyCollegePaymentPlan.com/msju](http://www.MyCollegePaymentPlan.com/msju) for further information.

### Payment Instructions

Student payments can be made online for tuition and fees through MyMount. Online payments can be made by credit card or from a checking and/or savings account with Nelnet Campus Commerce. Simply log into MyMount and follow these simple steps to access your "My Nelnet Account."

- Click on Finance
- Click on My Account
- Click on My Nelnet Account
- Click on Go to Nelnet

## PAYMENT OPTIONS

### Financial Aid / Student Loans

Students are encouraged to apply early for financial aid in order to have a "package" by the confirmation date. Offers are made on a first-come, first-served basis as long as funds are available.

Students who plan to be enrolled at least half time, looking for a long-term financial vehicle might want to consider student loans available through the financial aid programs. These loans offer more favorable terms than most credit programs available to students. Please contact Student Administrative Services at 513-244-4418 for details regarding student loans and the availability of other types of financial aid, or visit our website.

### The Nelnet Campus Commerce Interest-Free Monthly Payment Plan

Nelnet Campus Commerce Interest-Free Monthly Payment Plan offers students a semester-based monthly payment plan option that allows students/parents to spread their semester-based education expenses over 3-6 manageable monthly payments. Instead of a semester lump-sum payment, the plan allows students to budget all or part of their education expense into manageable monthly installments.

For more information to access "Your Nelnet Account," please visit Student & Financial Aid on MyMount.

### Payment by a Third Party

The University will bill directly any third party (employers, Armed Services, BVR) for tuition and fees. Any special forms required by the third party's policy must be presented to Student Administrative Services prior to the confirmation date. If the original authorization indicates extended (annual or degree completion) coverage, the University will use that validation for our confirmation process as long as the dates remain in effect, the student continues with the third party, and the third party maintains timely payments.

Any questions regarding third party billing should be directed to Student Administrative Services at 513-244-4418.

### Tuition Deferment Plan

The Mount offers a tuition deferment plan for students with employer tuition reimbursement. Payment of one-third tuition charges plus a non-refundable \$15.00 administration fee are due before the confirmation date.

Also, a photo copy of the employer's tuition deferment form stating eligibility for reimbursement must be submitted. Contact Student Administrative Services at 513-244-4418 to sign up for the Tuition Deferment Plan, or visit our website for more information and/or forms.

## Tuition Reduction Schedule

Tuition reduction for dropped classes is based on the date the add/drop form is received by Student Administrative Services. The postmark date is used if the form is mailed to Student Administrative Services (adult students only). The reduction rate is valid through the last business day of each reduction period. **Reducing the number of credit hours you are enrolled in each semester may also reduce financial aid.**

### Day/Evening Classes - First Semester

Drops no later than Sept 1:	100% credit
Drops from Sept 2 to Sept 10:	75% credit
Drops from Sept 11 to Sept 24:	50% credit
Drops after Sept 24:	0% credit

### Alternative Evening/Saturday (5-6 meetings)

Drops before first meeting:	100% credit
Drops before 2nd meeting:	75% credit
Drops before 3rd meeting:	50% credit
Drops on or after 3rd meeting:	0% credit

### Alternative Evening/Saturday (7-8 meetings)

Drops before first meeting:	100% credit
Drops before 2nd meeting:	75% credit
Drops before 4th meeting:	50% credit
Drops on or after 4th meeting:	0% credit

### Ten (10) Week Class Meetings

Drops Day 1 - 15:	100% credit
Drops Day 16 - 21:	75% credit
Drops Day 22 - 35:	50% credit
Drops Day 36 or after:	0% credit

For the first week of classes, including the first weekend session, a drop of any course which has not begun (e.g., dropping a Thursday class on the first Wednesday of the session) will be reduced 100%. This will include any applicable course fees. Even exchanges of courses with the same number of credit hours will continue to be accepted as in the past. Course fees are not reduced/refunded once the class begins.

### Online/Blended Courses - Tuition Reduction Policy

Please note the Mount online and blended courses do NOT follow the regular tuition reduction schedule. Online tuition is refunded based on the number of days the course has been in session. The schedule is listed below:

Days 1 - 5:	100% refund
Days 6 - 10:	75% refund
Days 11 - 15:	50% refund
Day 16 or after:	0% refund

**Logging in to an online/blended course is considered attendance** in the class even if the student has not submitted any assignments or participated in any other aspect of the course.

### GC3 and Acadeum Tuition Reduction Policy

Please note that consortium courses do not follow the Mount's regular tuition refund schedule. After the course begins, all registration changes must be made in the Registrar's Office at Mount St. Joseph University. \*Part-time students who withdraw after 3:00 p.m. on the fifth day from when the course begins (this includes weekends) will receive NO refund for tuition per course. Full-time students who withdraw after 3:00 p.m. on the fifth day from when the course begins (this includes weekends) will be charged an enrollment fee per course. Check with Student Administrative Services for the current fee amount.

### Federal Aid Refund Policy -

#### Complete Withdrawal from the University

Through the 60 percent point in each semester, a pro rata schedule is used to determine how much federal student aid the student has earned at the time of withdrawal. After the 60 percent point, a student has earned all of the federal aid funds for that semester. The withdrawal date is either 1) the date that the student began the withdrawal process; 2) the date that the student otherwise provided official notification to the school of the intent to withdraw; 3) the midpoint of the payment period for which federal assistance was disbursed or a later date documented by the school; or 4) in special circumstances, a date determined by the school. Please see the University Catalog for details on the withdrawal process.

If the day the student withdraws occurs on or before the student completed 60 percent of the semester, the percentage of federal funds earned is equal to the percentage of the semester that has been completed. The percentage of the semester completed is determined by the number of calendar days completed at the time of withdrawal divided by the total number of days in the semester. Unearned funds are returned to the federal aid program in the following order: 1) Unsubsidized Direct Stafford Loan 2) Subsidized Direct Stafford Loan 3) Federal Direct Graduate PLUS Loan 4) Federal direct Parent PLUS Loan 5) Federal Pell Grant 6) Federal Supplemental Education Opportunity Grant 7) Federal TEACH Grant; and 8) Iraq & Afghanistan Service Grant.

### Service Fees

Service fees are added to unpaid student accounts at a monthly rate of 1.5 percent. Payments must be received by the 19th of the month to avoid service fees.

### Refunds

Student account refunds are processed automatically once a credit balance is generated on a student's account and all charges are posted for a term. Students may make a refund preference by accessing their registration screen online. Refunds will be processed within 14 days of the credit being generated on the account.

## GRADES

Students have full access to their grades via MyMount when submitted by the instructor. Please consult the catalog for a description of grade definitions.

## INCOMPLETE GRADES

Students must initiate requests for an I (incomplete) grade with an instructor prior to the scheduled final exam or the final scheduled class for accelerated courses. I (incomplete) grades are only assigned by an instructor for undergraduate students who have completed 75% and graduate students who have completed 50% academic progress in the course, but for a serious reason has not fulfilled all course requirements. I Grade Petitions are available on MyMount.

### I Grade Conversion Schedule

I grades convert to F grades on the following schedule: fall semester I (incomplete) grades change to F = last day of spring semester; spring semester I (incomplete grades change to F = the end of 3rd week of fall semester; summer session I (incomplete) grades change to F = the last day of fall semester.

## CORE CURRICULUM REQUIREMENTS

Undergraduate students admitted to Mount St. Joseph University, pursuing baccalaureate and/or associate degrees, must fulfill the requirements of the Core Curriculum as an integral part of their course of studies. These requirements are described at [www.msj.edu/catalogs](http://www.msj.edu/catalogs). All of the listed degree requirements must be satisfied before a diploma or transcript with the degree noted will be released.

Students who transfer to the Mount need to consult with their academic advisor for transfer Core LAS requirements, which provides flexible use of transfer courses into the Mount's core curriculum.

## STUDENT RESPONSIBILITY

The final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/ degree requirements, and for complying with University regulations and procedures is the responsibility of the student. Mount St. Joseph University provides academic advising. Students should consult with their academic advisor when selecting courses or making adjustments in their course schedule. Students are expected to attend advising appointments having prepared a tentative schedule of classes.

## TRANSCRIPTS

Transcripts of a student's complete academic record at the University can be ordered and requested at the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com). An official transcript (one bearing the University seal and the authorized signature of the Registrar) is sent directly to a third party and/ or institution specified by the student. An official transcript issued to the student is labeled "Student Copy." The university is not permitted by law to issue copies of documents from other institutions. Only official transcripts are released to a student or a third party. All financial obligations to the Mount must be resolved before release of a transcript will be permitted. However, per Ohio law, a student has a right to access a transcript for purposes of seeking employment regardless of whether that student owes an institutional debt. Students must indicate "employment" as the transcript reason in the request process for the transcript to be released.

Complete information regarding a transcript request can be found at [www.msj.edu/transcript](http://www.msj.edu/transcript)

## STUDENT DATA CHANGES

Updates to all student data are submitted to Student Administrative Services, Conlan Center.

*Mount St. Joseph University ("the University") is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, or other minority or protected status. This commitment extends to the University's administration of its admission, financial aid, employment, and academic policies, as well as the University's athletic programs and other University-administered programs, services, and activities.*

*The University has designated the chief diversity and inclusion officer, 513-244-4467, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the director of Learning Center, Disability Services & Project EXCEL, 513-244-4623, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.*

**NOTE:** This document was published 9/26/2023 with information available at that time.

Visit Course Schedules at <http://mymount.msj.edu> for the most current information about courses.

Refer to the 2023-2024 University Catalog at [www.msj.edu/catalogs](http://www.msj.edu/catalogs) for more information.