

# MOUNT ST. JOSEPH UNIVERSITY

## SECOND SEMESTER 2018 POLICIES AND PROCEDURES

The following information covers important dates and details for second semester 2018.

The Course Schedule is located online at <http://mymount.msj.edu>.

(UPDATED ON AUGUST 15, 2017)

- **November 6-17, 2017:** Registration for second semester 2018, accelerated evening/weekend (S218) opens for all currently enrolled students. Access to register is based on class standing (honors program 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 second semester 2017). There will be a Registration Help Hotline starting at 6:00 a.m. on November 7, 9, 14, and 16.

### Second Semester 2018

#### Honors Program Students

November 6 – Access will be open 9:00 a.m.-4:00 p.m.

#### Seniors/Graduate Students

November 7 – Access will open at 6:00 a.m.

Juniors November 9 – Access will open at 6:00 a.m.

Sophomores November 14 – Access will open at 6:00 a.m.

Freshmen November 16 – Access will open at 6:00 a.m.

- **November 17, 2017:** Registration opens for new, adult, graduate, and non-degree students.

## SCHEDULE OF CLASSES

- **Day/Evening Classes (standard):** January 16-May 10
- **Alternative Learning Formats:** January 16-May 10 (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

Hours are as follows:

Monday-Thursday 8:30 a.m.-6:30 p.m.\*

Friday 8:30 a.m.-4:30 p.m.

\*These offices close at 4:30 p.m. on days when there are no evening classes scheduled.

The Conlan Center will be open 10:00 a.m.-1:00 p.m. on the following Saturdays: January 13 and January 20.

## Beginning November 6, 2017 PRIORITY REGISTRATION for Second Semester 2018 (S218) <http://mymount.msj.edu>

(For setting registration options: Second Semester 2018)

## TABLE OF CONTENTS

Dates to Remember.....	2
Building/Room Codes.....	3
Day/Semester Codes.....	3
Alternative Learning Formats.....	3
Attendance Verification.....	3
Accelerated Meeting Times.....	4
Undergraduate and Graduate Non-Degree Students.....	4
Core Curriculum Requirements.....	4
Transcripts.....	4
Registration Procedures – Undergraduate and Graduate Students.....	5
Add/Drop Policies.....	6
Course Withdrawal Policy.....	7
Online Consortium of Independent Colleges and Universities.....	8
Greater Cincinnati Collegiate Connection (GC3) Registration.....	8
Service Learning/Plus-One Option.....	9
Disability Services.....	9
Payment Procedures – Tuition and Fees.....	9
Payment Options – Financial Aid/Student Loans.....	11
Tuition Reduction Schedule.....	11
Grades.....	12
Incomplete Grades.....	12
Student Responsibility.....	12
Student Data Changes.....	12

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

October 23	Student advising for spring (S218) begins	January 20	Adding day or standard evening classes for first semester requires an instructor's approval
November 6	Registration for Honors Program students from 9:00 a.m. until 4:00 p.m.	January 22-27	Plan A2 evening and Saturday classes begin
November 7	Registration opens at 6:00 a.m. for currently enrolled doct., grad. and seniors	February 9	Pre-Assignments due for Plan C2
November 9	Registration opens at 6:00 a.m. for currently enrolled juniors	February 16	Standard 16 week day and evening classes dropped after this date are assigned a "W" grade
November 14	Registration opens at 6:00 a.m. for currently enrolled sophomores		Last day to select pass/fail option and to change from audit to credit or vice versa (day, evening and Saturday classes)
November 16	Registration opens at 6:00 a.m. for currently enrolled freshmen	February 22	Last day for registration for Plan C2 classes
November 17	Registration opens at 8:30 a.m. for new, adult, graduate, and non-degree students	February 23	Midsemester holiday
December 8	Undergraduate spring semester confirmation payment due	March 10	Plan C2 classes begin
December 15	Pre-assignments due for S218 accelerated Plan A1, A2 and C1	March 12-17	Spring Break
January 5	Last day for registration and wait-listing access for Plan A1 evening/Saturday classes and Plan C1, which start the week of January 16	March 19	Classes resume and Plan ON begins
January 9	Graduate, Doctorate spring semester confirmation payment due for entire registration	March 29	Standard 16 week day and evening classes cannot be dropped after this date
January 12	Wait-listing ends for second semester standard 16 week day/evening classes	March 30-April 2	Easter Break (University Closed)
January 12	Last day for registration and wait-listing access for Plan A2 evening/Saturday classes which start the week of January 22	April 3	Classes resume
January 15	Martin Luther King holiday	April 16	Last day to file degree application for December 2018 graduation
January 16	First semester standard day and evening classes, Plan A1 and Plan OL begin.	May 7-10	Exam week for standard day and evening classes
January 16	Plan C1 evening and Saturday classes begin	May 10	Second semester ends
January 19	Last day for registration access for standard day and evening classes		Incomplete grades from fall (S118) change to "F"
	Registration or add/drops processed only in Conlan Center Student Administrative Services after this date.		

## 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	Administration 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)
CLC PC	Computer Learning Center PC Lab (Seton)
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
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

## DAY CODES

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

## ATTENDANCE VERIFICATION

If a student fails to attend the first class, he/she is reported as a “no show.” Students in an online 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 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.

## SEMESTER CODES

At the Mount, semesters are identified by combining the session number with the upcoming academic year. For 2017-2018, the sessions are S118 (first semester, 2018), S218 (second semester, 2018) and S418 (summer 2018).

## ALTERNATIVE LEARNING FORMATS

Designed for busy adults, the Mount offers you the opportunity to complete uniquely designed courses and degree programs that meet in nontraditional time frames.

**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 every other week in the evening from 6:30 p.m. to 9:20 p.m. or on Saturday from 8:30 a.m. to noon and 1 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 extensive work between the class sessions.

**Plan C1 and C2 accelerated** classes meet in a seven or eight week consecutive model. There is a one week break followed by a second course with seven or eight 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. Students must be at least sophomore status with a gpa of 2.5 or higher to register for an online MSJ course.

**Plan OL and ON accelerated** online classes meet in an 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.

When designing your schedule, you might want to combine one standard evening course with two consecutive courses providing the opportunity to achieve nine hours in one semester while studying for two courses at a time.

**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.msj.edu> and click on the Pre-assignments link in the Helpful Links section of the page

**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 for students in Alternative Learning courses will be viewable on the Web at the time they are submitted by the instructor.

## S218 Accelerated Undergraduate Course Dates

*Spring Semester 2018 (S218) (Jan-May, 2018)*

*Spring Break is March 12-17*

*Easter Break is March 30-April 2*

PLAN A1 (7 or 8 weeks)

M	T	W	R	S
No Mondays due to holidays	Jan. 16	Jan. 17	Jan. 18	Jan. 20
	Jan. 30	Jan. 31	Feb. 1	Feb. 3
	Feb. 13	Feb. 14	Feb. 15	Feb. 17
	Feb. 27	Feb. 28	March 1	March 3
	March 20	March 21	March 22	March 24
	April 3	April 4	April 5	April 7
	April 17	April 18	April 19	April 21
	May 1	May 2	May 3	

PLAN A2 (7 or 8 weeks)

M	T	W	R	S
Jan. 22	Jan. 23	Jan. 24	Jan. 25	Jan. 27
Feb. 5	Feb. 6	Feb. 7	Feb. 8	Feb. 10
Feb. 19	Feb. 20	Feb. 21	Feb. 22	Feb. 24
March 5	March 6	March 7	March 8	March 10
March 26	March 27	March 28	March 29	Easter
April 9	April 10	April 11	April 12	April 14
April 23	April 24	April 25	April 26	April 28
May 7	May 8	May 9	May 10	May 5*

(\*consecutive, but allows for 7 weeks on Saturdays Plan A2 due to Easter)

PLAN C1 (7 or 8 consecutive weeks)

T	W	R	S
Jan. 16	Jan. 17	Jan. 18	Jan. 20
Jan. 23	Jan. 24	Jan. 25	Jan. 27
Jan. 30	Jan. 31	Feb. 1	Feb. 3
Feb. 6	Feb. 7	Feb. 8	Feb. 10
Feb. 13	Feb. 14	Feb. 15	Feb. 17
Feb. 20	Feb. 21	Feb. 22	Feb. 24
Feb. 27	Feb. 28	March 1	March 3
March 6	March 7	March 8	

PLAN C2 (7 or 8 consecutive weeks)

T	W	R	S
			March 10
March 20	March 21	March 22	March 24
March 27	March 28	March 29	Easter
April 3	April 4	April 5	April 7
April 10	April 11	April 12	April 14
April 17	April 18	April 19	April 21
April 24	April 25	April 26	April 28
May 1	May 2	May 3	May 5
May 8	May 9	May 10	

*Plan 0L (first 8 weeks of online courses) – January 16-March 9*

*Plan L7 (first 7 weeks of online courses) – January 16-March 2*

*Plan 0N (second 8 weeks of online courses) – March 19-May 11*

*Plan 7L (second 7 weeks of online courses) – March 19-May 4*

## 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 and adult students must complete the non-degree student pre-registration form available at [www.msje.edu/aid-forms](http://www.msje.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 hour 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.

## 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.msje.edu/catalogs](http://www.msje.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.

## TRANSCRIPTS

Transcripts of a student's complete academic record at the University are obtained only upon written request from the student. 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.

Transcripts can be ordered and sent electronically through **Transcripts on Demand**. Complete information regarding a transcript request can be found at [www.msje.edu](http://www.msje.edu), Academics tab, Registrar link, Transcript request <http://www.msje.edu/academics/registrar/transcript-requests/>.

## REGISTRATION PROCEDURES – GRADUATE & UNDERGRADUATE STUDENTS

### CRITICAL INFORMATION REGARDING YOUR REGISTRATION

*This message is intended for all sophomore and freshmen students:*

To make registration as efficient as possible for the spring semester, each class will be divided into two registration groups. On the morning that registration opens, half of the class will begin to register at 6:00 a.m. and the other half will begin at 6:30 a.m. The system will make the random group assignments. At 7:00 a.m. registration will be open for the entire group.

Students should:

- Watch their e-mail for notice of registration time. In addition to the Student Information page, Registration, will show the registration time.
- Be prepared. After meeting with their advisor, students should have the registration worksheet ready on the morning of registration to use as a reference.

- Be on time. Students beginning at 6:00 a.m. will have until 6:30 a.m. to complete their registration. Students beginning at 6:30 a.m. will have until 7:00 a.m. to complete their registration.

- Don't panic. Both groups will have full access to the system at 7:00 a.m. for any unfinished business.

As a reminder, sophomores in the first group will begin to register at 6:00 a.m. on 11/14/17. The second group of sophomores will begin at 6:30 a.m. on 11/14/17. All sophomores will have full access beginning at 7:00 a.m.

Freshmen in the first group will begin to register at 6:00 a.m. on 11/16/17. The second group of freshmen will begin at 6:30 a.m. on 11/16/17. All freshmen will have full access beginning at 7:00 a.m.

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

Before using registration, please remember:

- Set options for Second Semester (S218): Select UNDG = for students in an undergraduate program, or GRAD = for students in a graduate program, or DOCT = for students in the 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, 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 their 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 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 auto study), need the instructor or program director to give course authorization prior to registering for classes.
- Go to <http://mymount.msje.edu> and click on the Pre-assignments link in the Helpful Links section of the page. The pre-assignment 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 email 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 in the Registrar's Office. A \$10 per credit hour NON-REFUNDABLE fee will be assessed for each course taken through the 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 electronic 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.

### *Second Semester 2018*

(Set registration option to Second Semester 2018)

The assigned days are based on a student’s class standing (hours earned as of the end of S217). There will be a Registration Help Hotline starting at 6:00 a.m. on November 7, 9, 14 and 16.

The Registration Help Hotline is 513-244-4765 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 first semester 2018 (S118) may begin to register on November 17, 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. The student has 24 hours to respond if there is a problem and/or conflict. 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 Undergraduate Office of Admission. New adult and graduate students not currently enrolled may begin to register on November 18, 2016.

### *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.

Refer to the *University Catalog* under Advising and Registration, “Academic Advising Mission Statement,” for the expected role of the student and advisor.

### *Add/Drop Policies*

Adding or dropping classes for standard day and 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. After registration closes for second semester, students must submit an add/drop form with any required signatures for processing in Student Administrative Services. *Any student who does not officially add a class through an add form will not receive credit or a grade for course work. Any student who fails to process a drop form will receive a grade of FA (failure due to absence).*

After the first week of standard and evening classes an instructor’s signature of approval is required to add a course. In accelerated classes, adding a course is not possible after the first class meeting. For assistance in adding or dropping classes contact Student Administrative Services, 244-4418; or the Registrar’s Office, 244-4621.

**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 eligibility for refunds. The tuition reduction schedule can be found on page 11.**

### 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 244-4765 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

### Five Week Classes

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

### Six Week Classes

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

### Seven Week Classes

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

### Eight Week Classes

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

### Online Eight Week Classes

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

### Ten Week Classes

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

### *Auditing Courses*

Students may audit courses (except auto-study options and 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 auto-study options and 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 courses (Independent Studies, Internships, Advanced Studio Problems in Art, Directed Research; and Auto Studies) 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*.

## **ONLINE CONSORTIUM OF INDEPENDENT COLLEGES AND UNIVERSITIES**

The Mount is a member of the Online Consortium of Independent Colleges and Universities (OCICU). The purpose of the OCICU is to provide students in good academic standing the ability to take online courses not offered at the Mount. **Undergraduate adult students** and **advisor-approved traditional seniors** are eligible to enroll. New students are limited to six OCICU credits in their first semester at the Mount.

A student who enrolls in OCICU coursework and has two attempts resulting in withdrawal or failure will no longer be eligible to participate in OCICU consortium course offerings. Any appeal would be directed to the Provost or designee.

OCICU courses are *accelerated courses* and are *offered on a space available basis*. Mount students are charged Mount tuition when registering through the Online Consortium. Students registering for OCICU courses follow the academic calendar of the provider school. Deadlines for course withdrawals are within the first five (5) days of the courses. Tuition refund schedules do not follow the standard MSJ format. Students may be subject to an enrollment fee depending on the actual withdrawal date. Check with Student Administrative Services for the current fee amount.

OCICU registration occurs *after* the advisor/department chair has given course authorization. \*The senior citizen discount does not apply to these courses.

### *OCICU Disability Service Request Policy*

Students seeking accommodations for disabilities and who are interested in taking an OCICU course should first contact the *Director of the Learning Center & Disability Services* at 513-244-4524 to facilitate the process for obtaining services from the school offering your OCICU course.

Requests for accommodations should be received at least 2 weeks prior to the term start although 30 days is preferable as some services such as audio textbooks or transcribing video/audio feeds may take longer to provide. If the disabilities services provider (OCICU) school is 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 their accommodations are available.

## **GREATER CINCINNATI COLLEGIATE CONNECTION (GC3)**

Full- and half-time degree-seeking students, both undergraduate and graduate, are eligible to enroll in the Greater Cincinnati Collegiate Connection (GC3) cross-registration program. A \$10 per credit hour NON-REFUNDABLE fee will be 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.

Degree-seeking Mount students may enroll in a maximum of two courses or six semester hours in GC3 courses each academic year (first semester/Term I, second semester/Term II, and summer sessions combined are considered one academic year). Enrollment in GC3 courses must occur concurrently with enrollment at the Mount. Courses taken through the GC3 may not exceed a total of eight courses or 24 semester hours in a student's total baccalaureate degree program. In a total associate degree program, GC3 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 GC3 during the student's final 30 hours of Mount residency. Graduate students cannot earn more than 30 percent of the credits required for the master of arts degree in off-campus courses taken through the GC3.



Extenuating circumstances may require an exception to the GC3 cross-registration policy. Appeals for exceptions must be submitted in writing to the Provost or designee. GC3 cross-registration **must** be done in person in the Registrar's Office. Courses are offered on a space available basis. Mount students are charged Mount tuition when registering through the GC3. The purpose of the GC3 is to provide students with the ability to take courses not offered at their own college.

The following schools are members of the Greater Cincinnati Collegiate Connection (GC3): Art Academy of Cincinnati, The Athenaeum of Ohio, Chatfield College, Cincinnati Christian University, Cincinnati State Technical and Community College, Mount St. Joseph University, Gateway Community and Technical College, God's Bible School and College, Good Samaritan College of Nursing and Health Science, Hebrew Union College-Jewish Institute of Religion, Miami University, Northern Kentucky University, Thomas More College, Union Institute & University, University of Cincinnati, Wilmington College, and Xavier University.

Cross-registration is completed as follows:

1. Check with the GC3 contact person in the Mount's Registrar's Office to secure course information.
2. Obtain a signature of approval from your academic advisor on a GC3 registration form.
3. Complete the cross-registration form and register in the Mount's Registrar's Office. The student may wish to call the host school's office to determine the availability of space.
4. Developmental courses taken through the GC3 that are similar in content to those offered at the Mount will be accepted as general electives; however, courses that are not applied toward a degree at a host institution will not be accepted for credit.
5. Take the cross-registration form to the Registration Office of the school where the course will be taken. Specific times/dates are scheduled for this purpose, and are available for student reference in the Registrar's Office.

If a change in enrollment status (add/drop) is made, the procedure **must be completed at both schools**.

## 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 this 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

In compliance with Section 504 of the Rehabilitation Act of 1973, Mount St. Joseph University provides academic adjustments 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 the impairment and its impact on the particular individual and is based on documentation from a qualified professional. Further information can be found at [www.msj.edu/learningcenter](http://www.msj.edu/learningcenter).

Students whose primary disability is a specific learning disability and/or ADHD may apply to Project EXCEL. Project EXCEL addresses the needs of this specific group of students through a comprehensive academic support system. 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 / 2017-2018 Rates**

Part-time (fewer than 12 hours)	\$525 per hour
Full-time (12-18 hours)	\$14,050 per semester
Additional hours over 18	\$525 per hour

### Graduate Tuition / 2017-2018 Rates

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

Business (MBA Saturday) .....	\$635 per hour
Business (MBA 4+1).....	\$600 per hour
Education (MA) .....	\$600 per hour
Includes all education programs	
Entry Level DPT .....	\$85,500 for program or \$9,500 per semester plus fees
Nursing (DNP) .....	\$635 per hour
Nursing (MSN) MAGELIN .....	\$610 per hour plus fees
Administration & Education tracks...	\$610 per hour
Organizational Leadership (MSOL) ...	\$635 per hour
Religious Studies (MA).....	\$600 per hour

Some courses may have additional laboratory fees. Day/evening courses for second semester (if any) and accelerated evening/weekend courses (if any) will be added together to arrive at the total registration for second semester (\$218).

### General Fee / 2017-2018 Rates

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

#### Undergraduate students

12 or more hours	\$500.00 per semester
4.5 to 11.5 hours	\$250.00 per semester
1 to 4 hours	\$100.00 per semester

#### Graduate students

9 or more hours	\$250.00 per semester
4.5 to 8.5 hours	\$125.00 per semester
1 to 4 hours	\$100.00 per semester

The fee will not be charged in the summer term.

### Notebook Computers

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 / 2017-2018 Rates

Charges for specific music courses will follow these guidelines:

Applied Music Fee 1.0 cr -	\$200
Applied Music Fee 1.5 cr -	\$400

Private applied music lessons do not satisfy Core Curriculum requirements.

### Senior Citizen Tuition

Persons 65 years of age or older 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, consortium courses, cohort based 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 Second Semester Payment Date:  
December 8, 2017

Graduate/Doctorate Second Semester Payment Date:  
January 9, 2018

Semester Pre-bills as well as monthly student statements will be accessible through the Student Account Center. Please read the following information carefully regarding this process.

### What is Student Account Center?

Student Account Center (SAC) is Mount St. Joseph University's online student billing system. It replaces hard copy billing statements. Student Account Center is powered by Tuition Management Systems (TMS) and has its own web site at [msj.afford.com](http://msj.afford.com).

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

New students will receive an email to their Mount email account inviting them to register for access to Student Account Center within two weeks of registering for classes. The registration email will come from an [afford.com](http://afford.com) email address and contain instructions on how to register for Student Account Center. You can see screen shots of the registration process in the SAC Registration Process PDF document. If you have any problems registering for Student Account Center, please call 888-285-3052.

### Payment Instructions

Online credit card payments can be made through the Mount's Web site at [mymount.msj.edu](http://mymount.msj.edu) under Course and Fee Statement. Payment may also be made by cash, check, money order, American Express, VISA, MasterCard, or Discover.

Payments should be mailed to:  
Mount St. Joseph University, Fiscal Operations  
5701 Delhi Road  
Cincinnati, Ohio 45233-1670

Please include the student identification number or Social Security Number with payment.

Payments can also be made in Student Administrative Services weekdays from 8:30 a.m. to 4:30 p.m. During first and second semesters when evening classes are in session, Student Administrative Services is open 8:30 a.m. to 6:30 p.m., Monday through Thursday. During summer sessions, weekday office hours are 8:30 a.m. to 4:30 p.m. with extended hours on Tuesdays until 6:30 p.m. when evening classes are in session. If documentation for reimbursement is needed, a Student Data

Sheet may be requested from Student Administrative Services or printed from our Web site. Contact Student Administrative Services to phone in American Express, VISA, MasterCard and Discover payments: 513-244-4418.

## 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. Awards 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 financing 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 Web site at [www.msje.edu](http://www.msje.edu).

### The TMS Interest-Free Monthly Payment Plan

Tuition Management Systems Interest-Free Monthly Payment Plan offers students a monthly payment plan option that allows students/parents to spread their education expenses over 3-6 months for a semester plan. 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, access the TMS Student Account Center. Their Web site is [www.afford.com](http://www.afford.com)

### 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.

### 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 reimbursement policy and a completed Mount 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 Web site for more information and/or forms.

### Religious and Pastoral Studies Ministry Tuition Grant

Students enrolled in the religious studies graduate program, who are paid or volunteer ministers serving in congregations, hospitals, health care facilities, social service agencies, dioceses, and schools are eligible to receive the Mount’s Religious and Pastoral Studies Ministry Tuition Grant. This grant reduced tuition to \$380 per credit hour in 2017-2018. Verification of employment/volunteer service and submission of FAFSA form are required.

### 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 – Second Semester

Drops no later than January 15	100% credit
Drops from January 16-January 28	75% credit
Drops from January 29-February 11	50% credit
Drops after February 11	0% credit

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

Drops before first meeting	100% credit
Drops before second meeting	75% credit
Drops before third meeting	50% credit
Drops on or after three meetings	0% credit

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

Drops before first meeting	100% credit
Drops before second meeting	75% credit
Drops before fourth meeting	50% credit
Drops on or after fourth meeting	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 within the first week of the term. Course fees are not reduced/refunded once the class begins.

### On Campus Online Course Tuition Reduction Policy

Please note that Mount online 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	NO refund

**Logging in** to an online 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.

### OCICU Tuition Reduction Policy

Please note that OCICU 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-Perkins Loan 4) Federal Direct Graduate PLUS Loan 5) Federal Direct Parent PLUS Loan 6) Federal Pell Grant 7) Academic Competitiveness Grant 8) National SMART Grant 9) Federal Supplemental Education Opportunity Grant 10) Federal TEACH Grant; and 11) Iraq & Afghanistan Service Grant.

### Service Fees

Service fees are added to unpaid student accounts at a monthly rate of 1 1/2 percent. Payments must be received by the 20th 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 Web registration screen online. Refunds will be processed within 14 days of the credit being generated on the account.

*NOTE: The S218 Policies and Procedures were published in August 2017 with information available at that time. Visit Course Schedules at <http://inside.msjeu.edu> for the most current information about courses. Refer to the 2017-2018 University Catalog at [www.msjeu.edu/catalogs](http://www.msjeu.edu/catalogs) for additional information.*

## GRADES

Students have full access to their grades via MyMount when submitted by the instructor. Grade reports will be mailed only upon written request to the Registrar's Office, Conlan Center. NR grades indicate that grades have not been reported by the instructor. Please contact your instructor with any questions.

## 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 a student who has made significant academic progress in the course, but for a serious reason has not fulfilled all course requirements. I Grade Petition Forms are available in each academic department.

### I Grade Conversion Schedule

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

## 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 rests with 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.

## STUDENT DATA CHANGES

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

*Mount St. Joseph 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, 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 compliance and risk officer, 513-244-4393, 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 & Disabilities Services, 513-244-4524, 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.*