

# COLLEGE OF MOUNT ST. JOSEPH

## SECOND SEMESTER 2012 POLICIES AND PROCEDURES

The following information covers important dates and details for second semester 2012.

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

(UPDATED JANUARY 18, 2012)

- **November 7-17, 2011:** Registration for second semester 2012, accelerated evening/weekend (S212) opens for all currently enrolled students. Access to register is based on class standing (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 2011). There will be a Registration Help Hotline starting at 6:00 a.m. on November 8, 10, 15, and 17.

### Second Semester 2012

Honors Program Students

November 7 – Access will be open 9:00 a.m.-4:00 p.m.

Seniors/Graduate Students

November 8 – Access will open at 6:00 a.m.

Juniors November 10 – Access will open at 6:00 a.m.

Sophomores November 15 – Access will open at 6:00 a.m.

Freshmen November 17 – Access will open at 6:00 a.m.

- **November 21, 2011:** Registration opens for new, adult, graduate, and non-degree students.

## SCHEDULE OF CLASSES

- **Day/Evening Classes (standard):** January 17-May 10
- **Alternative Learning Formats:** January 17-May 10 (Refer to specific Plan A1, A2, C1 and C2 Evening/Saturday Meeting Dates)
- **Graduate Programs Accelerated Evening/Saturday Sessions:** (Refer to Graduate Accelerated Evening/Weekend Courses)

## THE CONLAN CENTER

Student Administrative Services 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 14, 21, March 10, and April 28.

**Beginning November 7, 2011**  
**PRIORITY REGISTRATION**  
**for Second Semester 2012 (S212)**  
**<http://mymount.msje.edu>**

(For setting registration options: Second Semester 2012)

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Course Schedules are subject to frequent changes.

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

## DATES TO REMEMBER

October 24	Student advising for spring (S212) begins	January 21	Adding day or standard evening classes for first semester requires an instructor's approval
November 7	Registration for Honors Program students from 9:00 a.m. until 4:00 p.m.	January 23-28	Plan A2 evening and Saturday classes begin
November 8	Registration opens at 6:00 a.m. for currently enrolled doct., grad. and seniors	February 17	Standard 16 week day and evening classes dropped after this date are assigned a "W" grade
November 10	Registration opens at 6:00 a.m. for currently enrolled juniors		Last day to select pass/fail option and to change from audit to credit or vice versa (day, evening and Saturday classes)
November 15	Registration opens at 6:00 a.m. for currently enrolled sophomores	February 17	Pre-Assignments due for Plan C2
November 17	Registration opens at 6:00 a.m. for currently enrolled freshmen	February 24	Midsemester holiday
November 21	Registration opens at 8:30 a.m. for new, adult, graduate, and non-degree students	March 12	Last day for registration for Plan C2 classes
December 2	Pre-assignments due for S212 accelerated Plan A1, A2 and C1	March 12-17	Spring Break
December 7	Spring semester confirmation payment due	March 19	Classes resume
January 13	Last day for registration and wait-listing access for Plan A1 evening/Saturday classes and Plan C1, which start the week of January 17	March 20	Plan C2 classes begin
January 13	Wait-listing ends for second semester standard 16 week day/evening classes	March 30	Standard 16 week day and evening classes cannot be dropped after this date
January 16	Martin Luther King holiday	April 6-9	Easter Break (College Closed)
January 17	First semester standard day and evening classes begin	April 10	Classes resume
	Plan A1, Plan C1 evening and Saturday classes begin	April 16	Last day to file degree application for December 2012 graduation
January 20	Last day for registration and wait-listing access for Plan A2 evening/Saturday classes which start the week of January 23	May 7-10	Exam week for standard day and evening classes
January 20	Last day to waive health insurance	May 10	Second semester ends
	Last day for registration access for standard day and evening classes		Incomplete grades from fall (S112) change to "F"
	Registration or add/drops processed only in Conlan Center Student Administrative Services after this date with instructor's signature and advisor's approval where applicable for standard day/evening classes.		

## 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

## SEMESTER CODES

At the Mount, semesters are identified by combining the session number with the upcoming academic year. For 2011-2012, the sessions are S112 (first semester, 2012), S212 (second semester, 2012) and S412 (summer 2012).

## 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 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 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 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.

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.

Meeting Times  
Fall Semester 2012 (S212)

PLAN A1 (7 or 8 weeks)

T	W	R	S
Jan. 17	Jan. 18	Jan. 19	Jan. 21
Jan. 31	Feb. 1	Feb. 2	Feb. 4
Feb. 14	Feb. 15	Feb. 16	Feb. 18
Feb. 28	Feb. 29	Mar. 1	Mar. 3
Mar. 20	Mar. 21	Mar. 22	Mar. 24
Apr. 3	Apr. 4	Apr. 5	Apr. 14*
Apr. 17	Apr. 18	Apr. 19	Apr. 28
May 1	May 2	May 3	*Easter Break

PLAN A2 (7 or 8 weeks)

T	W	R	S
Jan. 24	Jan. 25	Jan. 26	Jan. 28
Feb. 7	Feb. 8	Feb. 9	Feb. 11
Feb. 21	Feb. 22	Feb. 23	Feb. 25
Mar. 6	Mar. 7	Mar. 8	Mar. 10
Mar. 27	Mar. 28	Mar. 29	Mar. 31
Apr. 10	Apr. 11	Apr. 12	Apr. 21
Apr. 24	Apr. 25	Apr. 26	May 5
May 8	May 9	May 10	

PLAN C1 (7 consecutive weeks)

T	W
Jan. 17	Jan. 18
Jan. 24	Jan. 25
Jan. 31	Feb. 1
Feb. 7	Feb. 8
Feb. 14	Feb. 15
Feb. 21	Feb. 22
Feb. 28	Feb. 29

PLAN C2 (7 consecutive weeks)

T	W
Mar. 20	Mar. 21
Mar. 27	Mar. 28
Apr. 3	Apr. 4
Apr. 10	Apr. 11
Apr. 17	Apr. 18
Apr. 24	Apr. 25
May 1	May 2

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

## UNDERGRADUATE AND GRADUATE NON-DEGREE STUDENTS

Non-degree (non-matriculated) students are those taking classes who have not been accepted to the College 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 sign a clearance form prior to registration. Forms are available in Student Administrative Services.

Traditional students (those out of high school fewer than four years) must obtain formal admission to the College before acquiring more than 13 credit hours. Non-degree traditional 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 Vice President for Academic Affairs.

## 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 11/15/11. The second group of sophomores will begin at 6:30 a.m. on 11/15/11. 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 11/17/11. The second group of freshmen will begin at 6:30 a.m. on 11/17/11. 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 (S212): 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.msj.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. (After approval by the Vice President for Academic Affairs). For undergraduates there is an additional per credit hour tuition charge for every hour over 18 credit hours.
- Consortium registrations are processed in the Academic Advising Resource Center.



- 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.
- The College of Mount St. Joseph provides academic advising to degree-seeking students. However, the final responsibility for meeting all program/degree requirements and being informed of College regulations and procedures rests with the student.

## Second Semester 2012

(Set registration option to Second Semester 2012)

The assigned days are based on a student’s class standing (hours earned as of the end of S211). There will be a Registration Help Hotline starting at 6:00 a.m. on November 8, 10, 15 and 17.

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 2012 (S112) may begin to register on November 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 class re-opens that has a wait-list, students will be called in the date/time order they were wait-listed. If called, the student has the option to drop his/her wait-listed status and add the class to his/her registered courses, or decline the class space. Refer to “Dates to Remember” for last date to wait list.

## 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 21, 2011.

## Advising

Academic advising is available to all degree-seeking students at the College. 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 *College 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 and evening classes may be done in registration through the first week of classes. Adding or dropping classes for accelerated evening/Saturday classes and consecutive delivery classes that start the first week of classes may be done in registration through January 13, 2012. Access for accelerated evening/Saturday classes that start the second week of classes will end on January 20, 2012. Adding or dropping classes for consecutive delivery classes that begin on March 20 may be done in registration through March 12. In-person requests to add or drop a class must be made in writing to Student Administrative Services. **Any student who fails to process an add/drop will receive a grade of FA (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 an add/drop form with any 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 eligibility for refunds. The tuition reduction schedule can be found on page 11.**

(UPDATED JANUARY 18, 2012)

After the first week of standard day and evening classes, an instructor's signature of approval is required to add a course. 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, 244-4418; the Academic Advising Resource Center, 244-4213; or the Registrar's Office, 244-4621.

### Course Withdrawal (Drop) Policy

Each semester is divided into two withdrawal periods. Classes officially dropped during the first withdrawal period are removed from the student's academic record. A grade of "W," for 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. No drops are accepted after the second withdrawal period. Instructors will assign grades for any classes not dropped that the student has stopped attending after the second withdrawal period.

### 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(end) 1 No record of dropped class.  
(*"W" grade begins the day after the week(end) meeting*)  
Week(end)s 2-3 Grade of "W" for dropped class.  
Week(end) 4 No drops accepted.  
(*the day after the 3rd week(end) meeting*)

### Five-Week Classes

Week(end)s 1-2 No record of dropped class.  
(*"W" grade begins the day after the 2nd week(end) meeting*)  
Week(end)s 3-4 Grade of "W" for dropped class.  
Week(end) 5 No drops accepted.  
(*the day after the 4th week(end) meeting*)

### Six-Week Classes

Week(end)s 1-2 No record of dropped class.  
(*"W" grade begins the day after the 2nd week(end) meeting*)  
Week(end)s 3-4 Grade of "W" for dropped class.  
Week(end)s 5-6 No drops accepted.  
(*the day after the 4th week(end) meeting*)

### Seven-Week Classes

Week(ends) 1-3 No record of dropped class.  
(*"W" grade begins the day after the 3rd week(end) meeting*)  
Week(ends) 4-5 Grade of "W" for dropped class.  
Week(ends) 6-7 No drops accepted.  
(*the day after the 5th week(end) meeting*)

### Eight-Week Classes

Week(ends) 1-3 No record of dropped class.  
(*"W" grade begins after the 3rd week(end) meeting*)  
Week(ends) 4-6 Grade of "W" for dropped class.  
Week(ends) 7-8 No drops accepted.  
(*the day after the 6th week(end) meeting*)

### Auditing Courses

Students may audit courses (except auto-study options) on a space-available basis as determined by the instructor and the department offering the course. Registration in a class for "audit" **must** be done in-person in Student Administrative Services, Conlan Center. A course may be audited only one time (except in topics courses where the content varies with each offering). Audited courses earn zero credit hours. Audits require the signature of the instructor. Full-time students (12 or more credit hours) may audit classes tuition-free. Other students pay half price for audited courses. Lab fees for audited classes are additional for all students.

Baccalaureate alumni of the college may audit courses (except auto-studies) on a space-available basis for \$50.00, plus any lab fees, provided the 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 Student Administrative Services, the Conlan Center, **during the first five weeks of the semester, or the equivalent for an accelerated course or an alternate schedule.**

### 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.

OCICU courses are all **eight week 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.

## GREATER CINCINNATI CONSORTIUM OF COLLEGES AND UNIVERSITIES

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Full- and half-time degree-seeking students, both undergraduate and graduate, are eligible to enroll in the Greater Cincinnati Consortium of Colleges and Universities cross-registration program. Degree-seeking Mount students may enroll in a maximum of two courses or six semester hours in Consortium courses each academic year (first semester/Term I, second semester/Term II, and summer sessions combined are considered one academic year). Enrollment in Consortium courses must occur concurrently with enrollment at the Mount. Courses taken through the Consortium 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, 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 Consortium during the student's final 30 hours of Mount residency.

Extenuating circumstances may require an exception to the Consortium cross-registration policy. Appeals for exceptions must be submitted in writing to the Vice President for Academic Affairs. Consortium cross-registration **must** be done in person in the Academic Advising Resource Center. Courses are offered on a space available basis. Mount students are charged Mount tuition when registering through the Consortium. The purpose of the Consortium 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 Consortium: Art Academy of Cincinnati, The Athenaeum of Ohio, Chatfield College, Cincinnati Christian University, Cincinnati State Technical and Community College, College of Mount St. Joseph, 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 Consortium contact person in the Mount's Academic Advising Resource Center to secure course information.
2. Obtain a signature of approval from your academic advisor on a consortium registration form.
3. Complete the cross-registration form and register in the Mount's Academic Advising Resource Center. The student may wish to call the host school's office to determine the availability of space.

4. Developmental courses taken through the Consortium 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 Academic Advising Resource Center.

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

## SERVICE LEARNING PLUS-ONE OPTION

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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

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In compliance with Section 504 of the Rehabilitation Act of 1973, the College of Mount St. Joseph 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 College 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 the College of Mount St. Joseph before applying for Project EXCEL. Learn more about Project EXCEL at [www.msjeu/excel](http://www.msjeu/excel).

## **PAYMENT PROCEDURES**

### **Student Responsibility**

It is up to each student to know and comply with College 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)	\$485 per hour
Full-time (12-18 hours)	\$11,750 per semester
Additional hours over 18	\$485 per hour

### **Graduate Tuition Rates**

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

M.A. in Religious Studies	\$525 per hour
M.A. in Education	\$525 per hour
M.S. in Organizational Leadership	\$555 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 (\$212).

### **General Fee**

One non refundable general fee will be charged to all registered students. The fee covers student activities, technology, counseling, student and academic support services, and logistical services. The fee will be charged at the following rates:

#### **Undergraduate students**

12 or more hours	\$450.00 per semester
4.5 to 11.5 hours	\$225.00 per semester
1 to 4 hours	\$75.00 per semester

#### **Graduate students**

9 or more hours	\$225.00 per semester
4.5 to 8.5 hours	\$112.50 per semester
1 to 4 hours	\$75.00 per semester

The fee will not be charged in the summer term.

### **Notebook Computer**

It is highly recommended that all full-time, traditional undergraduate students and transfers either purchase a notebook computer through the Mount or 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.

### **Student Health Insurance Requirement**

All full-time undergraduate students taking 12 or more hours and all full-time graduate students taking nine or more hours are covered under the College's health insurance policy. Students covered under their own insurance policy may waive out of the College's insurance coverage at [www.AHPCare.com/msj](http://www.AHPCare.com/msj). The cost of the plan is \$307 for \$212. For additional information on the plan, please contact the Wellness Center at (513) 244-4769.

### **Music Classes**

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 and certain other courses are exceptions to this policy. General fee, course fees and additional expenses are at the regular rate.

### **Registration Confirmation**

Second Semester Payment Date: December 7, 2011.

Students who register prior to November 18, 2011, will be sent a Student Data Sheet (SDS) with current billing information. Payment must be received by December 7, 2011, in order to confirm a registration. Students who process an original registration after the confirmation date of December 7 will be expected to make their registration confirmation payment as they register. Billing information can be accessed on the Web or by contacting Student Administrative Services.

### Payment Instructions

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

Payments should be mailed to:  
College of Mount St. Joseph  
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.

Monthly statements are issued until all charges are paid in full. Statements reflecting transactions for the previous month and the total balance due will be sent to students until the account is paid in full and no transaction occurs. Statements will be sent to students even if a third party is making payments or tuition has been deferred.

## 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.msj.edu](http://www.msj.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 8-10 manageable monthly payments for the yearly plan, or 4-5 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 and an enrollment form, visit their Web site at: [www.afford.com](http://www.afford.com) or call (888) 285-3052.

### Payment by a Third Party

The College 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 College 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. Monthly statements will continue to be sent to the student until the account is paid in full.

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 reduces tuition to \$325 per credit hour. 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 16	100% credit
Drops from January 17-January 29	75% credit
Drops from January 30-February 12	50% credit
Drops after February 12	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. Course fees are not reduced/refunded once the class begins.

**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 the College of Mount St. Joseph. \*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 College**

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 College 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 Federal Direct Loans; 2) Subsidized Federal Direct Loans; 3) Perkins Loan; 4) Federal PLUS Direct Loans; 5) Federal Pell Grants; and 6) Federal Supplemental Education Opportunity Grants.

**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.

**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.

## CORE CURRICULUM REQUIREMENTS

Undergraduate students admitted to the College of Mount St. Joseph, 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 College regulations and procedures rests with the student. The College of Mount St. Joseph 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.

*The College of Mount St. Joseph ("the College") 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 College's administration of its admission, financial aid, employment, and academic policies, as well as the College's athletic programs and other college-administered programs, services, and activities.*

*The College 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 College has designated the Director of Academic Support, (513) 244-4524, The Learning Center, 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: The S212 Policies and Procedures were published in January 2012 with information available at that time. Visit Course Schedules at <http://inside.msj.edu> for the most current information about courses.**

**Refer to the 2011-2012 College Catalog at [www.msj.edu/catalogs](http://www.msj.edu/catalogs) for additional information.**