

COLLEGE OF MOUNT ST. JOSEPH

SUMMER 2011 POLICIES AND PROCEDURES

The following information covers important dates and details for summer 2011.

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

(UPDATED FEBRUARY 23, 2011)

- **November 8, 2010:** Priority registration for Honors Program students from 9:00 a.m.-4:00 p.m. for S211 and S411
- **November 9, 2010:** Web registration for Spring 2011 (S211) and Summer (S411) classes opens for all currently enrolled Mount students. Access to register is based on class standing (graduate students and seniors through freshmen).

The assigned days are based on a student's class standing (hours earned as of the end of the second or summer semester 2010). There will be a Web Registration Help Hotline starting at 6:00 a.m. on November 9, 11, 16 and 18.

Summer, 2011

Honors Program Students

Nov. 8 – Web open 9:00 a.m.-4:00 p.m.

Seniors/Graduate Students

Nov. 9 – Web will open at 6:00 a.m.

Juniors Nov. 11 – Web will open at 6:00 a.m.

Sophomores Nov. 16 – Web will open at 6:00 a.m.

Freshman Nov. 18 – Web will open at 6:00 a.m.

November 22, 2010: Web registration opens for new, adult, graduate, and non-degree seeking students.

SCHEDULE OF CLASSES

All Summer Sessions: May 16-August 13

- **Summer Session I classes:** May 16-June 25 (Mon.-Sat.) (Monday, May 31: Memorial Day/College Closed)
- **Summer Session II classes:** July 5-August 13 (Mon.-Sat.) (Monday, July 4: Independence Day/College Closed)
- **Religious and Pastoral Studies Summer Spirituality Institute:** June 27-July 1, 2011

THE CONLAN CENTER

Student Administrative Services and Registrar's Office

Hours for May 16, 2011, through August 13, 2011, are as follows:

Monday, Wednesday, Thursday, and Friday: 8:30 a.m.-4:30 p.m.

Tuesdays: 8:30 a.m.-6:30 p.m.

The Conlan Center will be open 10 a.m.-1 p.m. on the following Saturdays during Summer Sessions: 5/14, 6/18, 7/9, 8/13.

Beginning November 8, 2010

WEB REGISTRATION

for Summer 2011 (S411)

<http://inside.msj.edu>

(Set Web registration option to Summer 2011)

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Course Schedules are located online.

Visit <http://inside.msj.edu> for the most current information.

DATES TO REMEMBER

April 15	Pre-assignments due for summer classes beginning May 16-June 25
May 9	Summer tuition payment due
May 14	Wait-listing for Summer Session I ends
May 17	Summer Session I begins
May 20	Pre-assignments due for summer classes beginning June 28 and after
May 20	Summer Session I Web registration access ends
May 30	Memorial Day (College closed)
June 25	Summer Session I ends
June 27-July 1	Summer Spirituality Institute
July 1	Wait-listing ends for Summer Session II
July 4	Independence Day (College closed)
July 5	Summer Session II begins
July 8	Summer Session II Web registration access ends
August 13	All Summer classes end

COURSE NUMBERING SYSTEM

- **Courses #001-099** are preparatory to college-level work, may carry credit hours applied to total hours earned for graduation and fulfill only general elective credit.
- **Courses #100-199** are introductory courses or sequences of courses with no departmental prerequisites that introduce basic skills, techniques, concepts, or questions of the field.
- **Courses #200-299** continue the introduction to the field beyond the 100-level or introduce the field by focusing on a major area in the field. Such courses may not have departmental prerequisites but are designed for students with some college experience.
- **Courses #300-399** are advanced courses that depend on previously learned knowledge and skills in the discipline or a maturity of skills in critical thinking. In such courses, students are asked increasingly to employ the tools of the discipline in response to basic questions. Ordinarily these courses have prerequisites or require junior standing.
- **Courses #400-499** require students to do more independent work, often involving the creation or synthesis of knowledge using previously learned skills, and these courses usually are designed for the major.
- **Courses #500 and above** are graduate level/credit courses. A student must be in a graduate program to earn graduate credit for these courses.

BUILDING/ROOM CODES

AQH	Aquinas Hall
ART	Art Building Classrooms
ATH	Athletic Building (old gym)
ATH 161	Athletic Building Classroom
CL	Administration Building Classrooms
CL BSCR	Behavioral Sciences Conference Room (Classroom/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)
LIB	Library Center for Innovative Teaching Classrooms
MUS	Music Classrooms – Administration Building
MUS 125	Recital Hall – Administration Building
SC	Science Building Classrooms
SET G#	Seton Ground Floor Classrooms
SETN CNTR	Seton Center Meeting Room
SET 120W	Health Sciences Conference Room

DAY CODES

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

CLASS MEETING/TIMEFRAME CODES

Included with each class/section is the “Meet” column to the right of the credit hours. The “Meet” column identifies classes as:

Day = D (standard 15 weeks)
Evening = E (standard 15 weeks)
Graduate Class = G
Online, Blended, Distance Learning and Friday/Saturday weekend meeting dates = W
TBA/Independent Studies = I
Auto Study offering = Z
Co-op Class = C
Honors Course = H
Service Learning Opportunity = S

SEMESTER CODES

At the Mount, semesters are identified by combining the session number with the upcoming academic year. For 2010-2011, the sessions are S111 (first semester, 2011), S211 (second semester, 2011) and S411 (summer 2011).

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.

ALTERNATIVE LEARNING FORMATS

The Mount offers you the opportunity to complete uniquely designed courses and degree programs that meet in nontraditional time frames.

Meeting Times – Course meeting times vary in summer session. Specific dates and times are listed under each course in the schedule.

Pre-assignments – Go to <http://mymount.msj.edu> and click on the Pre-assignment link in the Helpful Links section for specific instructions for each pre-assignment. Pre-assignments must be completed before the first class. Some accelerated classes require a post assignment.

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 from their assigned academic advisor.

Attendance – Attendance at each class session in the accelerated format is mandatory in order to achieve established learning outcomes.

REGISTRATION PROCEDURES – UNDERGRADUATE AND GRADUATE STUDENTS: <http://inside.msj.edu>

CRITICAL INFORMATION REGARDING YOUR REGISTRATION

This message is intended for all sophomore and freshman students:

To make registration as efficient as possible, 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 a.m. and the other half will begin at 6:30 a.m. The system will make the random group assignments. At 7 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, this e-mail notification 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 a.m. will have until 6:30 a.m. to complete their registration. Students beginning at 6:30 a.m. will have until 7 a.m. to complete their registration.
- Both groups will have full access to the system at 7 a.m. for any unfinished business. As a reminder, sophomores in the first group will begin to register at 6 a.m. on 11/16/10. The second group of sophomores will begin at 6:30 a.m. on 11/16/10. All sophomores will have full access beginning at 7 a.m.

Freshmen in the first group will begin to register at 6 a.m. on 11/18/10. The second group of freshmen will begin at 6:30 a.m. on 11/18/10. All freshmen will have full access beginning at 7 a.m.

Before using Web registration, please note:

- Web current option settings for Summer Semester 2011 (S411) is: Summer 2011. Select UNDG = for students in an undergraduate program, or GRAD = for students in a graduate program.
- User name = your Mount ID number; password = eight-character (case sensitive) PIN.
- 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 on the Web. Graduate students in religious studies, nursing and organizational leadership do not require advisor clearance before registering on the Web.

- Traditional students must have advisor clearance before registering on the Web.
- 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 on the Web.
- 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 Web 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 Program, Service Learning, or an auto study) need the instructor or program director to give Web authorization prior to registering on the Web.
- Go to <http://inside.msj.edu> and click on Syllabi/Pre-assignments for specific instructions for each pre-assignment one month prior to the first class session. The pre-assignment must be completed prior to the first class.
- **PREREQUISITE CHECKING IS ACTIVATED IN WEB REGISTRATION.**
- Special circumstances for registration need to be handled in-person in Student Administrative Services – these include classes being 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.
- 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 unfulfilled 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 grant 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.
- Any student with a security hold on his/her account will need to work with Public Safety 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.
- All currently enrolled students may access Web registration according to the schedule on the first page of this document.

Summer Sessions (S411) 2011

The Web Help Hotline: 244-4765 for registration questions, or 244-4418 for financial/student account questions.

- Registration assistance is available in Student Administrative Services, Conlan Center, during normal office hours.
- Students not currently enrolled in First Semester 2011 (S111) may begin to register on November 22, in Student Administrative Services, Conlan Center.
- Students may wait-list in Web registration for the opportunity to be registered into a closed class. If a closed wait-listed class re-opens, 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.
- Web registration access and wait-listing for Summer 2011 will close as listed in Dates to Remember on page 2. After Web registration ends for summer sessions, registration or add/drops for summer will need to be done in person in Student Administrative Services, Conlan Center.

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.

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 on the Web must be provided by the academic advisor and all adult and graduate students whose departments require advisor clearance.

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 *2010-2011 College Catalog*, Academic Advising Resource Center for the expected roles of the student and the advisor.

Add/Drop Policies

Adding or dropping summer classes may be done on Web registration through May 20 for Summer Session I and through July 8 for Summer Session II. **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 Web registration access ends for a specific summer session, the instructor's signature is required on an add/drop form to be processed in Student Administrative Services.

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 or class session 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(end)s 1-3 No record of dropped class.
(*"W" grade begins after the 3rd week(end) meeting*)
Week(end)s 4-6 Grade of "W" for dropped class.
Week(end)s 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. Audits require the signature of the instructor. Registration in a class for audit needs to be done in-person (not on Web registration) 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. 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, 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, Conlan Center, during the first quarter of the summer 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 a learning contract, **prior to registration of the course.**

SUMMER SPIRITUALITY INSTITUTE 2011 TUITION AND FEES

The summer undergraduate rate was \$475.00/credit hour and the graduate rate was \$515.00/credit hour. The following rates reflect 2010 prices and all rates are subject to change.

CEU: \$120/credit hour (\$360 per course)

Audit: \$150 general public, \$50 for Mount Alumni

Keynote address and lecture: part of course fee, and open to the public at no cost.

Room and board are available at the College. For more information please visit the Department of Religious and Pastoral Studies at www.msjs.edu/spirituality or call (513) 244-4272.

Religious and Pastoral Studies Ministry Tuition Grant

Students who are enrolled in the Religious Studies graduate program and 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. Verification of employment/volunteer service and submission of FAFSA form are required. Contact Student Administrative Services at (513) 244-4418 for more details.

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 with a means of taking 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 will be **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 through Web registration **after** the advisor/department chair has given course authorization.

GREATER CINCINNATI CONSORTIUM OF COLLEGES AND UNIVERSITIES

Full- and part-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/S1, second semester/S2 and summer sessions/S4 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. 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 Consortium.

Extenuating circumstances may require an exception to the Consortium cross-registration policy. Appeals for exceptions must be submitted in writing to the Academic Dean. Consortium cross-registration must be done in person (not on Web registration) in the Academic Advising Resource Center, Conlan 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 a means of taking 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 an 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, those courses that are not applied toward a degree at a host institution will not be accepted.
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

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 approval on the Web 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 student's 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, 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.

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.msj.edu/excel.

PAYMENT PROCEDURES

Tuition Rates

Tuition rates for both full-time and part-time students taking courses during any summer session are the same regardless of the total number of credit hours taken. The summer 2010 rate was \$475 per credit hour for undergraduate tuition and \$515.00 for graduate tuition (except for some graduate courses which have varying fees). In addition, some courses may have additional lab fees. All rates are subject to change in 2011.

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 which have room and for which necessary prerequisites have been fulfilled. Independent studies and certain other courses are exceptions to this policy. Lab fees and additional expenses are at the regular rate.

Registration Confirmation

Summer Sessions Payment Date: May 9, 2011

All tuition and fees are payable in full at least one week before the first official day of the summer term. Payment for all summer courses, regardless of the individual start dates, will be due one week prior to the start of the first session. The confirmation due date for summer sessions is May 9, 2011. After May 9, payment will be required at the time of registration for any summer course.

The summer sessions will be billed as one unit beginning in May. Any unpaid balance at the end of each billing cycle will result in a service fee being added to the account at an annual rate of 18% (monthly rate of 1.5%).

- Students with delinquent accounts may not register for classes until outstanding balances have been paid.
- Students whose employers will prepay tuition directly to the student need to register early enough to allow time for those funds to be sent to the College by the confirmation date.
- If extraordinary circumstances prevent the confirmation payment from being made on time, students should contact Student Administrative Services to investigate possible solutions.
- Payments for classes added to an existing registration (assuming an additional charge is generated) that are not received within the timeframe noted above will result in the cancellation of the ENTIRE registration.
- Any registration that is not confirmed with payment in full within the allowed timeframe may be canceled. Registration with partial payments will not be confirmed.
- Students with canceled registrations must re-register and meet their entire financial commitment at that time, including a \$25 re-registration fee.
- During the week immediately prior to the start of classes, payment will be required before a registration will be processed.

Payment Instructions

Payment may be made by cash, check, money order, VISA, MasterCard, Discover, and American Express.

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

Student credit card payments can now be made online for tuition and fees through the Web Registration page of the Mount Web site. Simply set the session and year options and access your course and fee statement for the appropriate term. Click on the box labeled Pay Online by Credit Card and follow the online instructions. Payments received online will be processed the following business day.

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

Payments can also be made in the Student Administrative Services Office weekdays from 8:30 a.m. to 4:30 p.m. During periods when evening classes are in session, Student Administrative Services has extended hours until 6:30 p.m. on Tuesdays. 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 at 244-4418 to phone in VISA, MasterCard, Discover, and American Express payments.

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 and are 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 244-4418 for details regarding student loans and the availability of other types of financial aid or visit www.msj.edu.

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 the Student Administrative Services Office prior to the confirmation date. If the original authorization indicates extended (annual or degree completion) coverage, the College will use that validation for the 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 administration fee are due by the confirmation date. Also, a policy from the employer stating eligibility for reimbursement must be submitted. Contact Student Administrative Services at 244-4418 to sign up for the Tuition Deferment Plan or visit our Web site for more information and/or forms.

Tuition Reduction Schedule

Tuition reduction for dropped classes is based on the date the add/drop form is received by Student Administrative Services. The postmark date is used if the form is mailed to Student Administrative Services (adult students only). Students can add or drop classes on the Web for each summer session until the specific dates for ending Web access as listed in Dates to Remember. 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.

Summer Session I and II

Drops before session begins	100% credit
Drops during first eighth of session	75% credit
Drops between first eighth through the first quarter	50% credit
Drops after first quarter	0% credit

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 term. 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 term, the percentage of federal funds earned is equal to the percentage of the term that has been completed. The percentage of the term completed is determined by the number of calendar days completed at the time of withdrawal divided by the total number of days in the term. 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 1¹/₂ 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 have posted for the term. Students will elect to either have a check mailed to their current address on file or have a direct deposit electronically sent to their bank. Refunds will be processed within 14 days of the credit being generated on the account.

GRADES

Students have full access to their grades via the Web 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.

TRANSCRIPTS

Transcripts of a student's academic record may be obtained by written request to the Registrar's Office, Conlan Center. A student's signature is required to release his/her transcript. Transcripts are issued only after all financial obligations to the College have been fulfilled. Transcript fee is \$10 per copy, plus \$1 for each additional copy requested on the same order. Information for requesting an immediate transcript electronically can be found on the Mount's Web site at www.msj.edu/academics.

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 Petitions are available in each academic department.

I Grade Conversion Schedule

I grades convert to F grades on the following schedule: fall semester 1 (Incomplete) changes to F = last day of spring semester; spring semester 2 (Incomplete) grades change to F= the end of third week of fall semester; summer session (Incomplete) changes 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. 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: This document was published in February 2011 with information available at that time. Visit Course Schedules at <http://inside.msj.edu> for the most current information about courses.

Refer to the 2010-2011 College Catalog at www.msj.edu/catalogs for additional information.