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MOUNT ST. JOSEPH UNIVERSITY

SUMMER 2020 POLICIES AND PROCEDURES

**The following information covers important dates and details for summer 2020.
The Course Schedule is now located online at http://mymount.msj.edu.**

(UPDATED ON NOVEMBER 22, 2019)

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- **February 10, 2020:** Web registration for Summer 2020 classes opens for all currently enrolled Mount students. Access to register is based on class standing (honors program/ off site students, 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 first semester 2020).

Summer, 2020

February 10   Access will open at 8:30 a.m. for
                    Honors Program/Off Site Students
February 10   Access will open at 8:30 a.m. for
                    Seniors/Graduate/Doctorate Students
February 10   Access will open at 8:30 a.m. for Juniors
February 12   Access will open at 8:30 a.m. for Sophomores
February 12   Access will open at 8:30 a.m. for Freshmen

February 14, 2020: Web registration opens for new, adult, graduate, and non-degree seeking students.

SCHEDULE OF CLASSES

- All Summer Sessions: May 18-August 14
- Summer Session I classes: May 18-June 26
- L7 Online 7 week classes: May 18-July 3
- OL Online 8 week classes: May 18-July 10
- 7L Online 7 week classes: June 22-August 7
- ON Online 8 week classes: June 22-August 14
- Summer Session II: July 6-August 14

THE CONLAN CENTER
Student Administrative Services and Registrar's Office

Hours for May 18, 2020, through August 14, 2020, 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.

Beginning February 10, 2020
WEB REGISTRATION
for Summer 2020 (S420)
http://inside.msj.edu
(Set Web registration option to Summer 2020)

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DATES TO REMEMBER

April 17	Pre-assignments due for summer classes beginning May 18-June 26
May 8	Summer Session I Web registration access ends
May 11	Summer tuition payment due
May 15	Wait-listing for Summer Session I ends
May 15	All Summer Session Web registration access ends
May 18	All Summer Session, Summer Session I, Plans OL and L7 Online classes begin
May 25	Memorial Day (University closed)
June 5	Pre-assignments due for summer classes beginning July 6
June 22	Plan ON and 7L Online classes begin
June 26	Summer Session I ends
June 26	Summer Session II Web registration access ends
July 3	Independence Day (University closed)
July 3	Plan L7 Online 7 week classes end
July 6	Summer Session II begins
July 10	Plan OL Online 8 week classes end
August 7	Plan 7L Online 7 week classes end
August 14	All Summer Session, Summer Session II and Plan ON 8 week classes end

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 (Seton)	Computer Learning Center MAC Lab
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 Classrooms
MUS	Music Classrooms – Administration Building
MUS 125	Recital Hall – Administration Building
NEEB	Neeb Road Location
SC	Science Building Classrooms
SET G#	Seton Ground Floor Classrooms
SETN CNTR	Seton Center Meeting Room
SET 120W	Health Sciences Conference Room

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 2019-2020, the sessions are S120 (first semester, 2020), S220 (second semester, 2020) and S420 (summer 2020).

UNDERGRADUATE AND GRADUATE NON-DEGREE STUDENTS

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

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.

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, click on the Academics tab at the top, then click the Pre-assignment link on the left side. 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. Students may not enroll in more than 9 credit hours of accerlerated courses concurrently.

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

Before registration, please note:

• Set Option settings for Summer Semester 2020 (S420): Summer 2020. Select UNDG = for students in an undergraduate program, or GRAD = for students in a graduate program, DOCT = for students in a doctorate program.

• Students need to meet with their advisor to plan a class schedule. Select alternate class options in case a preferred class is not available.

• Graduate students in education and physical therapy must have advisor clearance before registering for classes. Graduate students in religious studies, nursing and organizational leadership do not require advisor clearance before registering for classes.

• Traditional students must have advisor clearance before registering.

• Adult students in the following majors: art, athletic training, biology, biomedical science, 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 Program, 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, click on the Academics tab at the top, then click the Pre-assignment link on the left side. The pre-assignment must be completed prior to the first class.

• PREQUISITE CHECKING IS ACTIVATED IN 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 Provost or designee).

• Consortium registrations are processed in the Registrar's Office.

• 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.

• 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.

ATTENDANCE VERIFICATION

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

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

Summer Sessions (S420) 2020

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

- Registration assistance is available in Student Administrative Services, Conlan Center, during normal office hours.

- Students not currently enrolled in Second Semester 2020 (S220) may begin to register on February 14, 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. 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.

Advising

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

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

In the interest of quality service to our students, all advising is done on an appointment basis. Refer to the *University Catalog*, "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 in registration through May 8 for Summer Session I and through June 26 for Summer Session II. **Any student who fails to process a 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 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.

UPDATED NOVEMBER 22, 2019

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 elegibility for refunds. The tuition reduction schedule can be found on pages 8-9.

In accelerated evening/weekend classes, adding a course is not possible after the first class meeting.

For assistance in adding or dropping classes, contact Student Administrative Services, 513-244-4418 or the Registrar's Office, 513-244-4297.

Course Withdrawal (Drop) Policy

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

Any student wishing to drop a class must fill out and submit a drop/add form. The form must be signed by the student and the advisor. No withdrawals are accepted during the third withdrawal period. Instructors will assign grades for any classes not dropped before the third period begins. The signature of the Provost or designee is required on the drop/add form to change the effective date of withdrawal. Students who drop their classes after the semester starts, were not dropped as "no-shows," and did not officially withdraw from the University, will be subject to an administrative withdrawal.

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

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

First/Second Semesters and All Summer Sessions

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

Four Week Classes

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

Five Week Classes

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

Six Week Classes

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

Seven Week/Online Seven Week Classes

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

Eight Week/Online Eight Week Classes

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

Ten Week Classes

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

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 CONSORTIUMS

The Mount is now a member of two Online Consortiums: Online Consortium of Independent Colleges and Universities (OCICU) and Acadeum College Consortium (ACA). The purpose of the two online consortiums is to provide students the ability to take online courses not offered at the Mount. **All students are eligible to enroll per advisor and/or Director of the Academic Advising Resource Center (AARC).** New students are limited to six OCICU/ACA credits in their first semester at the Mount.

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

OCICU/ACA courses are *accelerated courses* and *are offered on a space available basis.* Mount students are charged Mount tuition when registering through the Online Consortium schools. Students registering for OCICU/ACA courses follow the academic calendar of the provider school. Deadlines for course withdrawals are within the first 2-5 days of the OCICU/ACA courses (please refer to your contract for the specific withdrawal date). 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/ACA registration occurs *after* the Director of AARC has given course authorization. The senior citizen discount and students using tuition remission does not apply to these courses.

OCICU/CC Disability Service Request Policy

Students seeking accommodations for disabilities and who are interested in taking an OCICU/ACA 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/ACA course.

Request 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/ACA) schools are not notified in time to make the necessary arrangements, students may not have their accommodations in place for the course. In this case, students may want to take the course in a later term to their accommodations are available.

GREATER CINCINNATI COLLEGIATE CONNECTION (GC3)

Full- and part-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/S1, second semester/S2 and summer sessions/S4 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 (not on Web registration) in the Registrar's Office, Conlan Center. 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 a means of taking 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 an 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, 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 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 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, 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.

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.

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 2019 rate is $555 per credit hour for undergraduate tuition and $610.00 for graduate tuition (except for some graduate and doctorate courses which have varying fees). In addition, some courses may have additional lab fees. All rates are subject to change in 2020.

General Fee

A non-refundable General Fee of $125.00 is charged to all Graduate and Doctorate students registered for 9 or more credit hours in the summer term. Fully Online Programs are excluded regardless of hours.

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*

Please note these are 2019 rates.

Private applied music lessons do not satisfy Core Curriculum requirements.

Senior Citizen Tuition

Persons 65 years of age or older prior to the start of the term are eligible to enroll tuition-free in most undergraduate courses which have room and for which necessary prerequisites have been fulfilled. Independent studies, online courses, 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 11, 2020

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 11, 2020. After May 11, 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 University 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:
Mount St. Joseph University
Fiscal Operations
5701 Delhi Road
Cincinnati, Ohio 45233-1670

Student payments can also be made online for tuition and fees through myMount. Online payments can be made by credit card or from a checking or savings account. Simply log in to myMount and access your Course and Fee Statement under the Finances tab. Make sure the correct semester is displayed and then follow the links to make a payment online. Payments received online will be processed within 2 business days.

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 513-244-4418 to phone in VISA, MasterCard, Discover, and American Express payments.

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 513-244-4418 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 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 the Student Administrative Services Office prior to the confirmation date. If the original authorization indicates extended (annual or degree completion) coverage, the University 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. Students eligible for third party payments are not excluded from the monthly student account statement billing process.

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 513-244-4418 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

On Campus Online/Blended Online Course Tuition Reduction Policy

Please note that Mount online/blended 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/blended course is considered attendance in the class even if the student has not submitted any assignments or participated in any other aspect of the course.

OCICU/ACA Tuition Reduction Policy

Please note that OCICU/ACA 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 12:00 noon on the contract's academic drop date will receive NO refund for tuition per course (this includes weekends). Full-time students who withdraw after 12:00 noon on the contract's academic drop date (this includes weekends) will be charged an additional 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 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 *University Catalog* for details on the withdrawal process.

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

Service Fees

Service fees are added to unpaid student accounts at a monthly rate of $1\frac{1}{2}$ percent. Payments must be received by the 19th of the month to avoid service fees.

Refunds

Student account refunds are processed automatically once a credit balance is generated on a student's account and all charges have posted for the 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 once attendance has been verified for the student.

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. Please consult the catalog for a description of grade definitions.

INCOMPLETE GRADES

Students must initiate requests for an I (incomplete) grade with an instructor prior to the scheduled final exam or the final scheduled class for accelerated courses. I (incomplete) grades are only assigned by an instructor for 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 on MyMount.

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 Mount St. Joseph University, pursuing baccalaureate and/or associate degrees, must fulfill the requirements of the Core Curriculum as an integral part of their course of studies. These requirements are described at www.msj.edu/catalogs. 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 requirements, which provides flexible use of transfer courses into the Mount's core curriculum.

EMAIL GUIDELINES

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

- University business
- University related announcements
- University sponsored events

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.

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 the National Student Clearinghouse. Complete information regarding a transcript request can be found at *www.msj.edu/transcript.*

STUDENT DATA CHANGES

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

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

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

NOTE: This document was published in November 2019 with information available at that time.

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

Refer to the 2019-2020 University Catalog at www.msj.edu/catalogs for additional information.