

MERCY COLLEGE

FOR THOSE WITH A PASSION TO GET AHEAD

COURSE BULLETIN

SUMMER 2020

DOBBS FERRY
BRONX
MANHATTAN
YORKTOWN HEIGHTS
ONLINE



Summer 2020 Course Bulletin

Table of Contents

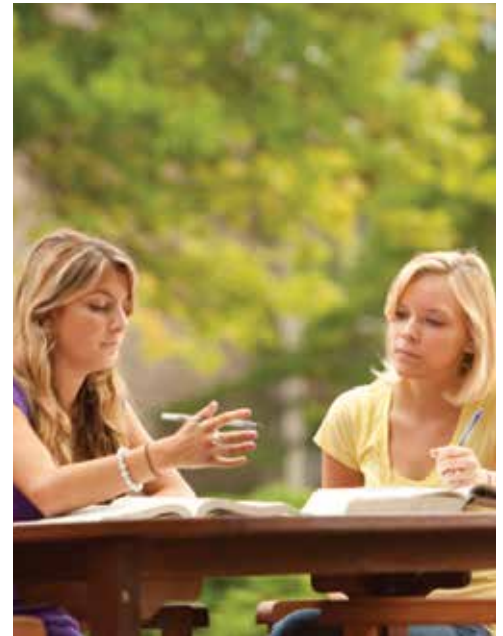
Registration/Payment Procedures	2
Mercy Connect Guide For Payment And Financial Aid	4
Summer 2020 Academic Calendar	5
Hours Of Operation	6
General Information	7
Financial Assistance	7
Withdrawal and Refund	7
Refund Schedule with Official Withdrawal	8
Payment Policy and Procedures for All Students	8
Payment Arrangements	8
Tuition And Fees For Summer 2020 - Fall 2020 - Spring 2021	9
Course Fees For Summer 2020 - Fall 2020 - Spring 2021	10
Immunization Requirements	11
Meningococcal Information	12
Meningococcal Meningitis Vaccination Response Form	13
Mercy College Immunization Record	14

How to Search and Register for Classes

1. Log into Mercy Connect (connect.mercy.edu)
2. Select Register for Classes
3. Select Look Up Classes
4. Select a term (Remember, all undergraduate programs run on as semester schedule), then select submit
5. Select Advanced Search
6. Filter results for your preferences. Remember to select the campus you prefer to take classes on. For online classes, select Distance Learning
7. Select Section Search
8. Select the class that works best for your schedule. Remember that R=Thursday, so if a class is listed as TR it meets on Tuesdays and Thursdays.
9. Check off the corresponding box on the far left-hand side
10. Scroll to the bottom of the search results and select Register

Please consider the following:

- You will not be able to register for over 16 credits without authorization.
- Contact your PACT or COP advisor and they can request this on your behalf
- You will not be able to register for classes that have time conflicts with other classes.
- You can add yourself to the waitlist of a full class



This bulletin is current as of the print date of March 2, 2020. For the most up to date class schedule, registration, payment and refund policies please check online at www.mercy.edu

Mercy College reserves the right to revise or change its academic calendar, rules, charges, fees, schedules, courses, requirements for degrees and any other regulations, policies or practices affecting students whenever considered necessary or desirable. The foregoing changes may include, without limitation, the elimination of courses, and programs.

**MERCY
COLLEGE**

555 Broadway
Dobbs Ferry NY, 10522

1-877-MERCY-GO
www.mercy.edu

Registration/Payment Procedures

In-person and Web registration will begin on March 2, 2020

- **You must be in FULL compliance with the New York State Immunization Law. Submit immunization documents to the Office of Enrollment Services.**
- Make and keep an appointment with your counselor/mentor to go over your degree requirements and review your transcript on Mercy Connect. If you have transfer credits, pay particular attention to your transfer work, and make sure that you do not enroll in a course for which you have already received credit.
- Review available courses through Mercy Connect.
- Check **prerequisites and registration restrictions** for each course in which you plan to register by clicking on the CRN and then clicking on the course title. This will tell you the prerequisite.
- Make a list of the courses in which you plan to enroll using a Registration/Schedule Worksheet.
- Clear any holds that prevent registration. Your holds status is available via Mercy Connect by selecting the student tab, then selecting “view holds”. If you have any questions about your holds, contact the Office of Enrollment Services at **1-888-464-6737**.
- If you intend to use Financial Aid (grants and loans), you **MUST file the 2019-20 Free Application for Federal Student Aid (FAFSA)**. The last day to file the 2019-2020 FAFSA is **June 30, 2020**. If you have already filed a FAFSA, please check with your counselor/advisor to make sure that you have submitted all the required documents for aid to disburse.
- All payment arrangements must be completed by
Semester: May 6, 2020
Trimester: April 6, 2020
Quarter: May 5, 2020

To proceed with registration:

- Either process your registration online (see procedures below) or take your registration form, signed by a counselor/mentor, to the Office of Enrollment Services to complete your registration.
- You will be required to complete a Student Acknowledgement Statement and Method of Payment Information Form. This will be used to assist you in completing your payment arrangements for the summer term.
- If you have changed your address, submit your change of address request form at the Office of Student Services at your local campus or fax it to 914-674-7516

After you have registered:

- Print your schedule via Mercy Connect.
- Follow through with your payment/financial aid procedures. You can pay online via Mercy Connect.

WEB REGISTRATION

Registration Instructions for Mercy Connect

Online students who live in the Tri State area must follow the New York State Immunization Law. You can fax your proof of immunization to the Office of Enrollment Services at 914-674-7516.

- After logging into Mercy Connect select the Administrative Services tab at the top of the page. (If you have trouble logging into Mercy Connect, please contact the Helpdesk at helpdesk@mercy.edu or 914-674-7526.)
- To register for classes, choose **Student and Financial Aid**.
- On the **Student and Financial Aid** page, choose Registration to view the Registration Menu.
- On the **Student and Financial Aid** page, choose **Registration** to view the **Registration Menu**.

**For questions on your holds, call
1-888-464-6737.**

- Summer 2020 Semester
- Summer 2020 Trimester
- Summer 2020 Quarter

Highlight the term, and click the **Submit Term** button. This will return you to the Registration Menu.

- The first time you select add or drop classes for a term you will be required to complete a Student Acknowledgement Statement and Method of Payment Information Form. This information will be used to assist you in completing your payment arrangements for the fall term.
- If you want to search for classes, click the **Class Search** button at the bottom of the page. This brings you to the **Look Up Classes** page. On this page, you can search for classes using specific criteria. You must select the subject name and any other criteria you wish to specify (course number, campus, etc.) however only the subject name is required. After selecting the criteria, click **Class Search**.
- On the **Look Up Classes** page, a listing of classes fitting the criteria you specified will appear. Class information, such as dates, days, time, campus, and seats available will appear for each class listing. If you wish to register for a class, check the box in front of the **CRN** and click **Register**. If there is a C in the box, the class is closed. If there is an X in the box it has been cancelled. If you are on hold you will not be able to check any boxes.
- If you do not have to look up classes because you already know the **Course Reference Number (CRN)** choose **Add or Drop Classes** from the **Registration Menu**. Then enter the CRNs in the boxes (one CRN per box). After entering the CRNs click the **Submit Changes** button. (If you receive an error message on the **Add/Drop Classes page**, check your schedule of classes or contact your counselor/mentor.)

- To **Drop a Class** - In the second column, '**Action**' there is a window with a down arrow. Click on the arrow and a message should appear indicating '**Web Drop**'. Click this and then at the bottom of the form click on '**Submit Changes**'. If the message (web drop) does not appear in the window the period for dropping through the web is over and you should contact your advisor. Please see **Withdrawals and Refunds**.
- You can view your schedule by clicking **Detail Schedule** on the **Registration Menu**. To get to the Registration Menu, click the menu icon on the toolbar located in the top right corner of the page. If you want to print your class schedule, click the printer icon on your web browser's toolbar.

Before you logout, click on **Account Summary** from the **Student Account menu** under **Student and Financial Aid**. Make sure you have made the necessary arrangements to cover your tuition using grants, loans, payment plans, etc.

WE ARE HERE TO HELP YOU:

Graduate/Undergraduate Advising:
Contact your program director/student service counselor

Registration Holds:
Student Services Support Center at 1-888-464-6737

Financial Aid:
Student Services Support Center at 1-888-464-6737

Graduate/Undergraduate Academic holds:
Contact your School Dean

Computer helpdesk:
helpdesk@mercy.edu or 914-674-7526

REGISTRATION/SCHEDULE WORKSHEET

Subject, Course #, Title	CRN Number	Credit	Day	Time

Mercy Connect Guide for Payment and Financial Aid



...your gateway to the
Mercy College community

OBTAINING YOUR MERCY COLLEGE CONNECT ACCOUNT

1. Navigate to <http://connect.mercy.edu>
2. **Click on “Get your Username and Password” on the left**
3. Enter the required information, and click SUBMIT.
4. This will provide you with your Username and PIN number for Mercy Connect and Blackboard, the College’s online course system

ACCESSING YOUR STUDENT ACCOUNT

1. Go to <http://connect.mercy.edu>
2. **Login**
3. Click on the Academic Services tab at the right side of the page
4. Select Administrative Services
5. Select Student & Financial Aid
6. Click on “Student Account”
7. Select Term to review current charges and financial aid package

MERCY COLLEGE HOMEPAGE TO OBTAIN ENTRANCE/EXIT COUNSELING:

1. Go to Mercy College Homepage at www.mercy.edu
2. Go to Admissions
3. Go to Financial Aid, How to apply link on the right side of the page. Go to Forms and Documentation
4. All the way to Bottom of Page are Links (URL’S) for Entrance and Exit Interviews

CANCELLATION AND SCHEDULE CHANGE POLICY

The College reserves the right to revise, change schedule or cancel any course whenever considered necessary or desirable. Course cancellation information is posted in Mercy Connect. Students are also notified via Mercy Connect e-mail.

Summer 2020 Academic Calendar

All terms follow the schedule for observed Federal holidays, as outlined in the term A schedule.

TERMS A, B, and C

In addition to in-person class time, each course in these terms will include at least 20% additional course time through online activities.

TERM A (10 weeks) Wednesday, May 27 – Tuesday, August 4

Tuesday, June 2	Last Day for Registration and Change of Program
Saturday, June 27	Last Day for Withdrawal with a "W"
Friday, July 3	Observed Independence Day: College Holiday
Saturday, July 4	Independence Day: College Holiday
Tuesday, August 4	Summer Term A Ends

TERM B (5 weeks) Wednesday, May 27 – Tuesday, June 30

Tuesday, June 2	Last Day for Registration and Change of Program
Tuesday, June 9	Last Day for Withdrawal with a "W"
Tuesday, June 30	Summer Term B Ends

TERM C (5 weeks) Wednesday, July 1 – Tuesday, August 4

Friday, July 3	Observed Independence Day: College Holiday
Saturday, July 4	Independence Day: College Holiday
Tuesday, July 7	Last Day for Registration and Change of Program
Tuesday, July 14	Last Day for Withdrawal with a "W"
Tuesday, August 4	Summer Term C Ends

TERM E (4 weeks) Monday, May 18 – Wednesday, September 2 *Organizational Management*

E1	Monday, May 18 – Friday, June 12
	Friday, May 22 College Holiday
	Monday, May 25 Memorial Day: College Holiday
	Tuesday, May 26 Last Day for Registration and Change of Program
	Saturday, May 30 Last Day for Withdrawal with a "W"
E2	Monday, June 15 – Friday, July 10
	Saturday, June 20 Last Day for Registration and Change of Program
	Saturday, June 27 Last Day for Withdrawal with a "W"
	Friday, July 3 Observed Independence Day: College Holiday
	Saturday, July 4 Independence Day: College Holiday
E3	Monday, July 13 – Friday, August 7
	Saturday, July 18 Last Day for Registration and Change of Program
	Wednesday, July 22 Last Day for Withdrawal with a "W"
E4	Monday, August 10 – Wednesday, September 2
	Saturday, August 15 Last Day for Registration and Change of Program
	Tuesday, August 18 Last Day for Withdrawal with a "W"

TERM R (15 weeks) Monday, April 27 – Sunday, August 23 *Graduate Occupational Therapy and Physical Therapy*

Inclusive dates for course offerings including clinical site placements	
Thursday, April 30	Last Day for Registration and Change of Program
Friday, May 22	College Holiday
Monday, May 25	Memorial Day: College Holiday
Thursday, June 4	Last Day for Withdrawal with a "W"
Friday, July 3	Observed Independence Day: College Holiday
Saturday, July 4	Independence Day: College Holiday
Sunday, August 23	Summer Term R Ends

TERM Q (10 weeks) Tuesday, May 26 – Monday, August 3 – *Business (MBA), Organizational Leadership*

Monday, June 1	Last Day for Registration and Change of Program
Monday, June 8	Last Day for Withdrawal with a "W"
Friday, July 3	Observed Independence Day: College Holiday
Saturday, July 4	Independence Day: College Holiday
Monday, August 3	Summer Term Q Ends

TERM N (3 weeks) Monday, July 6 – Friday, July 31 – *Education*

Friday, July 3	Observed Independence Day: College Holiday
Saturday, July 4	Independence Day: College Holiday
Saturday, July 11	Last Day for Registration and Change of Program
Saturday, July 18	Last Day for Withdrawal with a "W"

TERM T (3 weeks) Thursday, August 6 – Wednesday, September 2 – *Education*

Wednesday, August 12	Last Day for Registration and Change of Program
Wednesday, August 19	Last Day for Withdrawal with a "W"

THE COLLEGE RESERVES THE RIGHT TO EXTEND ANY TERM IN THE EVENT OF CLASS CANCELLATIONS DUE TO WEATHER AND/OR OTHER EMERGENCY.

HOURS OF OPERATION

	Admissions	PACT	Enrollment Services
Dobbs Ferry			
Monday	9:00 am - 7:00 pm	8:30 am - 7:00 pm	9:00 am - 7:00 pm
Tuesday	9:00 am - 7:00 pm	8:30 am - 7:00 pm	9:00 am - 7:00 pm
Wednesday	9:00 am - 7:00 pm	8:30 am - 7:00 pm	9:00 am - 7:00 pm
Thursday	9:00 am - 7:00 pm	8:30 am - 7:00 pm	9:00 am - 7:00 pm
Friday	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Saturday	9:00 am - 2:00 pm	9:00 am - 2:00 pm	9:00 am - 2:00 pm*
Bronx			
Monday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Tuesday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Wednesday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Thursday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Friday	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Saturday	9:00 am - 2:00 pm	9:00 am - 2:00 pm	9:00 am - 2:00 pm*
Manhattan			
Monday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Tuesday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Wednesday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Thursday	9:00 am - 7:00 pm	9:00 am - 7:00 pm	9:00 am - 7:00 pm
Friday	9:00 am - 5:00 pm	9:00 am - 5:00 pm	9:00 am - 5:00 pm
Saturday	9:00 am - 2:00 pm	9:00 am - 2:00 pm	9:00 am - 2:00 pm*
Yorktown			
Monday	9:00 am - 7:00 pm		9:00 am - 7:00 pm
Tuesday	9:00 am - 7:00 pm	SEE ENROLLMENT SERVICES	9:00 am - 7:00 pm
Wednesday	9:00 am - 7:00 pm	HOURS	9:00 am - 7:00 pm
Thursday	9:00 am - 7:00 pm		9:00 am - 7:00 pm
Friday	9:00 am - 5:00 pm		9:00 am - 5:00 pm
Saturday	9:00 am - 2:00 pm		9:00 am - 2:00 pm*

***Please note:
The offices are open
the 2nd and 4th Saturday of the month.**

General Information

NON-DEGREE SEEKING STUDENTS

Non-Degree Seeking Students (Non-Matriculating) Students who wish to enroll in courses for college credit on a non-matriculating (non-degree) basis may register for those courses without making a formal application for admission to Mercy College. However, all non-matriculating students must meet with an admissions counselor to complete a non-degree form and to have the desired courses approved.

Non-matriculated students are not eligible for Federal, State or Institutional Financial Aid. For payment options or assistance with financial aid requirements, an appointment with a Enrollment Services Staff member is recommended. You are welcome to the Office of Enrollment Services at any of our four campus locations or may phone the Office of Admissions to become a matriculated student at 877-MERCY-GO.

FINANCIAL ASSISTANCE

The Office of Enrollment Services communicates with students both via Mercy Connect and via US Mail. Requests for required documentation and financial aid award package notifications are sent as both a targeted email message, and via US Mail. To expedite processes, students are encouraged to login to Mercy Connect weekly to check for these messages. Directions for using Mercy Connect are available in the Mercy Connect Section of this bulletin. Additionally, you are welcome to visit one of our campus Office of Enrollment Services if you need personalized assistance. Finally, you may also contact us by telephone:

Athletic Scholarships 914-674-7566

Academic Scholarships 888-464-6737

Account or Financial Aid status 888-464-6737

WITHDRAWALS AND REFUNDS

Students wishing to withdraw from courses for which they have registered MUST file an official withdrawal. Ceasing to attend classes does not constitute an official withdrawal. If you do not officially withdraw it will result in the issuance of a grade of "FW" which will be calculated into the student's GPA as an "F" and may result in dismissal. In addition this status will be reported to the Office of Enrollment Services and may result in a reevaluation and possibly a reduction of financial aid funds. Notification to the instructor or to any other office does not constitute an official withdrawal. An official withdrawal may be processed in person at any Enrollment Services Office, or via Mercy Connect.

Withdrawal from class(es) does not necessarily entitle a student to a refund of tuition and fees paid, or to a reversal of tuition charged. Refunds will be made in accordance with the refund schedule. The date of withdrawal will be the date the official withdrawal form is entered into the computer, not the last date of class attendance. Students who receive financial aid should contact a Enrollment Services counselor.

COURSE FORMATS

Mercy College offers classes in three basic formats, all with high standards of academic quality:

"Classroom" meaning in a traditional classroom, lab, or studio situation. Students can take classroom-based courses at any of one or more of our four convenient campuses in Dobbs Ferry, Bronx, Manhattan, or Yorktown Heights. These courses form the majority of classes offered at Mercy College. These courses are marked in the Campus Column as "DF", "BX", "MT" or "YH" in the course guide.

"Online" meaning 100% delivered over the internet using web-based software and other supports. These courses are marked in the Campus Column as "DL" in the course guide ("distance learning"). Online courses generally don't meet at a particular time, rather students and faculty post messages and have conversations with each other in secure online environments at times that meet their own schedules. The academic expectations are the same as a classroom-based course. Mercy College has developed orientation materials for talking an online course: <https://www.mercy.edu/academics/mercy-online/student-resources/>

The courses marked with a "*" in the course guide offer the best benefits of a traditional professor / classroom environment with the convenience and enhancements of an online course. Courses will vary on the proportion of classroom and online components, but the academic expectations are the same. Mercy College has developed orientation materials for the online portions: <https://www.mercy.edu/academics/mercy-online/student-resources/>

REFUND SCHEDULE WITH OFFICIAL WITHDRAWAL

(Dates indicate the last day on which the official withdrawal may be processed)

UNDERGRADUATE & GRADUATE PROGRAMS

	100%	80%	0%
TERM A	Jun 02	Jun 09	Jun 10
TERM B	Jun 02	Jun 04	Jun 05
TERM C	Jul 07	Jul 09	Jul 10
TERM E1	May 26	May 29	May 30
TERM E2	Jun 20	Jun 23	Jun 24
TERM E3	Jul 18	Jul 21	Jul 22
TERM E4	Aug 15	Aug 18	Aug 19
TERM N	Jul 11	Jul 12	Jul 13
TERM Q	Jun 01	Jun 08	Jun 09
TERM R	Apr 30	May 07	May 08
TERM T	Aug 12	Aug 13	Aug 14

Students that withdraw during any part of the refund period and have deferred payment via third party (whether financial aid, employer, etc) arrangements will be responsible for all tuition and related fees regardless if eligibility of such arrangements for disbursement and/or payment have been established prior to withdrawal.

Credit granted for tuition charged to American Express, Discover, MasterCard or VISA will be credited to the student's Mercy College account.

Refunds will be granted only for credit that appears on the student's account. The processing of refunds from loans, financial aid award, or other third party reimbursement cannot begin prior to the time the College certifies eligibility and/or receives and posts the funds to the student's account. Refund checks are made payable to the student and mailed to the student's home address.

Refunds resulting from a Parent Plus Loan will be made payable to the parent and mailed to the parent's address on record.

PAYMENT POLICY AND PROCEDURES FOR ALL STUDENTS

To best serve your financial needs as a student at Mercy College, it is important to familiarize yourself with the College's payment policy. The following is a brief summary of those policies, for further information please refer to our web site or call 1-888-464-6737.

Acceptable payment arrangements must be made three weeks before the first day of each term. Acceptable payment arrangements include payment in full or approved financial aid and a payment plan covering the balance in full. Students who have not made satisfactory payment arrangements will incur monthly late fees, and will have registration/transcript holds placed on their accounts. Prior balances must be paid in full.

ACCEPTABLE PAYMENT ARRANGEMENTS INCLUDE:

- Checks and credit cards (American Express, Discover, MasterCard, VISA)
- Official Scholarship Notification
- Company Reimbursement – Written authorization on company letterhead, signed by a supervisor, specifying that payment will be made directly to Mercy College
- Employee Reimbursement – Tuition Reimbursement Agreement must be signed
- Approved Financial Aid grants and loans
- Payment Plan Agreements - Interest-Free Monthly Payment Option Plan
- Tuition Management Systems apply at: afford.com or 1-800-722-4867
- Mercy College Payment Plan apply at: afford.com

Note: Students eligible for the maximum amount of financial aid and grants are still responsible for the difference between tuition and fee charges and full grant eligibility. A payment plan or supplemental private loan may be required to cover the balance due.

Tuition and Fees for Summer 2020 - Fall 2020 - Spring 2021

All fees are non-refundable and subject to change without prior notice.

Undergraduate Tuition	Full time (12 credits or more)	\$ 9,789.00	per term
	Part time (less than 12 credits)	\$ 823.00	per credit
Undergraduate Registration Fee	12 credits or more	\$ 400.00	per term
	Less than 12 credits	\$ 200.00	per term
Undergraduate Program Fees (Fall and Spring Terms Only)	Business Honors Program: One-time fee	\$ 300.00	1st term
	Computer Arts & Technology: greater than 6 credits	\$ 800.00	per term
	Computer Arts & Technology: 6 credits or less	\$ 400.00	per term
	Computer Science	\$ 75.00	per term
	Cybersecurity	\$ 75.00	per term
	Information Systems	\$ 75.00	per term
	Media Studies: greater than 6 credits	\$ 150.00	per term
	Media Studies: 6 credits or less	\$ 75.00	per term
	Music Industry & Technology: greater than 6 credits	\$ 700.00	per term
	Music Industry & Technology: 6 credits or less	\$ 350.00	per term
	Nursing Program: 1st year students	\$ 800.00	per term
	Nursing Program: 2nd year students	\$ 1,500.00	per term
	Nursing Program: 3rd year students	\$ 1,500.00	per term
	Nursing Program: 4th year students	\$ 1,500.00	per term
	RN to BSN Program	\$ 62.50	per term
Clinical Lab Science: 4th year students	\$ 300.00	per term	
Fully Online RN to BSN Program	Tuition per credit	\$ 452.00	per credit
	Registration Fee - 12 credits or more	\$ 400.00	per term
	Registration Fee - Less than 12 credits	\$ 200.00	per term
	RN to BSN Program	\$ 62.50	per term
ASDBS - 2nd Degree Nursing (Fall, Spring and Summer Terms)	Nursing - 2nd Degree ASDBS	\$ 1,500.00	per term
Graduate Tuition	Business Administration	\$ 948.00	per credit
	Business Analytics	\$ 948.00	per credit
	Communication Disorders	\$ 1,020.00	per credit
	Computer Science	\$ 927.00	per credit
	Counseling	\$ 927.00	per credit
	Cybersecurity	\$ 948.00	per credit
	Education	\$ 927.00	per credit
	English Literature	\$ 927.00	per credit
	Family Nurse Practitioner	\$ 927.00	per credit
	Health Services Management	\$ 927.00	per credit
	Human Resource Management	\$ 948.00	per credit
	Marriage & Family Therapy	\$ 927.00	per credit
	Mental Health Counseling	\$ 927.00	per credit
	Nursing	\$ 927.00	per credit
	Occupational Therapy	\$ 1,020.00	per credit
	Organizational Leadership	\$ 948.00	per credit
	Physical Therapy	\$ 1,020.00	per credit
	Physician Assistant Studies	\$ 1,065.00	per credit
	Psychology	\$ 927.00	per credit
	Public Accounting	\$ 948.00	per credit
Public Administration	\$ 927.00	per credit	
School Building Leadership	\$ 927.00	per credit	
School District Leader	\$ 927.00	per credit	
School Psychology	\$ 927.00	per credit	
Web Strategy and Design	\$ 948.00	per credit	
Graduate Registration Fee	12 credits or more	\$ 400.00	per term
	Less than 12 credits	\$ 200.00	per term
Graduate Fees	Graduate Nursing	\$ 325.00	per term
	Physician Assistant - 1st year students	\$ 300.00	per term
	Physician Assistant - Final program year	\$ 275.00	per term
	Physical Therapy	\$ 150.00	per term
	Occupational Therapy - 1st year students	\$ 330.00	per term
	Occupational Therapy - 2nd year students	\$ 200.00	per term
	Communication Disorders - 1st year students	\$ 225.00	per term
Transcript Fee	Official Transcript	Free	
	Unofficial Transcript	\$ 5.00	per copy
International Student Fee	First Time Enrolled Fee	\$ 450.00	per program
Application Fee	Undergraduate	\$ 40.00	
	Graduate	\$ 40.00	
	Graduate-OT/PT/OM Programs	\$ 62.00	
Audit Fee		50% of tuition	
Late Payment Fee	For each late payment	\$ 100.00	each
Late Registration Fee		\$ 100.00	each
Returned Check Fee		\$ 20.00	each

Course Fees for Summer 2020 - Fall 2020 - Spring 2021

Undergraduate Fees

Course	Title	Fee
ACCT 261	Computer App for Accountants	\$ 85.00
BIOL 275	Cell Biology	\$ 150.00
BIOL 370	Biology Research I	\$ 150.00
BIOL 355	Molecular Biology of the Cell	\$ 150.00
BIOL 360	Genetics	\$ 150.00
BIOL 366	Developmental Biology	\$ 150.00
BIOL 130A	Hum Anatomy & Physio I Lab	\$ 80.00
BIOL 131A	Hum Anatomy & Physio II Lab	\$ 80.00
BIOL 160A	General Biology I Lab	\$ 80.00
BIOL 161A	General Biology II Lab	\$ 80.00
BIOL 244	Microbiome	\$ 150.00
BIOL 265A	Microbiology Lab	\$ 150.00
BIOL 252	Plant Biology	\$ 80.00
BIOL 440	Advanced Research	\$ 150.00
BIOL 424	Neurobiology	\$ 150.00
BIOL 460	Capstone Research in Biology	\$ 150.00
CHEM 354	Biochemistry	\$ 150.00
CHEM 160A	General Chemistry I Lab	\$ 80.00
CHEM 161A	General Chemistry II Lab	\$ 80.00
CHEM 260A	Organic Chemistry I Lab	\$ 80.00
CHEM 261A	Organic Chemistry II Lab	\$ 80.00
CLSC 410A	Hematology Lab	\$ 80.00
CLSC 415A	Diagnostic Microbiology I Lab	\$ 80.00
CLSC 420A	Clinical Chemistry I Lab	\$ 80.00
CLSC 430A	Immunoematology I Lab	\$ 80.00
CMDS 498	Clinical Process III	\$ 105.00
EXSC 460	Exercise Physiology	\$ 125.00
EXSC 490	Exercise Testing and Prescription	\$ 125.00
EXSC 493	Resources for the Exercise Physiologist	\$ 350.00
HLCS 303A	Hum Anatomy w/Cadaver Lab	\$ 375.00
HLSC 410	Applied Neurosci/Rehab Prof	\$ 200.00
LAWS 220	Art of Legal Reasoning	\$ 105.00
LAWS/POLS 361	Constitutional Law Policy	\$ 105.00
MATH 115	Math for Liberal Arts	\$ 110.00
MATH 116	College Algebra	\$ 110.00
MGMT 255	Info Systems for Mgmt	\$ 85.00
NURS 401	Community Health Nursing	\$ 130.00
OCTR 209	Advanced Clinical Ed	\$ 250.00
OCTR 210	Advanced Clinical Ed	\$ 250.00
OCTR 214	Adulthood and Maturity	\$ 250.00
OCTR 260	OT Practice Assistant and Child Adol	\$ 250.00
PARA 206	Substantive Law/Document Draft	\$ 105.00
PARA 300	Legal Research/Writing II	\$ 105.00
PARA 302	Litigation	\$ 105.00
PARA 400	Law Office Management	\$ 105.00
PARA 410	Advanced Seminar Para Studies	\$ 105.00
PHYS 160	Physics for Life Science I	\$ 80.00
PHYS 161	Physics for Life Science II	\$ 80.00
VETC 101	Introduction to Veterinary Science	\$ 80.00
VETC 256A	Anatomy of Domestic Animals	\$ 240.00
VETC 258	Animal Handling & Restraint	\$ 180.00
VETC 306A	Clinical Laboratory Techniques	\$ 160.00
VETC 350A	Clinical Nursing	\$ 560.00
VETC 360	Fundamentals of Animal Research	\$ 250.00
VETC 496	Externship II	\$ 150.00

Graduate Fees

Course	Title	Fee
CNSL 687	Counseling/Mental Health Counseling	\$ 240.00
CNSL 655	Counseling & Applications II	\$ 150.00
CMDS 620	Clinical Practicum I	\$ 170.00
CMDS 621	Adv. In House Clinical Pract	\$ 155.00
CMDS 800	Pre-clinic Workshop	\$ 100.00
NURS 700	Nurse ED or ADM Practicum	\$ 130.00
NURS 771	Nurs Clinical 1	\$ 130.00
PHAS 500A	Gross Anatomy	\$ 375.00
PHTR 507	Gross Anatomy Lab	\$ 375.00

Immunization Requirements

All students enrolling for six or more credits must be in full compliance with the New York State Immunization law, and will not be permitted to register for classes without proof of one MMR and submission of a completed meningitis form. The remaining documentation must be submitted within 30 days of the start of the semester. If the documentation is not submitted, the student will not be allowed to continue attending classes and will be dropped from his/her courses without refund (full tuition liability).

There are several ways to comply with the immunization requirements:

MENINGOCOCCAL MENINGITIS

The New York Public Health Law requires that colleges distribute information about Meningococcal Meningitis disease and vaccination to *all* students registered for six or more credits. Students are required to decide whether or not to be immunized for Meningitis and to submit a form that formally confirms their decision. A copy of the form is provided in this booklet. The completed form should be submitted to the Office of Student Services (it can be faxed to 914-674-7516 or if you prefer, submit the information electronically through Mercy Connect <https://www.mercy.edu/vaccine> Electronic submission of the meningitis form through Mercy Connect will be accepted as your signature.

MEASLES, MUMPS, AND RUBELLA (MMR)

The New York Public Health Law requires that all college students born after December 31, 1956 who are taking six or more credits in a semester provide a certificate documenting immunity to measles, mumps, and rubella (MMR) before their first term of study.

Measles: Two doses are required.

1st Dose administered after the age of 12 months.
2nd Dose administered more than 30 days after the first dose and after the age of 15 months.
 In the alternative, the student can present medical proof of the disease or laboratory proof of immunity (student must submit a copy of the lab report).

Mumps: One Dose

One dose administered after the age of 12 months or laboratory proof of immunity (student must submit a copy of the lab report).

Rubella: One Dose

One dose administered after the age of 12 months or laboratory proof of immunity (student must submit a copy of the lab report).

The MMR combined vaccination fulfills the requirement for one dose of measles, one mumps, and one rubella immunization; **however**, a second measles vaccine, administered at least 30 days after the first dose, is required. Because the combined vaccine was not available in the United States before January 1, 1972, no MMR immunizations administered before that date are acceptable for US students.

For more information about immunization, please contact your doctor or the NYS Department of Health website at www.health.state.ny.us

Meningococcal Information

On July 22, 2003, Governor Pataki signed New York State Public Health Law (NYSPL) 2167 requiring colleges and universities to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. This law became effective on August 15, 2003.

What is meningococcal disease?

Meningococcal disease is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord) caused by the meningococcus germ.

Who gets meningococcal disease?

Anyone can get meningococcal disease, but it is more common in infants and children. For some adolescents, such as first year college students living in dormitories, there is an increased risk of meningococcal disease. Every year in the United States approximately 2,500 people are infected and 300 die from the disease. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, and people traveling to parts of the world where meningococcal meningitis is prevalent.

How is the meningococcus germ spread?

The meningococcus germ is spread by direct close contact with nose or throat discharges of an infected person.

What are the symptoms?

High fever, headache, vomiting, stiff neck and a rash are symptoms of meningococcal disease. The symptoms may appear 2 to 10 days after exposure, but usually within 5 days. Among people who develop meningococcal disease, 10-15% die, in spite of treatment with antibiotics. Of those who live, permanent brain damage, hearing loss, kidney failure, loss of arms or legs, or chronic nervous system problems can occur.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

Should people who have been in contact with a diagnosed case of meningococcal meningitis be treated?

Only people who have been in close contact (household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation,

daycare center playmates, etc.) need to be considered for preventive treatment. Such people are usually advised to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin or ceftriaxone) from their physician. Casual contact, as might occur in a regular classroom, office or factory setting, is not usually significant enough to cause concern.

Is there a vaccine to prevent meningococcal meningitis?

In February 2005 the CDC recommended a new vaccine, known as Menactra™ for use to prevent meningococcal disease in people 11-55 years of age.

The previously licensed version of this vaccine, Menomune™ is available for children 2-10 years old and adults older than 55 years. Both vaccines are 85% to 100% effective in preventing the 4 kinds of the meningococcus germ (types A, C, Y, W-135). These 4 types cause about 70% of the disease in the United States. Because the vaccines do not include type B, which accounts for about one-third of cases in adolescents, they do not prevent all cases of meningococcal disease.

Is the vaccine safe? Are there adverse side effects to the vaccine?

Both vaccines are currently available and both are safe and effective vaccines. However, both vaccines may cause mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days.

Who should get the meningococcal vaccine?

The vaccine is recommended for all adolescents entering middle school (11-12 years old) and high school (15 years old), and all first year college students living in dormitories. However, the vaccine will benefit all teenagers and young adults in the United States. Also at increased risk are people with terminal complement deficiencies or asplenia, some laboratory workers and travelers to endemic areas of the world.

What is the duration of protection from the vaccine?

Menomune™, the older vaccine, requires booster doses every 3 to 5 years. Although research is still pending, the new vaccine, Menactra™, will probably not require booster doses.

How do I get more information about meningococcal disease and vaccination?

Contact your physician or your student health service. Additional information is also available on the websites of the New York State Department of Health, www.health.state.ny.us; the Centers for Disease

Control and Prevention www.cdc.gov/ncidod/diseases/index.htm; and the American College Health Association, www.acha.org

MERCY COLLEGE MENINGOCOCCAL MENINGITIS VACCINATION RESPONSE FORM

Mercy College is required to maintain a record of the following for each student:

1. A response to receipt of meningococcal disease and vaccine information signed by the student.
2. A record of meningococcal meningitis immunization within the past 10 years; or
3. An acknowledgement of meningococcal disease risks and refusal of the immunization signed by the student.

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours complete and return the following form to the Office of Student Services. Please check one:

I have (for students under the age of 18: **My child has**):

- had meningococcal meningitis immunization within the past 10 years.
Date received: _____ (Please attach proof signed by a health care provider.)

[Note: If you (your child) received the meningococcal vaccine available before February 2005 called Menomune™, please note this vaccine's protection lasts for approximately 3 to 5 years. Revaccination with the new conjugate vaccine called Menactra™ should be considered within 3-5 years after receiving Menomune™.]

- read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I (my child) will **not** obtain immunization against meningococcal meningitis disease.

Signed _____ Date _____
(Parent / Guardian if student is a minor.)

Print Student's Name _____ Student's Date of Birth _____

Student's Mercy College ID #: _____

Student's Social Security #: _____

ELECTRONIC SUBMISSION OF THIS FORM THROUGH MERCY CONNECT WILL BE ACCEPTED AS YOUR SIGNATURE: <https://www.mercy.edu/vaccine> OR YOU CAN FAX THIS FORM TO THE OFFICE OF STUDENT SERVICES AT 914-674-7516

On July 22, 2003, Governor Pataki signed New York State Public Health Law (NYSPL) 2167 requiring colleges and universities to distribute information about meningococcal disease and

**MERCY COLLEGE
IMMUNIZATION RECORD**

.....

Name _____ Date _____

Social Security # _____ Date of Birth _____

Mercy College ID # _____

I certify that the following is the immunization record of the above-named person. This record is presented in accordance with the New York State Immunization requirements for college students.

Measles (Rubeola):

Two doses of measles vaccine: _____ Date: Dose 1 _____
(given after 1st birthday) _____ Dose 2 _____

OR

Physician documented history of the disease _____ Date of Disease: _____

OR

Serologic evidence of immunity _____ Date of positive immune titer: _____

Rubella:

One dose of rubella vaccine: _____ Date: Dose 1 _____

OR

Serologic evidence of immunity _____ Date of positive immune titer: _____

Mumps:

One dose of mumps vaccine: _____ Date: Dose 1 _____

OR

Physician documented history of the disease _____ Date of Disease: _____

OR

Serologic evidence of immunity _____ Date of positive immune titer: _____

Medical/Religious Exemption: _____

Health Official Name (Please print): _____

Address: _____

Telephone: _____

Health Official's Signature: _____

Mercy College is required by law to have all students born after December 31, 1956 in compliance. Please be advised that you will not be able to register unless your immunization records are submitted to your campus Office of Student Services.