

MERCY  
COLLEGE

DOBBS FERRY  
BRONX  
MANHATTAN  
ONLINE

# COURSE BULLETIN

FALL UNDERGRADUATE  
2023



# Fall 2023 Undergraduate Course Bulletin

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## How to Search and Register for Classes

1. Log into Mercy Connect
2. Click on Student Hub
3. Under Registration, select Register for Classes
4. Select Register for Classes
5. Select your registration term
6. Search for classes
7. Add to courses to summary to review before submitting
8. Click submit to process registration

### 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 (if available)



This bulletin is current as of the print date of March 8, 2023. For the most up to date class schedule, registration, payment and refund policies please check online at [www.mercy.edu](http://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](http://www.mercy.edu)

# Registration/Payment Procedures

*In-person and Web registration begins on Wednesday, March 8, 2023*

- You must be in **FULL** compliance with the New York State Immunization Law. Submit immunization documents in person to the Office of the Registrar or online to the Registrar's office at [https://mercy.formstack.com/forms/immunization\\_file\\_upload](https://mercy.formstack.com/forms/immunization_file_upload).
- Make and keep an appointment with your mentor or program director 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 **course title and view information on the left menu tab**. This will tell you the **information you need**.
- 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 clicking Registration in the Student Hub card, then clicking Your Registration Information, then Prepare for Registration. **This will show you if you are eligible for registration and if you have any holds that will prevent you from being able to register**. If you have any questions about your holds, contact the Office of Student Financial Services at **1-888-464-6737**.
- If you intend to use Financial Aid (grants and loans), you **MUST file the 2023-24 Free Application for Federal Student Aid (FAFSA)**. The Office of Student Financial Services will give priority to those who filed by **February 15, 2023**. If you have not received an award notification prior to the beginning of the semester, please visit the Office of Student Financial Services at your home campus **IMMEDIATELY**.
- All payment arrangements must be completed by **August 16, 2023**.

## To proceed with registration:

- Process your registration online (see procedures below).
- 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 fall term.
- If you have changed your address, update your address directly in the Mercy Connect portal. Login to Mercy Connect, click the "Student Hub" button, then click "My Profile." Update your address by clicking the edit button under the address shown, enter the update, then click "Update."

## After you have registered:

- Print your schedule via Mercy Connect.
- Follow through with your payment/financial aid procedures. You may pay online via Mercy Connect. After you have registered:

## Web Registration

### Registration Instructions for Mercy Connect

- After logging into Mercy Connect, **click on the Student Hub**. To register for classes select **Registration**. **Select your registration term and search for classes**. (If you have trouble logging into Mercy Connect, please contact the Helpdesk at [helpdesk@mercy.edu](mailto:helpdesk@mercy.edu) or 914-674-7526.)

For questions on your holds, call

**1-888-464-6737.**

**WE ARE HERE TO HELP YOU!**



- Fall 2023 Trimester (OT & PT)
- Fall 2023 Quarter (Accounting, Health Service Mgmt., Human Resources, Internet Business, MBA)
- Fall 2023 Semester for all other programs  
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 spring term.
- If you want to search for classes, click the Class Search button at the bottom of the page. This brings you to the Browse 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 Browse Classes 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 advisor.)

- 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 Registration Information on the Registration homepage. This allows you to pick the term and see your course registration for that term. The basic course information for that term, as well as the course schedule is displayed. Please keep in mind if you class is distance learning not synced you class will not show in the calendar format.** 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 plan, etc.

**We are here to help you:**

**Undergraduate Advising:**  
contact your mentor or program director

**Registration Holds:**  
Student Services Support Center at 1-877-MERCY-GO

**Financial Aid:**  
Student Services Support Center at 1-877-MERCY-GO

**Graduate 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 the Student Hub
4. Under the Student Financial Services section, click Student Account, or click any of the specific links listed
5. Review your current charges and financial aid package

## MERCY COLLEGE HOMEPAGE TO OBTAIN ENTRANCE/EXIT COUNSELING:

1. Go to Mercy College Homepage at [www.mercy.edu](http://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 (URLs) 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 by their PACT Mentor.

# Fall 2023 Undergraduate Academic Calendar

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

## TERM A (15 WEEK SEMESTER) Wednesday, September 6 – Friday, December 22

Monday, September 4	Labor Day: College Holiday
Wednesday, September 6	Fall Term A Begins
Tuesday, September 12	Last Day for Registration and Change of Program
Friday, September 29	Faculty Convocation
Wednesday, October 18	Faculty Seminar Day: Only classes beginning at or after 4 PM meet
Wednesday, November 1	Last Day for Course Withdrawal with a "W"
Wednesday, November 22	Thanksgiving Recess Begins: No classes beginning after 4 PM
Monday, November 27	Classes Resume
Friday, December 22	Fall Term A ends

## TERM B (8 WEEK TERM) Wednesday, September 6 – Tuesday, October 31

Monday, September 4	Labor Day: College Holiday
Wednesday, September 6	Fall Term B Begins
Tuesday, September 12	Last Day for Registration and Change of Program
Friday, September 29	Faculty Convocation
Tuesday, October 3	Last Day for Course Withdrawal with a "W"
Wednesday, October 18	Faculty Seminar Day: Only classes beginning at or after 4 PM meet
Tuesday, October 31	Fall Term B ends

## TERM C (8 WEEK TERM) Wednesday, November 1 – Friday, December 22

Wednesday, November 1	Fall Term C Begins
Tuesday, November 7	Last Day for Registration and Change of Program
Wednesday, November 22	Thanksgiving Recess Begins: No classes beginning after 4 PM
Monday, November 27	Classes Resume
Friday, December 1	Last Day for Course Withdrawal with a "W"
Friday, December 22	Fall Term C ends

## TERM W (3 WEEK TERM) Tuesday, January 2, 2024 – Monday, January 22, 2024

Tuesday, January 2	Winter Term W Begins
Monday, January 8	Last Day for Registration and Change of Program
Tuesday, January 9	Last Day for Course Withdrawal with a "W"
Monday, January 15	Martin Luther King Jr. Day: College Holiday
Monday, January 22	Winter Term W ends

## TERM E (4 WEEK TERMS) – Organizational Management (EDGE)

<b>E1</b>	<b>Wednesday, September 6 – Tuesday, October 3</b>
	Tuesday, September 12 Last Day for Registration and Change of Program
	Friday, September 15 Last Day for Course Withdrawal with a "W"
	Friday, September 22 Faculty Convocation
<b>E2</b>	<b>Wednesday, October 4 – Tuesday, October 31</b>
	Tuesday, October 10 Last Day for Registration and Change of Program
	Monday, October 16 Last Day for Course Withdrawal with a "W"
	Wednesday, October 18 Faculty Seminar Day: Only classes beginning at or after 4 PM meet
<b>E3</b>	<b>Wednesday, November 1 – Tuesday, November 28</b>
	Tuesday, November 7 Last Day for Registration and Change of Program
	Monday, November 13 Last Day for Course Withdrawal with a "W"
	Wednesday, November 22 Thanksgiving Recess Begins: No classes beginning after 4 PM
	Monday, November 27 Classes Resume
<b>E4</b>	<b>Wednesday, November 29 – Friday, December 22</b>
	Tuesday, December 5 Last Day for Registration and Change of Program
	Monday, December 11 Last Day for Course 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	Student Financial Services
<b>Dobbs Ferry</b>			
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
<b>Bronx</b>			
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
<b>Manhattan</b>			
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

# 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 Student Financial Services Staff member is recommended. You are welcome to the Office of Student Financial Services at any of our campus locations or may phone the Office of Admissions to become a matriculated student at 877-MERCY-GO.

## FINANCIAL ASSISTANCE

The Office of Student Financial 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 Student Financial Services if you need personalized assistance. Finally, you may also contact us by telephone:

**Athletic Scholarships** 914-674-7566

**Academic Scholarships** 877-MERCY-GO

**Account or Financial Aid status** 877-MERCY-GO

## 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 Student Financial 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 Student Financial 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 Student Financial Services counselor.



## REFUND SCHEDULE WITH OFFICIAL WITHDRAWAL

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

### UNDERGRADUATE PROGRAMS

	100%	80%	50%	0%
TERM A	Sep 12	Sep 19	Sep 26	Sep 27
TERM B	Sep 12	Sep 19	--	Sep 20
TERM C	Nov 07	Nov 14	--	Nov 15
TERM E1	Sep 12	Sep 15	--	Sep 16
TERM E2	Oct 10	Oct 13	--	Oct 14
TERM E3	Nov 07	Nov 10	--	Nov 11
TERM E4	Dec 05	Dec 08	--	Dec 09

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 1-877-MERCY-GO.

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 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
- Mercy College/Nelnet Campus Commerce payment plan at: [mycollegepaymentplan.com/mercycollege](http://mycollegepaymentplan.com/mercycollege) or 1-800-609-8056

*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 2023 - Fall 2023 - Spring 2024

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

<b>Undergraduate Tuition</b>	Full time (12 credits or more)	\$	10,618.00	per term
	Part time (less than 12 credits)	\$	892.00	per credit
<b>Undergraduate Registration Fee</b>	12 credits or more	\$	435.00	per term
	Less than 12 credits	\$	217.00	per term
<b>Undergraduate Program Fees (Fall and Spring Terms Only)</b>	Business Honors Program: One-time fee	\$	300.00	1st term
	Business Technology Fee	\$	30.00	per term
	Design and Animation: greater than 6 credits	\$	800.00	per term
	Design and Animation: 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 Production & Recording Arts: greater than 6 credits	\$	700.00	per term
	Music Production & Recording Arts: 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
<b>(Fall, Spring and Summer Terms)</b>	Clinical Lab Science: 4th year students	\$	315.00	per term
<b>Fully Online RN to BSN Program</b>	Tuition per credit	\$	491.00	per credit
	Registration Fee - 12 credits or more	\$	435.00	per term
	Registration Fee - Less than 12 credits	\$	217.00	per term
	RN to BSN Program	\$	62.50	per term
<b>ASDBS - 2nd Degree Nursing</b>	Nursing - 2nd Degree ASDBS	\$	1,540.00	per term
<b>Graduate Tuition</b>	Business Administration	\$	1,029.00	per credit
	Business Analytics	\$	1,029.00	per credit
	<b>School of Business</b>			
	Human Resource Management	\$	1,029.00	per credit
	Organizational Leadership	\$	1,029.00	per credit
	Public Accounting	\$	1,029.00	per credit
	<b>School of Education</b>			
	Education	\$	1,005.00	per credit
	School Building Leadership	\$	1,005.00	per credit
	School District Leadership	\$	1,005.00	per credit
	<b>School of Liberal Arts</b>			
	Computer Science	\$	1,029.00	per credit
	Cybersecurity	\$	1,029.00	per credit
	English Literature	\$	1,005.00	per credit
	<b>School of Health and Natural Sciences</b>			
	Communication Disorders	\$	1,106.00	per credit
	Family Nurse Practitioner	\$	1,005.00	per credit
	Nursing Administration	\$	1,005.00	per credit
	Nursing Education	\$	1,005.00	per credit
	Occupational Therapy	\$	1,106.00	per credit
	Physical Therapy	\$	1,106.00	per credit
	Physician Assistant Studies	\$	1,156.00	per credit
	<b>School of Social and Behavioral Sciences</b>			
	Health Services Management	\$	1,005.00	per credit
	Marriage & Family Therapy	\$	1,005.00	per credit
	Mental Health Counseling	\$	1,005.00	per credit
	Psychology	\$	1,005.00	per credit
	Counseling	\$	1,005.00	per credit
	School Psychology	\$	1,005.00	per credit
<b>Graduate Registration Fee</b>	12 credits or more	\$	435.00	per term
	Less than 12 credits	\$	217.00	per term
<b>Graduate Program Fees</b>	Business Technology Fee	\$	30.00	per term
	Communication Disorders - Full time students	\$	275.00	per term
	Communication Disorders - Part time students	\$	137.50	per term
	Graduate Nursing	\$	200.00	per term
	Graduate Nursing - Administration	\$	200.00	per term
	Graduate Nursing - Education	\$	200.00	per term
	Graduate Nursing - Family Nurse Practitioner	\$	500.00	per term
	Physician Assistant: 1st year students	\$	350.00	per term
	Physician Assistant: Final program year	\$	325.00	per term
	Physical Therapy	\$	180.00	per term
	School Psychology: One-time fee	\$	250.00	1st term
	Occupational Therapy - 1st year students	\$	330.00	per term
	Occupational Therapy - 2nd year students	\$	200.00	per term
	Occupational Therapy - 3rd year students	\$	200.00	per term
<b>Transcript Fee</b>	Electronic PDF Transcript	\$	9.99	per copy
	Printed: Transcript - Mercy Dobbs Ferry Campus	\$	14.99	per copy
	Printed: Standard USPS	\$	14.99	per copy
	Printed: USPS International	\$	17.49	per copy
	Printed: FedEx Expedited Overnight Service	\$	37.49	per copy
	Printed: FedEx International	\$	62.49	per copy
	CNR Expedited FedEx Transcript	\$	30.00	per copy
<b>International Student Fee</b>	First Time Enrolled Fee	\$	450.00	per program
<b>Application Fee</b>	Undergraduate	\$	40.00	
	Graduate	\$	40.00	
	Graduate-OT/PT/OM Programs	\$	62.00	
<b>Audit Fee</b>			50% of tuition	
<b>Duplicate Diploma Fee</b>		\$	30.00	each
<b>Late Payment Fee</b>	For each late payment	\$	100.00	each
<b>Late Registration Fee</b>		\$	100.00	each
<b>Returned Check Fee</b>		\$	20.00	each

# Course Fees for Summer 2023 - Fall 2023 - Spring 2024

COURSE	TITLE	FEE
<b>UNDERGRADUATE FEES</b>		
ACCT 261	Computer App for Accountants	\$85.00
BIOL130	Anatomy and Physiology I Lecture	\$55.00
BIOL130A	Hum Anatomy & Physio I Lab	\$80.00
BIOL131	Anatomy & Physiology II Lecture	\$55.00
BIOL131A	Hum Anatomy & Physio II Lab	\$80.00
BIOL160	General Biology I	\$70.00
BIOL160A	General Biology I Lab	\$85.00
BIOL161	General Biology II Lecture	\$70.00
BIOL161A	General Biology II Lab	\$85.00
BIOL244	Microbiome	\$150.00
BIOL252	Plant Biology	\$80.00
BIOL265	Microbiology Lecture	\$80.00
BIOL265A	Microbiology Lab	\$150.00
BIOL275	Cell Biology	\$150.00
BIOL355	Molecular Biology of the cell	\$150.00
BIOL360	Genetics	\$150.00
BIOL366	Developmental Biology	\$150.00
BIOL370	Biology Research I	\$150.00
BIOL424	Neurobiology	\$150.00
BIOL440	Advanced Research	\$150.00
BIOL460	Capstone Research in Biology	\$150.00
CHEM140	General, Organic and Biochemistry	\$90.00
CHEM140A	General, Organic and Biochemistry	\$90.00
CHEM160	General Chemistry I	\$43.00
CHEM160A	General Chemistry I Lab	\$85.00
CHEM161	General Chemistry II	\$43.00
CHEM161A	General Chemistry II Lab	\$85.00
CHEM260	Organic Chemistry I	\$63.00
CHEM260A	Organic Chemistry I Lab	\$85.00
CHEM261	Organic Chemistry II	\$63.00
CHEM261A	Organic Chemistry II Lab	\$85.00
CHEM354	Biochemistry	\$150.00
CLSC410A	Hematology - Lab	\$85.00
CLSC415A	Diagnostic Microbiology I Lab	\$85.00
CLSC420A	Clinical Chemistry I Lab	\$85.00
CLSC430A	Immunohematology I - Lab	\$85.00
CMDS498	Clinical Process III	\$105.00
COMM110	Oral Communication	\$68.00
EXSC209	First Aid Emergency Care and Personal Safety (Cross-listed Course)	\$60.00
EXSC460A	Exercise Physiology	\$125.00
EXSC490	Capstone	\$400.00
EXSC490A	Exercise Testing and Prescription	\$125.00
EXSC493	Resources for the Exercise Physiologist	\$350.00
HLSC209	First Aid Emergency Care and Personal Safety	\$60.00
HLSC303A	Hum Anatomy w/Cadaver Lab	\$400.00
HLSC314	Clinical Kinesiology and Applied Physics	\$150.00
HLSC410	Applied Neurosci/Rehab Prof	\$150.00
LAWS130	Introduction to Legal Studies	\$105.00
LAWS220	Art of Legal Reasoning	\$105.00
LAWS361	Constitutional Law & Policy	\$105.00
MATH115	Math for Liberal Arts	\$120.00
MATH116	College Algebra	\$120.00
MGMT255	Info Systems for Mgmnt	\$85.00
NURS401	Community Health Nursing	\$130.00
OCTR201	Occupational Therapy Practice for the Assistant: An Overview	\$100.00
OCTR209	Advanced Clinical Ed	\$275.00
OCTR210	Advanced Clinical Ed	\$275.00
OCTR211	Professional Development Seminar	\$250.00
OCTR214	Adulthood and Maturity	\$300.00
OCTR214A	OT Practice for the Assistant: Level I Fieldwork- Adulthood and Maturity	\$200.00
OCTR260	OT Practice Assistrn/Child Adol	\$300.00
OCTR260A	OT Practice for the Assistant: Clinical Education Level I	\$200.00
PARA201	Family Law	\$105.00
PARA206	Substantive Law/Document Draft	\$105.00
PARA260	Legal Research/Writing I	\$105.00
PARA300	Legal Research/Writing II	\$105.00
PARA302	Litigation	\$105.00
PARA303	Probate, Estate and Trusts	\$105.00
PARA400	Law Office Management	\$105.00
PARA410	Advanced Seminar Para Studies	\$105.00
PHYS160	Physics for Life Sciences I	\$80.00
PHYS161	Physics for Life Sciences II	\$80.00
PHYS180	Physics for Bio Sci I	\$80.00
PHYS181	Physics for Bio Sci II	\$80.00
POLS361	Constitutional Law & Policy	\$105.00
VETC101	Introduction to Veterinary Science	\$80.00
VETC140	Veterinary Management	\$60.00
VETC256A	Anatomy of Domestic Animals	\$240.00
VETC258	Animal Handling & Restraint	\$180.00
VETC300	Physiology of Domestic Animals	\$1,450.00
VETC306A	Clinical Laboratory Techniques	\$170.00
VETC320	Pharmacology and Toxicology	\$75.00
VETC350A	Clinical Nursing	\$750.00
VETC360	Fundamentals of Animal Research	\$800.00
VETC495	Externship I	\$75.00
VETC496	Externship II	\$150.00
<b>GRADUATE FEES</b>		
CNSL670	Counseling: Practicum	\$150.00
CNSL686	Internship I - Mental Health	\$240.00
NURS700	Nurs ED or ADM Practicum	\$130.00
NURS771	Nurs Clinical 1	\$130.00
NURS773	Clinical Practicum III: Family Nurse Practitioner	\$500.00
NURS777	Primary Care III	\$500.00
PHAS500A	Gross Anatomy	\$375.00
PHAS612	Clinical Clerkship I	\$500.00
PHAS613	Clinical Clerkship II	\$500.00
PHAS614	Clinical Clerkship III	\$500.00
PHTR507	Gross Anatomy Lab	\$375.00
PHTR730	Prof Prep Capstone	\$100.00

# Immunization Requirements

New York State Public Health Law, requires all students enrolled in six or more credits must be fully compliant with the below immunization requirements.

**Immunization compliance is outlined as follows:**

## Meningococcal Meningitis

New York Public Health Law requires the College to distribute information about Meningococcal Meningitis disease and vaccination to all students registered for six or more credits. Student(s) are required to confirm whether or not they decide to become immunized (or not).

Students are required to submit a form confirm their decision with the College in writing. The completed form is to be submitted to the Office of the Registrar. Electronic documents submitted will be accepted as the student signature.

## Measles Mumps and Rubella (MMR)

New York Public Health Law 2165, requires that all college students born after December 31, 1956, taking six or more credits in a term, provide proof of immunity to measles, mumps and rubella prior to their first term of study.

Proof of immunity includes an immunization record from a health care provider, previous school, immunization registry record or military immunization record. The requirement can also be satisfied by receiving the MMR combined vaccination. It is a 2 dose series and students must obtain a second measles vaccine administered at least 30 days after the first (MMR) dose in order to be in full compliance with required Immunizations.

An alternative to providing immunization proof or receiving the vaccine would be to submit a lab report showing positive titers or immunity to measles, mumps and rubella.

### Measles: Two doses required

First Dose must be after the age of 12 months  
Second Dose must be administered more than 30 days after the first dose and after the age of 15 months.

Alternative to immunization documents, the student may present medical proof of the disease or laboratory proof of immunity (students must submit a copy of lab report showing positive titers for Measles)

### Mumps: One dose required

One dose administered after the age of 12 months

Alternative to immunization documents, the student may present medical proof of the disease or laboratory proof of immunity (students must submit a copy of lab report showing positive titers for Mumps)

### Rubella: One dose required

One dose administered after the age of 12 months

Alternative to immunization documents, the student may present medical proof of the disease or laboratory proof of immunity (students must submit a copy of lab report showing positive titers for Rubella)

Students must submit proof of MMR vaccine compliance and submission of completed Meningitis Form within **30 days of the start of term.**

Please note that according to NYS Public Health Law, no institution shall permit any student to attend an in-person class on campus in excess of 30 days from the start of the term without complying with this law. All students restricted from coming to campus will remain enrolled in their in person classes and will be responsible for any and all work.

For requirements and policies relating to the COVID-19 vaccine, please see the college's **COVID-19 Vaccination Policy** at: [www.mercy.edu/campus-life/return-campus](http://www.mercy.edu/campus-life/return-campus)

Students: To upload your vaccination documentation, go to: <https://mercy.studenthealthportal.com/Forms>

## FORM COMPLETION

Please make sure you complete and return the meningococcal Meningitis Response Form within 30 days of the start of term. Please note that according to NYS Public Health Law, no institution shall permit any student to attend an in-person class on campus in excess of 30 days from the start of the term without complying with this law. All students restricted from coming to campus will remain enrolled in their in person classes and will be responsible for any and all work.

### 1. Immunization Record Document Upload

[https://mercy.formstack.com/forms/immunization\\_file\\_upload?sso=5fa07f1ec376d&sso=64065dc52f8df](https://mercy.formstack.com/forms/immunization_file_upload?sso=5fa07f1ec376d&sso=64065dc52f8df)

### 2. Meningococcal Meningitis Vaccination Response Form

[https://mercy.formstack.com/forms/meningitis\\_form](https://mercy.formstack.com/forms/meningitis_form)

### 3. COVID Vaccination Information Upload

<https://mercy.studenthealthportal.com/Forms>

# 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](http://www.health.state.ny.us); the Centers for Disease

Control and Prevention [www.cdc.gov/ncidod/diseases/index.htm](http://www.cdc.gov/ncidod/diseases/index.htm); and the American College Health Association, [www.acha.org](http://www.acha.org)