

Course Bulletin

Fall
Undergraduate
2024

Westchester
Bronx
Manhattan
Online

mercy.edu | 877-MERCY-GO



Fall 2024 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 OP 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 April 3, 2024. For the most up to date class schedule, registration, payment and refund policies please check online at www.mercy.edu

Mercy University 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.



555 Broadway
Dobbs Ferry NY, 10522

1-877-MERCY-GO
mercy.edu

Registration/Payment Procedures

In-person and Web registration begins on Monday, March 18, 2024

- **You must be in FULL compliance with the New York State Immunization Law. Submit immunization documents online to the MAV Health and Wellness Portal: <https://mercy.studenthealthportal.com>**
- 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 14, 2024**.

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 or 914-674-7526.)

For questions on your holds, call

1-888-464-6737

WE ARE HERE TO HELP YOU!

- Fall 2024 Trimester (OT & PT)
- Fall 2024 Quarter (Accounting, Health Service Mgmt., Human Resources, Internet Business, MBA)
- Fall 2024 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 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** 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 |
|--------------------------|------------|--------|-----|------|
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Mercy Connect Guide for Payment and Financial Aid

OBTAINING YOUR MERCY UNIVERSITY 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 University’s online course system

ACCESSING YOUR STUDENT ACCOUNT

1. Log in to your Mercy Connect account at <http://connect.mercy.edu>
2. Go to Student Hub
3. Go to Student Financial Services
4. Select Statement and Payment History

MERCY UNIVERSITY HOMEPAGE TO OBTAIN ENTRANCE/EXIT COUNSELING:

1. Go to Mercy University Homepage at mercy.edu
2. Go to Admissions & Financial Aid
3. Click Get Financial Aid
4. Scroll to the bottom and Click Financial Aid Forms
5. Select the respective links for Entrance or Exit Counseling

CANCELLATION AND SCHEDULE CHANGE POLICY

The University 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.

Fall 2024 Undergraduate Academic Calendar

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

TERM A (15 WEEK TERM) Wednesday, September 4 – Friday, December 20

| | |
|------------------------|-------------------------------------------------------------------|
| Monday, September 2 | Labor Day: University Holiday |
| Wednesday, September 4 | Fall Term A Begins |
| Tuesday, September 10 | Last Day for Registration and Change of Program |
| Friday, September 20 | Faculty Convocation |
| Wednesday, October 16 | Faculty Seminar Day: only classes beginning at or after 4 PM meet |
| Tuesday, October 29 | Last Day for Course Withdrawal with a “W” |
| Wednesday, November 27 | Thanksgiving Recess Begins: no classes beginning after 4 PM |
| Monday, December 2 | Classes Resume |
| Friday, December 20 | Last Day of Fall Term A |

TERM B (8 WEEK TERM) Wednesday, September 4 – Monday, October 28

| | |
|------------------------|-------------------------------------------------------------------|
| Monday, September 2 | Labor Day: University Holiday |
| Wednesday, September 4 | Fall Term B Begins |
| Tuesday, September 10 | Last Day for Registration and Change of Program |
| Friday, September 20 | Faculty Convocation |
| Tuesday, October 1 | Last Day for Course Withdrawal with a “W” |
| Wednesday, October 16 | Faculty Seminar Day: Only classes beginning at or after 4 PM meet |
| Monday, October 28 | Last Day of Fall Term B |

TERM C (8 WEEK TERM) Tuesday, October 29 – Friday, December 20

| | |
|------------------------|-------------------------------------------------------------|
| Tuesday, October 29 | Fall Term C Begins |
| Monday, November 4 | Last Day for Registration and Change of Program |
| Tuesday, November 26 | Last Day for Course Withdrawal with a “W” |
| Wednesday, November 27 | Thanksgiving Recess Begins: no classes beginning after 4 PM |
| Monday, December 2 | Classes Resume |
| Friday, December 20 | Last Day of Fall Term C |

TERM W (3 WEEK TERM) Thursday, January 2, 2025 – Wednesday, January 22, 2025

| | |
|----------------------|-------------------------------------------------|
| Thursday, January 2 | Winter Term W Begins |
| Wednesday, January 8 | Last Day for Registration and Change of Program |
| Friday, January 10 | Last Day for Course Withdrawal with a “W” |
| Monday, January 20 | Martin Luther King Day: University Holiday |
| Thursday, January 22 | Last Day of Winter Term W |

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

| | |
|-----------|-----------------------------------------------------------------------------------------|
| E1 | Wednesday, September 4 – Tuesday, October 1 |
| | Tuesday, September 10 Last Day for Registration and Change of Program |
| | Friday, September 20 Faculty Convocation |
| | Tuesday, September 17 Last Day for Course Withdrawal with a “W” |
| E2 | Wednesday, October 2 – Tuesday, October 29 |
| | Tuesday, October 8 Last Day for Registration and Change of Program |
| | Tuesday, October 15 Last Day for Course Withdrawal with a “W” |
| | Wednesday, October 16 Faculty Seminar Day: Only classes beginning at or after 4 PM meet |
| E3 | Wednesday, October 30 – Tuesday, November 26 |
| | Tuesday, November 5 Last Day for Registration and Change of Program |
| | Tuesday, November 12 Last Day for Course Withdrawal with a “W” |
| | Wednesday, November 27 Thanksgiving Recess Begins: no classes beginning after 4 PM |
| E4 | Monday, December 2 – Friday, December 20 |
| | Friday, December 6 Last Day for Registration and Change of Program |
| | Monday, December 9 Last Day for Course Withdrawal with a “W” |

*See refund table on page 8 for financial liability.

THE UNIVERSITY 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 |
|--------------------|-------------------|-------------------|----------------------------|
| Dobbs Ferry | | | |
| 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 |
| | | | |
| | | | |
| 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 |
| | | | |
| | | | |
| 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 |
| | | | |
| | | | |

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 University. 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 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 10 | Sep 17 | Sep 24 | Sep 25 |
| TERM B | Sep 10 | Sep 17 | -- | Sep 18 |
| TERM C | Nov 04 | Nov 11 | -- | Nov 12 |
| TERM E1 | Sep 10 | Sep 13 | -- | Sep 14 |
| TERM E2 | Oct 08 | Oct 11 | -- | Oct 12 |
| TERM E3 | Nov 05 | Nov 08 | -- | Nov 09 |
| TERM E4 | Dec 06 | Dec 09 | -- | Dec 10 |

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 University 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 University 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 University, 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 University
- Employee Reimbursement – Tuition Reimbursement Agreement must be signed
- Approved Financial Aid grants and loans
- Payment Plan Agreements - Interest-Free Monthly Payment Option Plan
- Mercy University/Nelnet Campus Commerce payment plan at: mycollegepaymentplan.com/mercyuniversity 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 2024 - Fall 2024 - Spring 2025

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

| | | | | |
|--------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------|-------------|------------|
| Undergraduate Tuition | Full time (12 credits or more) | \$ 10,990.00 | per term | |
| | Part time (less than 12 credits) | \$ 924.00 | per credit | |
| Undergraduate Registration Fee | 12 credits or more | \$ 450.00 | per term | |
| | Less than 12 credits | \$ 225.00 | per term | |
| Undergraduate Program Fees (Fall and Spring Terms Only) | Business Honors Program: One-time fee | \$ 300.00 | 1st term | |
| | Business Technology Fee | \$ 35.00 | 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 | |
| | Communication Arts | \$ 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 - Freshman | \$ 800.00 | per term | |
| | Nursing Program: 2nd year students - Sophomore | \$ 1,500.00 | per term | |
| | Nursing Program: 3rd year students - Junior | \$ 1,500.00 | per term | |
| | Nursing Program: 4th year students - Senior | \$ 1,500.00 | per term | |
| | RN to BSN Program | \$ 62.50 | per term | |
| | (Fall, Spring and Summer Terms) | Clinical Lab Science: 4th year students | \$ 315.00 | per term |
| | Fully Online RN to BSN Program | Tuition per credit | \$ 508.00 | per credit |
| | | Registration Fee - 12 credits or more | \$ 450.00 | per term |
| Registration Fee - Less than 12 credits | | \$ 225.00 | per term | |
| RN to BSN Program | | \$ 62.50 | per term | |
| ASDBS - 2nd Degree Nursing | Nursing - 2nd Degree ASDBS | \$ 1,540.00 | per term | |
| Graduate Tuition | Business Administration | \$ 1,065.00 | per credit | |
| | Business Analytics | \$ 1,065.00 | per credit | |
| | School of Business | Human Resource Management | \$ 1,065.00 | per credit |
| | | Organizational Leadership | \$ 1,065.00 | per credit |
| | | Public Accounting | \$ 1,065.00 | per credit |
| | | Education | \$ 1,040.00 | per credit |
| | School of Education | School Building Leadership | \$ 1,040.00 | per credit |
| | | School District Leadership | \$ 1,040.00 | per credit |
| | School of Liberal Arts | Computer Science | \$ 1,065.00 | per credit |
| | | Cybersecurity | \$ 1,065.00 | per credit |
| | | English Literature | \$ 1,040.00 | per credit |
| | School of Health and Natural Sciences | Communication Disorders | \$ 1,145.00 | per credit |
| | | Occupational Therapy | \$ 1,145.00 | per credit |
| | | Physical Therapy | \$ 1,145.00 | per credit |
| | School of Nursing | Physician Assistant Studies | \$ 1,196.00 | per credit |
| | | Family Nurse Practitioner | \$ 1,040.00 | per credit |
| | | Nursing Administration | \$ 1,040.00 | per credit |
| | | Nursing Education | \$ 1,040.00 | per credit |
| | School of Social and Behaviorial Sciences | Counseling | \$ 1,040.00 | per credit |
| | | Health Services Management | \$ 1,040.00 | per credit |
| Marriage & Family Therapy | | \$ 1,040.00 | per credit | |
| Mental Health Counseling | | \$ 1,040.00 | per credit | |
| Psychology | | \$ 1,040.00 | per credit | |
| School Counseling | | \$ 1,040.00 | per credit | |
| School Psychology | | \$ 1,040.00 | per credit | |

(Continued)

| | | | |
|----------------------------------|------------------------------------------------|----------------|-------------|
| Graduate Registration Fee | 12 credits or more | \$ 450.00 | per term |
| | Less than 12 credits | \$ 225.00 | per term |
| Graduate Program Fees | Business Technology Fee | \$ 35.00 | per term |
| | Communication Disorders - Full time students | \$ 275.00 | per term |
| | Communication Disorders - Part time students | \$ 175.00 | 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 | \$ 325.00 | per term |
| | Physician Assistant: 1st year students | \$ 350.00 | per term |
| | Physician Assistant: Final program year | \$ 325.00 | per term |
| | Physical Therapy | \$ 200.00 | 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 |
| Transcript Fee | 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 |
| 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 | |
| Duplicate Diploma Fee | | \$ 30.00 | each |
| 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 2024 - Fall 2024 - Spring 2025

| COURSE | TITLE | FEE |
|---------------------------|--------------------------------------------------------------------|-----------|
| UNDERGRADUATE FEES | | |
| ACCT 261 | Computer App for Accountants | \$ 85.00 |
| BIOL130 | Anatomy and Physiology I Lecture | \$ 60.00 |
| BIOL130A | Hum Anatomy & Physio I Lab | \$ 80.00 |
| BIOL131 | Anatomy and Physiology II Lecture | \$ 60.00 |
| BIOL131A | Hum Anatomy & Physio II Lab | \$ 70.00 |
| 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 | \$ 85.00 |
| BIOL265A | Microbiology Lab | \$ 150.00 |
| BIOL275 | Cell Biology | \$ 150.00 |
| BIOL309A | Human Physiology Lab | \$ 70.00 |
| 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 | \$ 85.00 |
| CHEM260A | Organic Chemistry I Lab | \$ 85.00 |
| CHEM261 | Organic Chemistry II | \$ 85.00 |
| 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 | \$ 90.00 |
| 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 | \$ 150.00 |
| EXSC490 | Capstone | \$ 400.00 |
| EXSC490A | Exercise Testing and Prescription | \$ 150.00 |
| EXSC493 | Resources for the Exercise Physiologist | \$ 350.00 |
| 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 | \$ 85.00 |
| LAWS220 | Art of Legal Reasoning | \$ 85.00 |
| LAWS361 | Constitutional Law & Policy | \$ 85.00 |
| MATH115 | Math for Liberal Arts | \$ 120.00 |
| MATH116 | College Algebra | \$ 120.00 |

(Continued)

| COURSE | TITLE | FEE |
|----------------------|--------------------------------------------------------------------------|-------------|
| MGMT255 | Info Systems for Mgmt | \$ 85.00 |
| NURS401 | Community Health Nursing | \$ 40.00 |
| 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 Assistn/Child Adol | \$ 300.00 |
| OCTR260A | OT Practice for the Assistant: Clinical Education Level I | \$ 200.00 |
| PARA201 | Family Law | \$ 85.00 |
| PARA206 | Substantive Law/Document Draft | \$ 85.00 |
| PARA260 | Legal Research/Writing I | \$ 85.00 |
| PARA300 | Legal Research/Writing II | \$ 85.00 |
| PARA302 | Litigation | \$ 85.00 |
| PARA303 | Probate, Estate and Trusts | \$ 85.00 |
| PARA400 | Law Office Management | \$ 85.00 |
| PARA410 | Advanced Seminar Para Studies | \$ 85.00 |
| 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 | \$ 85.00 |
| VETCI01 | Introduction to Veterinary Science | \$ 80.00 |
| VETCI40 | Veterinary Management | \$ 60.00 |
| VETC256A | Anatomy of Domestic Animals | \$ 240.00 |
| VETC258 | Animal Handling & Restraint | \$ 250.00 |
| VETC300 | Physiology of Domestic Animals | \$ 1,700.00 |
| VETC305 | Global Veterinary Experience | \$ 50.00 |
| VETC306A | Clinical Laboratory Techniques | \$ 250.00 |
| VETC320 | Pharmacology and Toxicology | \$ 75.00 |
| VETC350A | Clinical Nursing | \$ 875.00 |
| VETC360 | Fundamentals of Animal Research | \$ 800.00 |
| VETC375 | Principle of Large Animal Medicine | \$ 250.00 |
| VETC495 | Externship I | \$ 75.00 |
| VETC496 | Externship II | \$ 150.00 |
| GRADUATE FEES | | |
| CMDS620 | Clinical Practicum I | \$ 60.00 |
| CMDS621 | Adv. In-House Clinical Practicum | \$ 60.00 |
| CNSL670 | Counseling: Practicum | \$ 150.00 |
| CNSL686 | Internship I - Mental Health | \$ 240.00 |
| NURS700 | Nurs ED or ADM Practicum | \$ 130.00 |
| NURS750 | Advanced Health Assessment | \$ 75.00 |
| NURS775 | Primary Care I | \$ 45.00 |
| NURS775S | Primary Care I | \$ 40.00 |
| NURS776 | Primary Care II | \$ 45.00 |
| NURS777 | Primary Care III | \$ 670.00 |
| PHAS500A | Gross Anatomy | \$ 400.00 |
| PHAS612 | Clinical Clerkship I | \$ 500.00 |
| PHAS613 | Clinical Clerkship II | \$ 500.00 |
| PHAS614 | Clinical Clerkship III | \$ 500.00 |
| PHAS615 | Clinical Clerkship IV | \$ 500.00 |
| PHTR507 | Gross Anatomy Lab | \$ 400.00 |
| PHTR730 | Prof Prep Capstone | \$ 100.00 |

Immunization Requirements

NEW YORK STATE IMMUNIZATION LAW

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 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.

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

SUBMIT IMMUNIZATION RECORDS

To be fully compliant with both Immunization requirements, documentation must be received within 30 days of the start of the term.

Complete the Immunization Form using the Mav Health and Wellness Portal:

<https://mercy.studenthealthportal.com>

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