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This bulletin is current as of the print date of March 24, 2014. 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.
Registration/Payment Procedures

In-person and Web registration begins on Wednesday, March 5, 2014.

- You must be in FULL compliance with the New York State Immunization Law. Submit immunization documents to the Office of Student Services.
- 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 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 Student Services at 1-888-464-6737.
- If you intend to use Financial Aid (grants and loans), you MUST file the 2014-15 Free Application for Federal Student Aid (FAFSA). The Office of Student Services will give priority to those who filed by February 15, 2014. If you have not received an award notification prior to the beginning of the semester, please visit the Office of Student Services at your home campus IMMEDIATELY.
- All payment arrangements must be completed by

  Semester: Aug. 13, 2014
  Trimester: Aug. 15, 2014
  Quarter: Aug. 18, 2014

To proceed with registration:
- Either process your registration online (see procedures below) or take your registration form, signed by an advisor, to the Office of Student 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 fall 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 may pay online via Mercy Connect.
- If you have questions on your holds, call 1-888-464-6737.

WE ARE HERE TO HELP YOU!

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 Student 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.
- You must select a term before you can access the options on the Registration Menu. Click Select Term on the Registration Menu.
– Fall 2014 Trimester (OT & PT)
– Fall 2014 Quarter (Accounting, Health Service Mgmt., Human Resources, Internet Business, MBA)
– Fall 2014 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 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 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 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 plan, etc.

We are here to help you:

Graduate Advising:
contact your mentor or program director

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

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

Graduate Academic holds:
contact your School Dean

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

REGISTRATION/SCHEDULE WORKSHEET

<table>
<thead>
<tr>
<th>Subject, Course #, Title</th>
<th>CRN Number</th>
<th>Credit</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>
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. Click on “Get your Username and Password” on the left
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.
Fall 2014 Graduate Academic Calendar

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

**TERM A – 15 Week Semester**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday, September 1</td>
<td>Labor Day: College Holiday</td>
</tr>
<tr>
<td>Wednesday, September 3</td>
<td>Fall Term A Begins</td>
</tr>
<tr>
<td>Tuesday, September 9</td>
<td>Last day for Registration</td>
</tr>
<tr>
<td>Friday, September 12</td>
<td>Faculty Convocation</td>
</tr>
<tr>
<td>Wednesday, October 8</td>
<td>Faculty Seminar Day: only classes beginning at or after 4 PM meet</td>
</tr>
<tr>
<td>Monday, November 17</td>
<td>Last day for Course Withdrawal</td>
</tr>
<tr>
<td>Wednesday, November 26</td>
<td>Thanksgiving Recess Begins; no classes beginning after 4 PM</td>
</tr>
<tr>
<td>Monday, December 1</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, December 19</td>
<td>Fall Term A ends</td>
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</table>

**TERM E – Organizational Leadership**

<table>
<thead>
<tr>
<th>Term</th>
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<th>Registration Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Wednesday, September 3 through Tuesday, September 30</td>
<td>September 7</td>
<td>Last Day for Registration and Change of Program</td>
</tr>
<tr>
<td>E2</td>
<td>Wednesday, October 1 through Tuesday, October 28</td>
<td>October 5</td>
<td></td>
</tr>
<tr>
<td>E3</td>
<td>Wednesday, October 29 through Tuesday, November 25</td>
<td>November 2</td>
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</tr>
<tr>
<td>E4</td>
<td>Monday, December 1 through Tuesday, December 23</td>
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</table>

**TERM R – 15 Weekend Trimester - Friday, September 5 – Sunday, December 21**

<table>
<thead>
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<th>Term</th>
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<th>Event</th>
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<tr>
<td>Occupational Therapy, Physical Therapy</td>
<td>Thursday, September 11</td>
<td>September 11</td>
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</tr>
<tr>
<td></td>
<td>Wednesday, October 8</td>
<td>November 26</td>
<td>Faculty Seminar Day: only classes beginning at or after 4 PM meet</td>
</tr>
<tr>
<td></td>
<td>Monday, December 1</td>
<td>December 1</td>
<td>Classes Resume</td>
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</table>

**TERM Q – 10 Week Quarters**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Q1 Fall</td>
<td>Monday, September 8 – Sunday, November 16</td>
<td>November 16</td>
<td>Last Day for Registration and Change of Program</td>
</tr>
<tr>
<td>Q2 Winter</td>
<td>Monday, December 1 – Sunday, February 22</td>
<td>February 22</td>
<td>Last Day for Registration and Change of Program</td>
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**TERMS V & X – Saturday, September 6 – Saturday, December 6**

<table>
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<tr>
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<td>9/20; 10/4; 10/18; 11/1; 11/14; 12/6</td>
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* See refund table on page 8 for financial liability.

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

<table>
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<td><strong>Yorktown</strong></td>
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<tr>
<td>Tuesday</td>
<td>9:00 am - 7:00 pm</td>
<td>SEE STUDENT SERVICE</td>
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<td>Wednesday</td>
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<td>Saturday</td>
<td>10:00 am - 2:00 pm</td>
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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 Services Staff member is recommended. You are welcome to the Office of Student 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 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 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  1-888-464-6737

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 Student 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 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 Services counselor.
REFUND SCHEDULE WITH OFFICIAL WITHDRAWAL

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

GRADUATE PROGRAMS

<table>
<thead>
<tr>
<th>Term</th>
<th>100%</th>
<th>80%</th>
<th>50%</th>
<th>0%</th>
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<tbody>
<tr>
<td>Term A</td>
<td>Sep 9</td>
<td>Sep 16</td>
<td>Sep 23</td>
<td>Sep 24</td>
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<tr>
<td>Term B</td>
<td>Sep 9</td>
<td>Sep 16</td>
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<tr>
<td>Term C</td>
<td>Nov 5</td>
<td>Nov 12</td>
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<td>Term E1</td>
<td>Sep 7</td>
<td>Sep 10</td>
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<td>Nov 5</td>
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<td>Dec 8</td>
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<td>Term R</td>
<td>Sep 11</td>
<td>Sep 18</td>
<td>----</td>
<td>Sep 19</td>
</tr>
<tr>
<td>Term Q</td>
<td>Sep 14</td>
<td>Sep 21</td>
<td>----</td>
<td>Sep 22</td>
</tr>
<tr>
<td>Term Q (Winter)</td>
<td>Dec 7</td>
<td>Dec 14</td>
<td>----</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Term V</td>
<td>Sep 6</td>
<td>----</td>
<td>----</td>
<td>Sep 7</td>
</tr>
<tr>
<td>Term X</td>
<td>Sep 20</td>
<td>----</td>
<td>----</td>
<td>Sep 21</td>
</tr>
</tbody>
</table>

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 mail 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 website 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 www.afford.com or 1-800-722-4867
- Mercy College Payment Plan apply at https://www.mercy.edu/services/paymentplanform.pdf

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 Fall 2014

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

### Undergraduate Tuition
- **Full Time (12 credits or more)**: $8,583.00 per term
- **Part Time (less than 12 credits)**: $722.00 per credit

### Undergraduate Registration Fee
- **12 credits or more**: $300.00 per term
- **Less than 12 credits**: $150.00 per term

### Special Program Tuition
(For Fall and Spring Terms Only)
- **Computer Arts & Technology**
  - (greater than 6 credits): $800.00 per term
  - (6 credits or less): $400.00 per term
- **Music Industry and Technology**
  - (greater than 6 credits): $800.00 per term
  - (6 credits or less): $400.00 per term

### Graduate Tuition
- **Communication Disorders**: $894.00 per credit
- **Counseling**: $814.00 per credit
- **Cybersecurity**: $831.00 per credit
- **Education**: $814.00 per credit
- **English Literature**: $814.00 per credit
- **Health Services Management**: $814.00 per credit
- **Human Resource Management**: $831.00 per credit
- **MBA – Business Administration**: $831.00 per credit
- **Nursing**: $814.00 per credit
- **Occupational Therapy**: $894.00 per credit
- **Organizational Leadership**: $831.00 per credit
- **Physical Therapy**: $894.00 per credit
- **Physician Assistant Studies**: $934.00 per credit
- **Psychology**: $814.00 per credit
- **Public Accounting**: $831.00 per credit
- **School Building Leadership**: $814.00 per credit
- **School Psychology**: $814.00 per credit
- **Web Strategy and Design**: $831.00 per credit

### Graduate Registration Fee
- **12 credits or more**: $300.00 per term
- **Less than 12 credits**: $150.00 per term

### Transcript Fee
- **Official Transcript**: Free
- **Unofficial Transcript**: $5.00 per copy

### International Student Fee
- **First Time Enrolled Fee**: $450.00

### 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

*For additional fees not listed, refer to the Mercy College Course Bulletin and/or Catalogue for 2014-2015.*
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 (NYSPhL) 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 ifampin, 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 (NYSPHL) 2167 requiring colleges and universities to distribute information about meningococcal disease and
Immunization Requirements and Forms

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 _________________

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.
### How to use this course schedule

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Course Title</th>
<th>Day(s) of week class meets</th>
<th>Time class meets</th>
<th>Credits</th>
<th>Term</th>
<th>CRN Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DF BIOL130DFA</td>
<td>BIOLOGY</td>
<td>HUMAN ANATOMY &amp; PHYSIOLOGY I</td>
<td>T</td>
<td>02:30 PM - 05:20 PM</td>
<td>A</td>
<td>CLA</td>
<td>4</td>
</tr>
<tr>
<td>DF BIOL130DFA</td>
<td>BIOLOGY</td>
<td>HUMAN ANATOMY &amp; PHYSIOLOGY I</td>
<td>R</td>
<td>06:00 PM - 08:50 PM</td>
<td>A</td>
<td>ONL</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 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 one of or more of our five convenient campuses. These courses form the majority of classes offered at Mercy College. A course marked as “CLA” in the course guide is a traditional classroom course.

- **Online** meaning 100% delivered over the internet using web-based software and other supports. These courses are marked “ONL” 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/](https://www.mercy.edu/academics/mercy-online/student-resources/)

- **Blended** meaning a combination of classroom-based meetings and online instruction using web-based software and other supports. These courses are marked “BLD” in the course guide (“blended”). This format brings the best benefits of being with the instructor in a classroom environment with the convenience and enhancements possible online. Courses will vary on the proportion of classroom and online components (between 20 to 80% each), but the academic expectations are the same. Mercy College has developed orientation materials for talking the online portions of a blended course: [https://www.mercy.edu/academics/mercy-online/student-resources/](https://www.mercy.edu/academics/mercy-online/student-resources/)

#### LEGEND

<table>
<thead>
<tr>
<th>Campus Codes</th>
<th>Day Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BX = Bronx</td>
<td>M = Monday</td>
</tr>
<tr>
<td>DF = Dobbs Ferry</td>
<td>T = Tuesday</td>
</tr>
<tr>
<td>DL = Online Learning (Web)</td>
<td>W = Wednesday</td>
</tr>
<tr>
<td>MT = Manhattan</td>
<td>R = Thursday</td>
</tr>
<tr>
<td>YH = Yorktown</td>
<td>F = Friday</td>
</tr>
<tr>
<td>CRN = Course Reference Number</td>
<td>S = Saturday</td>
</tr>
<tr>
<td>TBA = To Be Announced</td>
<td>U = Sunday</td>
</tr>
<tr>
<td></td>
<td>MW = Monday &amp; Wednesday</td>
</tr>
<tr>
<td></td>
<td>TR = Tuesday &amp; Thursday</td>
</tr>
</tbody>
</table>
## FALL 2014 Graduate Semester

### COMMUNICATION DISORDERS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>DAYS</th>
<th>TIME</th>
<th>TERM</th>
<th>FORMAT</th>
<th>CREDIT</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DF CMDS510DFA</td>
<td>Neuroanatomy of Human Comm.</td>
<td>T</td>
<td>06:15 pm - 09:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1238</td>
</tr>
<tr>
<td>DF CMDS515DFA</td>
<td>Advanced Speech/Hearing Scienc</td>
<td>W</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1239</td>
</tr>
<tr>
<td>DF CMDS520DFA</td>
<td>Language Disorders in Children</td>
<td>M</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1240</td>
</tr>
<tr>
<td>DF CMDS520DFB</td>
<td>Language Disorders in Children</td>
<td>M</td>
<td>01:15 pm - 03:45 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1241</td>
</tr>
<tr>
<td>DF CMDS535DFA</td>
<td>Fluency Disorders</td>
<td>T</td>
<td>05:50 pm - 08:20 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1243</td>
</tr>
<tr>
<td>DF CMDS555DFA</td>
<td>Diag Process Comm Disorder</td>
<td>R</td>
<td>04:30 pm - 08:00 pm</td>
<td>A</td>
<td>CLA</td>
<td>4</td>
<td>1244</td>
</tr>
<tr>
<td>DF CMDS587DFA</td>
<td>Language, Learning &amp; Literacy</td>
<td>M</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>1245</td>
</tr>
<tr>
<td>DF CMDS600DFA</td>
<td>Research Method/Comm Disorders</td>
<td>R</td>
<td>04:30 pm - 08:30 pm</td>
<td>A</td>
<td>CLA</td>
<td>4</td>
<td>2372</td>
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<td>DF CMDS611DFA</td>
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<td>CLA</td>
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<td>9048</td>
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<td>TBA</td>
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<td>9049</td>
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<td>DF CMDS611DFD</td>
<td>Research Colloquium I</td>
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<td>TBA</td>
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<td>Clinical Practicum I</td>
<td>T</td>
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<td>CLA</td>
<td>1</td>
<td>1247</td>
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<tr>
<td>DF CMDS621DFA</td>
<td>Adv. In House Clinical Pract</td>
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<td>Clinical Practicum II</td>
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<td>04:15 pm - 05:30 pm</td>
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<td>CLA</td>
<td>2</td>
<td>1248</td>
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<tr>
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<td>Clinical Practicum III</td>
<td>T</td>
<td>04:15 pm - 05:30 pm</td>
<td>A</td>
<td>CLA</td>
<td>2</td>
<td>1249</td>
</tr>
<tr>
<td>DF CMDS635DFA</td>
<td>Schl-Based Clncl Prctcm</td>
<td>T</td>
<td>04:15 pm - 05:30 pm</td>
<td>A</td>
<td>CLA</td>
<td>2</td>
<td>1250</td>
</tr>
<tr>
<td>DF CMDS640DFA</td>
<td>Clncl Prctcm in Audiology</td>
<td>T</td>
<td>09:00 am - 10:00 am</td>
<td>A</td>
<td>CLA</td>
<td>1</td>
<td>1251</td>
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<tr>
<td>DF CMDS800DFA</td>
<td>Preclinic workshop</td>
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<td>TBA</td>
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<td>CLA</td>
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<td>DF CMDS891DFA</td>
<td>Clncl Prctcm Continuation</td>
<td>TBA</td>
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### COUNSELING

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<thead>
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<th>TITLE</th>
<th>DAYS</th>
<th>TIME</th>
<th>TERM</th>
<th>FORMAT</th>
<th>CREDIT</th>
<th>CRN</th>
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</thead>
<tbody>
<tr>
<td>BX CNSL601BXA</td>
<td>Crisis Counseling/Mental Hlth</td>
<td>T</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>5124</td>
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<td>DF CNSL614DFA</td>
<td>Intro Cnslt &amp; Fam/Comm/Mn Hlt</td>
<td>W</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>765</td>
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<tr>
<td>DL CNSL614DLA</td>
<td>Intro Cnslt &amp; Fam/Comm/Mn Hlt</td>
<td>TBA</td>
<td>TBA</td>
<td>A</td>
<td>WB</td>
<td>3</td>
<td>3219</td>
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<tr>
<td>DF CNSL620DFA</td>
<td>Psychl Dysfnctn in the Family</td>
<td>M</td>
<td>07:15 pm - 10:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>767</td>
</tr>
<tr>
<td>DL CNSL625DLA</td>
<td>Domestic Violence</td>
<td>TBA</td>
<td>TBA</td>
<td>A</td>
<td>WB</td>
<td>3</td>
<td>2452</td>
</tr>
<tr>
<td>BX CNSL630BXA</td>
<td>Counseling and Ethics</td>
<td>W</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>768</td>
</tr>
<tr>
<td>BX CNSL630BXB</td>
<td>Counseling and Ethics</td>
<td>M</td>
<td>04:15 pm - 07:05 pm</td>
<td>A</td>
<td>CLA</td>
<td>3</td>
<td>8302</td>
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<tr>
<td>DF CNSL630DFA</td>
<td>Counseling and Ethics</td>
<td>M</td>
<td>07:15 pm - 10:05 pm</td>
<td>A</td>
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**SCHOOL BUILDING LEADERSHIP**

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| DL     | EDSA500DLA | Issues/Trends Amrcn Edctn            | TBA  | TBA           | A    | WB     | 3      | 4039  |
| BX     | EDSA510BXA | Introd to Action Research            | M    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 9187  |
| AU     | EDSA510DLA | Introd to Action Research            | TBA  | TBA           | MC   | CLA    | 3      | 8433  |
| AU     | EDSA525DLA | Cultural Pluralism                   | TBA  | TBA           | MC   | CLA    | 3      | 9154  |
| BX     | EDSA530BXA | Prfsnl Schl Admin/Spvsn              | T    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 9188  |
| DL     | EDSA530DLA | Prfsnl Schl Admin/Spvsn              | TBA  | TBA           | A    | WB     | 3      | 4040  |
| BX     | EDSA535BXA | Orgnztn of Cmmnty Rltns Prgm         | R    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 9189  |
| BX     | EDSA540BXA | Mngng Tchg Lrng Prcs                 | W    | 04:45 pm - 07:05 pm | A    | BLD    | 3      | 1051  |
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| DL     | EDSA545DLA | Crit Iss Spcl Ed Gen Ed Leadrs       | TBA  | TBA           | A    | WB     | 3      | 5392  |
| PS     | EDSA545PSA | Crit Iss Spcl Ed Gen Ed Leadrs       | T    | 04:00 pm - 06:30 pm | A    | CLA    | 3      | 9133  |
| BX     | EDSA555BXA | School Finance                       | R    | 04:45 pm - 07:05 pm | A    | BLD    | 3      | 1052  |
| BX     | EDSA560BXA | School Law                           | W    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 8469  |
| AC     | EDSA560DLB | School Law                           | TBA  | TBA           | A    | WB     | 3      | 9131  |
| BX     | EDSA580BXA | Clinic for Schl Adm                  | W    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 8373  |
| AU     | EDSA580DLB | Clinic for Schl Adm                  | TBA  | TBA           | B    | CLA    | 3      | 9155  |
| PS     | EDSA580PCA | Clinic for Schl Adm                  | R    | 04:00 pm - 06:30 pm | A    | CLA    | 3      | 9132  |
| BX     | EDSA590BXA | Internship I                         | TBA  | TBA           | A    | BLD    | 3      | 1055  |
| BX     | EDSA590BXB | Internship I                         | TBA  | TBA           | A    | BLD    | 3      | 1056  |
| DF     | EDSA590DFA | Internship I                         | TBA  | TBA           | A    | BLD    | 3      | 1528  |
| DF     | EDSA590DFB | Internship I                         | TBA  | TBA           | A    | CLA    | 3      | 9190  |
| BX     | EDSA591BXA | Internship II                        | TBA  | TBA           | A    | BLD    | 3      | 1058  |
| BX     | EDSA591BXB | Internship II                        | TBA  | TBA           | A    | BLD    | 3      | 6070  |
| C6     | EDSA591C6A | Internship II                        | TBA  | TBA           | A    | CLA    | 3      | 8374  |
| C6     | EDSA591C6B | Internship II                        | TBA  | TBA           | A    | CLA    | 3      | 8375  |
| BX     | EDSA596BXA | Special Education Law                | T    | 04:45 pm - 07:05 pm | A    | CLA    | 3      | 9196  |</p>
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FALL 2014 Quarter
## GRADUATE COURSE FEES

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