

# MERCY COLLEGE

FOR THOSE WITH A PASSION TO GET AHEAD

# COURSE BULLETIN

FALL UNDERGRADUATE  
2020



[www.mercy.edu](http://www.mercy.edu) | 877-MERCY-GO

DOBBS FERRY  
BRONX  
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YORKTOWN HEIGHTS  
ONLINE

# Fall 2020 Undergraduate Course Bulletin

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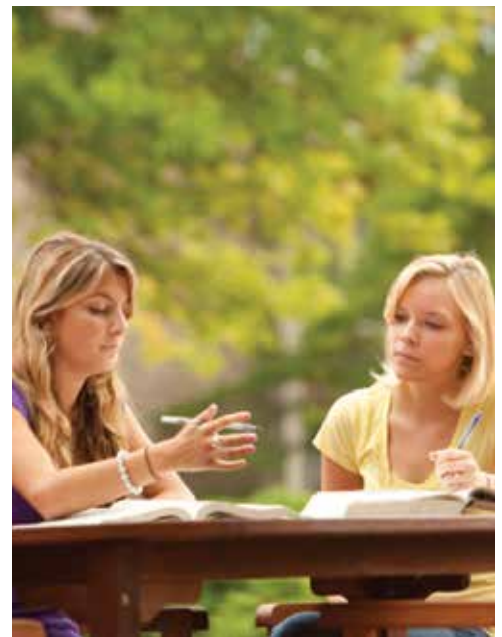
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## How to Search and Register for Classes

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

### Please consider the following:

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



This bulletin is current as of the print date of March 9, 2020. 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 Monday, March 9, 2020*

- **You must be in FULL compliance with the New York State Immunization Law. Submit immunization documents to the Office of Enrollment Services.**
- Make and keep an appointment with your 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 Office of Enrollment Services at **1-888-464-6737**.
- If you intend to use Financial Aid (grants and loans), you **MUST file the 2020-21 Free Application for Federal Student Aid (FAFSA)**. The Office of Enrollment Services will give priority to those who filed by **February 15, 2020**. If you have not received an award notification prior to the beginning of the semester, please visit the Office of Enrollment Services at your home campus **IMMEDIATELY**.
- All payment arrangements must be completed by **August 19, 2020**.

## 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 Enrollment Services to complete your registration.
- You will be required to complete a Student Acknowledgement Statement and Method of Payment Information Form. This will be used to assist you in completing your payment arrangements for the spring term.
- If you have changed your address, submit your change of address request form at the Office of Enrollment 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.
- After you have registered:

## Web Registration

### Registration Instructions for Mercy Connect

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

- After logging into Mercy Connect select the **Administrative Services** tab at the top of the page. (If you have trouble logging into Mercy Connect, please contact the Helpdesk at [helpdesk@mercy.edu](mailto: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**.

For questions on your holds, call

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

**WE ARE HERE TO HELP YOU!**

- Fall 2020 Trimester (OT & PT)
  - Fall 2020 Quarter (Accounting, Health Service Mgmt., Human Resources, Internet Business, MBA)
  - Fall 2020 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:**

**Undergraduate 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**

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. 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](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 (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 2020 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 9 – Wednesday, December 23

Monday, September 7	Labor Day: College Holiday
Wednesday, September 9	Fall Term A Begins
Tuesday, September 15	Last Day for Registration and Change of Program
Friday, September 25	Faculty Convocation
Wednesday, October 14	Faculty Seminar Day: Only Classes Beginning at or After 4 PM Meet
Tuesday, November 3	Last Day for Course Withdrawal with a "W"
Wednesday, November 25	Thanksgiving Recess Begins: No Classes Beginning After 4 PM
Monday, November 30	Classes Resume
Wednesday, December 23	Fall Term A ends

## TERM B (8 WEEK TERM) Wednesday, September 9 – Tuesday, November 3

Monday, September 7	Labor Day: College Holiday
Wednesday, September 9	Fall Term B Begins
Tuesday, September 15	Last Day for Registration and Change of Program
Tuesday, October 6	Last Day for Course Withdrawal with a "W"
Wednesday, October 14	Faculty Seminar Day: Only classes beginning at or after 4 PM meet
Tuesday, November 3	Fall Term B ends

## TERM C (8 WEEK TERM) Wednesday, November 4 – Wednesday, December 23

Wednesday, November 4	Fall Term C Begins
Tuesday, November 10	Last Day for Registration and Change of Program
Wednesday, November 25	Thanksgiving Recess Begins: No Classes Beginning After 4 PM
Monday, November 30	Classes Resume
Tuesday, December 1	Last Day for Course Withdrawal with a "W"
Wednesday, December 23	Fall Term C ends

## TERM W (3 WEEK TERM) Monday, January 4, 2021 – Wednesday, January 20, 2021

Monday, January 4	Winter Term W Begins
Friday, January 8	Last Day for Registration and Change of Program
Tuesday, January 12	Last Day for Course Withdrawal with a "W"
Monday, January 18	Martin Luther King Jr. Day: College Holiday
Wednesday, January 20	Winter Term W ends

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

<b>E1</b>	<b>Wednesday, September 9 – Tuesday, October 6</b>
	Tuesday, September 15 Last Day for Registration and Change of Program
	Tuesday, September 22 Last Day for Course Withdrawal with a "W"
<b>E2</b>	<b>Wednesday, October 7 – Tuesday, November 3</b>
	Tuesday, October 13 Last Day for Registration and Change of Program
	Tuesday, October 20 Last Day for Course Withdrawal with a "W"
<b>E3</b>	<b>Wednesday, November 4 – Wednesday, November 25</b>
	Tuesday, November 10 Last Day for Registration and Change of Program
	Tuesday, November 17 Last Day for Course Withdrawal with a "W"
<b>E4</b>	<b>Monday, November 30 – Wednesday, December 23</b>
	Tuesday, December 8 Last Day for Registration and Change of Program
	Friday, December 11 Last Day for Course Withdrawal with a "W"

\*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

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

**\*Please note:  
The offices are open the  
2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month.**

# General Information

## NON-DEGREE SEEKING STUDENTS

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

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

## FINANCIAL ASSISTANCE

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

**Athletic Scholarships 914-674-7566**

**Academic Scholarships 888-464-6737**

**Account or Financial Aid status 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 Enrollment Services and may result in a reevaluation and possibly a reduction of financial aid funds. Notification to the instructor or to any other office does not constitute an official withdrawal. An official withdrawal may be processed in person at any Enrollment Services Office, or via Mercy Connect.

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



## 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 15	Sep 22	Sep 29	Sep 30
TERM B	Sep 15	Sep 22	--	Sep 23
TERM C	Nov 10	Nov 17	--	Nov 18
TERM W	Jan 08	--	--	Jan 09
TERM E1	Sep 15	Sep 18	--	Sep 19
TERM E2	Oct 13	Oct 16	--	Oct 17
TERM E3	Nov 10	Nov 13	--	Nov 14
TERM E4	Dec 08	Dec 11	--	Dec 12

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 web site or call 1-888-464-6737.

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

## ACCEPTABLE PAYMENT ARRANGEMENTS INCLUDE:

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

*Note: Students eligible for the maximum amount of financial aid and grants are still responsible for the difference between tuition and fee charges and full grant eligibility.*

*A payment plan or supplemental private loan may be required to cover the balance due.*

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

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

<b>Undergraduate Tuition</b>	Full time (12 credits or more)	\$ 9,789.00	per term
	Part time (less than 12 credits)	\$ 823.00	per credit
<b>Undergraduate Registration Fee</b>	12 credits or more	\$ 400.00	per term
	Less than 12 credits	\$ 200.00	per term
<b>Undergraduate Program Fees (Fall and Spring Terms Only)</b>	Business Honors Program: One-time fee	\$ 300.00	1st term
	Computer Arts & Technology: greater than 6 credits	\$ 800.00	per term
	Computer Arts & Technology: 6 credits or less	\$ 400.00	per term
	Computer Science	\$ 75.00	per term
	Cybersecurity	\$ 75.00	per term
	Information Systems	\$ 75.00	per term
	Media Studies: greater than 6 credits	\$ 150.00	per term
	Media Studies: 6 credits or less	\$ 75.00	per term
	Music Industry & Technology: greater than 6 credits	\$ 700.00	per term
	Music Industry & Technology: 6 credits or less	\$ 350.00	per term
	Nursing Program: 1st year students	\$ 800.00	per term
	Nursing Program: 2nd year students	\$ 1,500.00	per term
	Nursing Program: 3rd year students	\$ 1,500.00	per term
	Nursing Program: 4th year students	\$ 1,500.00	per term
RN to BSN Program	\$ 62.50	per term	
Clinical Lab Science: 4th year students	\$ 300.00	per term	
<b>Fully Online RN to BSN Program</b>	Tuition per credit	\$ 452.00	per credit
	Registration Fee - 12 credits or more	\$ 400.00	per term
	Registration Fee - Less than 12 credits	\$ 200.00	per term
	RN to BSN Program	\$ 62.50	per term
<b>ASDBS - 2nd Degree Nursing (Fall, Spring and Summer Terms)</b>	Nursing - 2nd Degree ASDBS	\$ 1,500.00	per term
<b>Graduate Tuition</b>	Business Administration	\$ 948.00	per credit
	Business Analytics	\$ 948.00	per credit
	Communication Disorders	\$ 1,020.00	per credit
	Computer Science	\$ 927.00	per credit
	Counseling	\$ 927.00	per credit
	Cybersecurity	\$ 948.00	per credit
	Education	\$ 927.00	per credit
	English Literature	\$ 927.00	per credit
	Family Nurse Practitioner	\$ 927.00	per credit
	Health Services Management	\$ 927.00	per credit
	Human Resource Management	\$ 948.00	per credit
	Marriage & Family Therapy	\$ 927.00	per credit
	Mental Health Counseling	\$ 927.00	per credit
	Nursing	\$ 927.00	per credit
	Occupational Therapy	\$ 1,020.00	per credit
	Organizational Leadership	\$ 948.00	per credit
	Physical Therapy	\$ 1,020.00	per credit
	Physician Assistant Studies	\$ 1,065.00	per credit
	Psychology	\$ 927.00	per credit
	Public Accounting	\$ 948.00	per credit
Public Administration	\$ 927.00	per credit	
School Building Leadership	\$ 927.00	per credit	
School District Leader	\$ 927.00	per credit	
School Psychology	\$ 927.00	per credit	
Web Strategy and Design	\$ 948.00	per credit	
<b>Graduate Registration Fee</b>	12 credits or more	\$ 400.00	per term
	Less than 12 credits	\$ 200.00	per term
<b>Graduate Fees</b>	Graduate Nursing	\$ 325.00	per term
	Physician Assistant - 1st year students	\$ 300.00	per term
	Physician Assistant - Final program year	\$ 275.00	per term
	Physical Therapy	\$ 150.00	per term
	Occupational Therapy - 1st year students	\$ 330.00	per term
	Occupational Therapy - 2nd year students	\$ 200.00	per term
Communication Disorders - 1st year students	\$ 225.00	per term	
<b>Transcript Fee</b>	Official Transcript	Free	
	Unofficial Transcript	\$ 5.00	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>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 2020 - Fall 2020 - Spring 2021

### Undergraduate Fees

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

### Graduate Fees

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

# Immunization Requirements

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

There are several ways to comply with the immunization requirements:

## MENINGOCOCCAL MENINGITIS

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

## MEASLES, MUMPS, AND RUBELLA (MMR)

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

### Measles: Two doses are required.

**1<sup>st</sup> Dose** administered after the age of 12 months.

**2<sup>nd</sup> 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](http://www.health.state.ny.us)

# Meningococcal Information

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

## What is meningococcal disease?

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

## Who gets meningococcal disease?

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

## How is the meningococcus germ spread?

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

## What are the symptoms?

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

## What is the treatment for meningococcal disease?

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

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

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

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

## Is there a vaccine to prevent meningococcal meningitis?

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

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

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

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

## Who should get the meningococcal vaccine?

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

## What is the duration of protection from the vaccine?

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

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

Contact your physician or your student health service. Additional information is also available on the websites of the New York State Department of Health, [www.health.state.ny.us](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)

**MERCY COLLEGE  
MENINGOCOCCAL MENINGITIS VACCINATION  
RESPONSE FORM**

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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

## MERCY COLLEGE IMMUNIZATION RECORD

.....

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mercy College ID # \_\_\_\_\_

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

**Measles (Rubeola):**

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

OR

Physician documented history of the disease                      Date of Disease: \_\_\_\_\_

OR

Serologic evidence of immunity    Date of positive immune titer: \_\_\_\_\_

**Rubella:**

One dose of rubella vaccine:    Date: Dose 1 \_\_\_\_\_

OR

Serologic evidence of immunity    Date of positive immune titer: \_\_\_\_\_

**Mumps:**

One dose of mumps vaccine:    Date: Dose 1 \_\_\_\_\_

OR

Physician documented history of the disease                      Date of Disease: \_\_\_\_\_

OR

Serologic evidence of immunity    Date of positive immune titer: \_\_\_\_\_

Medical/Religious Exemption: \_\_\_\_\_

Health Official Name (Please print): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Health Official's Signature: \_\_\_\_\_

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