

## Mercy College A to Z

**Academic Integrity:** The moral code or ethical policy at an academic institution. This includes values such as avoidance of cheating or plagiarism, the act of using another person's work and representing it as one's own.

**Add/Drop:** The one-week period at the beginning of each term of time where students can add or drop courses on their schedule. After the add/drop deadline, there is a one-week late registration period during which students can adjust their course schedule for a fee of \$100.

**ASP (Academic Success Plan):** A plan for students who are academically at-risk that includes weekly meetings with a PACT mentor, tutoring expectations, and academic skill-building sessions. Offered to incoming freshman with a GPA of 80 or less and to continuing students with less than a 2.3 cumulative GPA.

**Auditing a Course:** Students interested in taking a course without completing the assigned work and without earning academic credit may enroll in a course on an audit basis. The audit fee is 50 percent of the current tuition rate.

**Blackboard:** Website that both students and their professors can access. Students can locate class information such as the syllabus, online assignments, online discussion boards, grades, and information about how to get in contact with their professor.

**Book Voucher:** Students can use left-over money from their financial aid package to purchase textbooks by applying for a book voucher. The maximum amount is \$500. A list of eligibility requirements can be found on the First-Year Experience website.

**Business Operations:** A department at Mercy College that is responsible for student billing and revenue collection. The Office of Business Operations oversees monthly payment plans, discounts, deferred tuition payments, special programs, refunds, collection of past due student accounts and all departmental transactions.

**Career Cruising:** Career Cruising is an online resource that allows students to take a career aptitudes test and explore suitable careers.

**Career Maverick:** Career Maverick was designed for students, faculty/staff, and employers to look for and post new job, internship, externship, volunteer opportunities. Students may post résumés online and get help making their résumé stand out from others when they begin their job/graduate school search.

**Catalog:** The Mercy College Undergraduate Catalog outlines academic programs, includes course descriptions, and details the academic regulations for the respective academic year. Students can refer to the catalog for important academic and financial aid policies.

**Center for Academic Excellence and Innovation (CAEI):** This department is responsible for offering free tutoring to Mercy College students in a variety of subjects.

**CLEP:** The College Level Examination Program (CLEP) allows students to earn credit for what they already know. CLEP exams are 90 minute multiple-choice examinations in a variety of subjects. Most commonly, students who are fluent in another language use the CLEP exam to fulfill their language requirement. The current cost of each CLEP exam is \$80.

**Cost of Attendance (COA):** A term often used to refer to the cost of attendance for students.

**Credit Hour:** Most Mercy College courses are worth three credit hours. To obtain a Bachelor's degree, Mercy students must earn at least 120 credits hours, or "credits."

**CWID (College Wide Identification Number):** Every student at Mercy College has an eight-digit CWID number. It is recommended that students memorize their CWID because it is often used to identify students.

**Dean:** There are five academic schools at Mercy College and each school is led by an academic Dean.

**Dean's List:** A student whose semester GPA is 3.7 or above is eligible for inclusion on the Dean's List. The student must be matriculated and full-time (12 credits or above).

**Degree Audit / Degree Evaluation:** A system that lists required courses for students to complete their program of study. Degree Evaluations can be generated using Mercy Connect or on the new Degree Works system.

**Degree Works:** A new system for tracking degree requirements and personalizing your four-year course plan.

**Dining Dollars:** Prepaid money that can be used at the campus cafeteria. Amounts vary based on meal plan purchased.

**Elective:** There are two types of electives that students can take at Mercy College. General electives are the most flexible type. Students can take any course to fulfill their general elective requirements. Liberal arts electives are courses that must come from a set list of fields including, but not limited to, science, English, social sciences, mathematics, history, etc.

**Entrance Counseling:** In order to take out federal loans, students must complete entrance counseling online. The counseling is designed to educate students about what it means to take out student loans.

**Expected Family Contribution (EFC):** An expected amount of aid that each student is receiving from their family toward their education used to determine how much financial aid the college can provide for the student.

**FAFSA:** Free Application for Federal Student Aid. An application that is done on a yearly basis for any federal, state, and institutional aid. It is the fastest way to apply online for student financial aid. This can be found at [www.fafsa.edu.gov](http://www.fafsa.edu.gov).

**FERPA (Family Educational Rights and Privacy Act):** The FERPA is in place to protect student's educational records. Students, 18 or older, must sign a FERPA indicating who they would like to have access to these records.

**FRSM 101 (Critical Inquiry):** A general education requirement that is typically taken in a student's first year at Mercy. This course addresses critical reading, critical thinking, and information literacy.

**Financial Aid:** Funding that is intended to help students pay education-related expenses including tuition, fees, room and board, books, and supplies. In order to receive financial aid, one must file a FAFSA on a yearly basis.

**First-Year Experience Program:** A program that provides a variety of services to help the student with the transition from High School and throughout their first year of college. This includes but is not limited to Freshmen Orientation and Welcome Week.

**Full-Time Status:** For a student to be considered full-time, one must be registered for at least 12 Mercy College credits per semester.

**Federal Work Study:** The FWS Program provides funds for part-time employment to help needy students to finance the costs of postsecondary education. Students are employed by the institution, a federal, state, or local public agency and paid at least federal minimum wage. Students must file a FAFSA as part of the application process for FWS assistance, and submit a resume and Federal Work Study application on Career Maverick.

**General Education Requirements (Gen Eds):** Every Mercy College student is required to complete 60 credits of general education requirements. These courses are in a variety of different areas that build a well-rounded student.

**GPA (Grade Point Average):** A measure of a student's academic achievement. This is calculated by dividing the total number of grade points received by the total number attempted.

**Good Academic Standing:** In order to maintain good academic standing, a student must attain the minimum GPA for the number of credits he/she attempted. If a student does not meet these standards, they are placed on academic probation. A student on academic probation who does not achieve a specific minimum GPA in subsequent terms will be academically dismissed.

**Hold:** A restriction placed on a student's account that prevents them from certain actions such as registration, transcript request, viewing grades, and graduation.

**Housing Application:** Students must submit a housing application to the Office of Residential Life in order to be considered for on-campus housing.

**Housing Contract:** Students must sign and submit a housing contract and submit their housing deposit of \$300 as a final step in the housing application process.

**IMPACT:** The Mercy College student newspaper.

**Immunizations:** New York State law requires all students enrolled for six or more credits must be in full compliance with State Immunization requirements. Immunization compliance is outlined as follows: Students must submit proof of one MMR and submission of a completed Meningitis Form prior to starting classes. The remaining immunization documentation must be submitted within 30 days of the start of the term. *If documentation is not submitted, the respective student will not be permitted to continue attending classes, will be dropped from his/her classes, will be responsible for tuition liability.*

**Internship:** A method of on-the-job training or job shadowing to help prepare students for a career in their field of choice.

**Major:** An area of academics the student chooses to study.

**Master Promissory Note (MPN):** the binding legal document you sign when you get a student loan. It lists the conditions under which you are borrowing and the terms under which you agree to pay back the loan.

**Maverick:** The Mercy College school mascot.

**Mavies:** An annual award ceremony that takes place each Spring to recognize Mercy College students who have demonstrated outstanding involvement and/or leadership in the College community.

**Mercy Connect:** The online system for Mercy College that students use to look up classes, register for classes, pay their bill, check their Mercy email, etc.

**Minor:** Students may group a set of elective courses as a minor concentration. Minors are noted on a student's transcript in specific areas after completion of at least 15 credits in courses numbered 120 or above.

**NCAA:** The National Collegiate Athletic Association is a membership-driven organization dedicated to safeguarding the well-being of student-athletes and equipping them with the skills to succeed on the playing field, in the classroom and throughout life.

**NOA:** Not of Attendance is a status given to a student who has never attended a course at Mercy College and will therefore not be liable for tuition.

**Office of Accessibility:** The Office of Disability Services (ODS) works to provide equal accessibility to members of the Mercy college community. Specifically, ODS works with students who have documented disabilities in order to assure that college services are delivered equitably and efficiently.

**Office of Student Services:** Every student is welcome to the Student Services Office for assistance and guidance in successfully registering for courses, filing the correct financial aid documents, working out a payment plan, requesting transcripts, and more.

**Official Transcript:** Transcripts are official student records of academic activity at Mercy College. Official Transcripts are issued by the Registrar of the College. Upon graduation, students are entitled to one free student copy transcript with the diploma.

**Orientation Leader:** A continuing student who has been selected and trained to lead incoming students during orientation through group-led activities and other leadership roles.

**Origination Fees:** Fees applied to student loans that result in a smaller disbursement amount than was originally offered on a financial aid package. Origination fees change frequently, so check with the Office of Student Services for the current fee percentage.

**PACT Mentor:** A professional advisor assigned to each incoming freshman who is responsible for the wellbeing of their students. Students may go to their PACT mentor for any concern include academic procedures, career plans, etc.

**Peer Mentor:** A continuing Mercy College student who has volunteered to serve as a mentor to an incoming freshman. He or she is there to support the incoming student academically and personally during the transition to college.

**Parent Plus Loan:** A federal loan offered to qualified applicants that serves as an additional source of funding for undergraduate degrees.

**Placement Exam:** Mercy College uses the ACCUPLACER Online placement test to determine a prospective student's placement into English and Math courses. Placement exams are required for all out-of-state students and optional for in-state students.

**Prerequisites:** Courses required to be taken before enrolling in more advanced courses. These are often introductory courses but may include upper level courses as well.

**Priority Registration:** Athletes and students enrolled in the Honors Program are allowed to register for classes one week earlier than the rest of the college community.

**Provost:** The chief academic officer who is responsible for faculty, degree programs and general affairs of the college that impact its mission. Typically serves as the chief administrative office in the absence of the President.

**Resident Advisor (RA):** Assigned to students living in the residence hall and hotels and act as an immediate source of information and support. RAs are trained peer leaders that work closely with their residents to establish a sense of community through programming.

**Resident Director (RD):** Specially trained full time university employee that supervise the resident assistants. RDs are responsible for the management and daily operations of the residence hall and hotels.

**Satisfactory Academic Progress (SAP):** A calculation of credit hours you attempt & earn and your GPA. In order to be eligible for financial aid, students must meet an established minimum satisfactory academic progress.

**Spring Fling:** Annual event that takes place every Spring semester usually in the end of April/beginning of May. The week long festivities typically include the Movie Awards, outdoor movie, student vs. staff basketball game and an outdoor carnival.

**Student Handbook:** Your resource for support services information, codes of conduct, non-academic disciplinary processes and behavioral expectations for college life.

**Study Abroad:** Opportunity for students to participate in a learning experience in a foreign country as they earn credits towards their Mercy College degree.

**Subsidized Stafford Loan:** The government pays the interest on the loan while you are in school. Eligibility is based on financial need.

**Supplemental Instruction (SI):** An academic assistance program that uses peer-led group study to help students succeed in traditionally difficult courses. SI sessions are regularly-scheduled during which students can discuss readings, develop organizational study tools and share understanding of course material.

**Syllabus:** A document that lists course objectives and requirements along with a schedule of lectures, readings, due dates of assignments and exam schedule. Each instructor distributes a syllabus at the beginning of the semester.

**TAP:** The New York State Tuition Assistance Program (TAP) helps eligible New York residents pay tuition. Awards range up to \$5,000 and are based on the family's New York State net taxable income. Because TAP is a grant, it does not have to be paid back.

**Tutoring:** Free tutoring services are available in the Learning Center for all students in a variety of science, mathematics and general education courses.

**Unofficial Transcript:** This can be found in your Mercy Connect account. An unofficial transcript shows courses taken, grades received and academic status.

**Unsubsidized Stafford Loan:** Students will be charged interest from the time the loan is dispersed until it is paid in full. The borrower is responsible for interest during the life of the loan. Eligibility is not based on financial need.

**Verification:** Some students may be selected at random to verify their financial aid application by comparing reported data with income tax returns and other documentation. Financial aid awards will not be credited to student accounts until verification is complete.

**Welcome Week:** A series of events that take place during the beginning of the fall semester to welcome new students to the college. Activities focus on helping students with their transition to college as well as making them familiar with campus life and available resources.

**Withdrawal:** The process of dropping one or more course after the drop/add period is over. Simply not attending class does not officially withdraw a student from a class.