

Undergraduate and Graduate Class Schedule

Mount Mary College is an Equal Opportunity Institution dedicated to the principle that access to study opportunities provided by the college be accorded to each person on the basis of individual merit and without regard to race, color, religion, age, handicap, or national origin.

The class offerings and instructors for this Schedule of Classes are correct at the time of publication. The College reserves the right to make changes as necessary and makes no guarantees that courses, sections, instructors, times or locations will be offered as listed, although every effort is made to ensure that the schedule is accurate. Whenever enrollment for a course is considered insufficient, the College reserves the right to cancel the course.

CALENDAR SUMMER 2011

| | |
|--------------------------------|---|
| Wed, June 1 | Intent to Graduate Form due for August graduation |
| Mon, May 23-Fri, June 17 | Early Summer Session |
| Mon, May 30 | Memorial Day Break: College closed-no classes |
| Mon, June 6-Mon, August 1 | Accelerated Term 5 Session |
| Monday, June 20- Mon, August 1 | Regular Summer Session |
| Mon, July 4 | Independence Day Break: College closed-no classes |
| Friday, August 5 | All work to be completed for inclusion on summer grade reports. |

REGISTRATION FOR SUMMER SESSION

- Registration for Summer Session begins on Monday, February 21 online for current degree-seeking students at My Mount Mary (<https://my.mtmary.edu/ics>.) Post-baccalaureate certificate students should register in person, by mail or by fax using the Course Selection Form available online at My Mount Mary.

Registration for courses in the accelerated degree program is based on program eligibility and is date sensitive.

For further information, call (414) 256-1251

Note: Mount Mary students are encouraged to consult with their advisors regarding their course selections prior to registering for classes. Advisors will be available throughout the spring semester.

WEBSITE: For detailed information about Mount Mary College go to www.mtmary.edu.

The online course schedule and registration forms are available at MyMountMary (<https://my.mtmary.edu/ics>).

ABBREVIATIONS

| | |
|-----|---|
| ARC | Academic Resource Center, Fitzpatrick Level (lower level), Haggerty Library (HL) |
| BMR | Bergstrom Meeting Room, Bergstrom Hall |
| CC | Computer Center, Fitzpatrick Level (lower level), Haggerty Library (HL) <ul style="list-style-type: none">• Applications Lab• Work Lab• CAD Lab• Mac Lab |
| CDR | College Dining Room |
| EC | Ewens Center, Caroline Hall |
| GC | Gerhardinger Center |
| HL | Haggerty Library |
| KH | Kostka Hall |
| NDH | Notre Dame Hall |
| TEC | Teacher Education Center, Fitzpatrick Level (lower level), Haggerty Library |

Parking

Please do not park along those areas of campus roadways that are posted fire lanes. Note also that the college does not assume liability for vehicles on campus.

GENERAL INFORMATION

Admission/Application

High School Students

Mount Mary College summer session courses are open to all qualified students. Qualified high school juniors and seniors may enroll in 100 and 200-level courses for credit with approval of the academic department. An application to the Enrollment Office for Special Student status and a recommendation from the student's principal or counselor is required.

Degree Candidates: Mount Mary

Students who are attending Mount Mary College for the first time this summer and who wish to pursue a degree either full-time or part-time should apply for admission to the college. For undergraduate candidates, application is made through the Enrollment Office; a non-refundable \$25.00 application fee will be assessed of undergraduate candidates. For graduate candidates, application is made through the Office for Graduate Education; a non-refundable application fee will be \$35.00 assessed of graduate students.

Advising

Mount Mary students are encouraged to consult with their advisors regarding summer course selection. Advisors are available throughout the spring semester. Note: it remains the student's responsibility to register for classes by the appropriate registration deadlines.

Post-Baccalaureate/Graduate Students

Courses numbered 500 or above (graduate courses) are open to individuals holding a bachelor's degree and having the necessary prerequisites. Students registering for graduate courses are required to indicate the college or university from which they hold that degree.

Accelerated Program Students

Term 5 is not a part of the summer session; therefore, many summer session policies stated in this section do not apply to accelerated students or courses. Policies for Term 5 are the same as for other accelerated program terms. Please refer to the Accelerated Program Student Handbook, or contact the Associate Dean for Academic Affairs at (414) 258-4810 #608, NDH 151.

Special Student Status

Students registering at Mount Mary who wish to take summer session courses for enrichment or who are degree candidates from other colleges may enroll as Special Students. Students who have taken a Mount Mary College class before may register sending the Course Selection Form on My Mount Mary to the Registrar's Office. For students who have not taken a Mount Mary College class before, a Special Student Application (available online) should be completed with a Course Selection Form and submitted to the Registrar's Office. Admission to the Summer Session, however, does not constitute admission to a degree program or permission to register for fall or spring classes.

NOTE TO TEACHERS:

Because Mount Mary College is approved by the Wisconsin State Department of Public Instruction for Teachers' Certification, all Mount Mary credit courses are approved for WDPI relicensure. We note, however, that it remains the responsibility of the individual teacher to show specific subject-area applicability. For example, art credit may not be accepted for a physical education teacher.

Course Selection

Because most summer classes have course enrollment limits, early course selection is recommended. If it is necessary for you to withdraw, your prompt WRITTEN notification to the Registrar is required, either in person, by email or by fax. Once a grade has been assigned, withdrawal from a course is not permitted.

Independent Study

Students registering for independent study, audit, internship or private lesson credit are required to obtain the signature of the faculty member who will supervise the work. This signature is to be submitted electronically by the faculty member. INDEPENDENT STUDY OR INTERNSHIP REGISTRATION CANNOT BE ACCOMMODATED AFTER MAY 15, 2011. Any regular summer internships, independent studies and/or off-campus credit work must be paid in full no later than May 15, 2011.

Maximum Credit

A normal credit load is approximately one credit per week of formal course work, with a maximum of eight credits within the six-week session. For undergraduate students, permission of the Associate Dean for Academic Affairs is required for overloads; for graduate students, permission of the Associate Dean for Graduate Education is required for overloads.

Audit

Students may **audit** courses on a space-available basis with the permission of the instructor. Tuition for **audit** for Summer 2011, is one-half of the credit tuition, unless the tuition is already discounted for summer, then there is no additional discount for audit credits.

Registration

Registration may be completed online for Mount Mary College degree-seeking students. Post-baccalaureate certificate students should register in person, by mail or by fax using the Course Selection Form available online at My Mount Mary. Students wishing to take classes as a special student must submit a Special Student application form and the Course Selection form available online at My Mount Mary. Registrations can then be done, in person at the Registrar's Office, Room 153, Notre Dame Hall, by mail or by fax. In order to handle registration, billing, and payment by mail, all course selections are to be made no less than two weeks before the scheduled beginning of a class.

Course Cancellation

Mount Mary College reserves the right to set both a minimum and a maximum enrollment for each course and to cancel any course which does not attain adequate enrollment. Therefore, reserve your space early. Students with reserved space will be informed by email of any decisions that would affect their enrollment.

TUITION AND FEES

Tuition and fees must be **paid in full by the first day of the summer school class.**

Students are responsible for purchasing any textbooks that are required, as well as supplying materials not covered by additional fees.

Summer 2011 General Student Service Fees (nonrefundable)

(Includes parking, technology, library, the Academic Resource Center, Career Services and Advising, and the Fitness Center.)

| | |
|---------------------|-----|
| 1-3 credits | TBA |
| 4-6 credits | TBA |
| More than 6 credits | TBA |

Summer 2011 Tuition

Tuition is determined by the program or major of each student. The tuition rates for Summer 2011 are as follows:

Undergraduate Programs

| | |
|---------------|--|
| Accelerated | \$TBA per credit (Corporate Discount \$TBA per credit) |
| Undergraduate | \$TBA per credit |
| Nursing | \$TBA per credit plus \$TBA per credit course fee |

Graduate Programs

| | |
|-------------------------|-------|
| Education | \$TBA |
| Art Therapy | \$TBA |
| Business Administration | \$TBA |
| Counseling | \$TBA |
| Dietetics | \$TBA |
| English | \$TBA |
| Occupational Therapy | \$TBA |
| Waldorf Education | \$TBA |
| MTEC | \$TBA |
| Gerontology | \$TBA |
| Urban Education Fellows | \$TBA |

Additional fees for specialized courses are noted in the course listing, billed along with tuition, and are not refundable once a course has begun.

Discount Policy

Tuition for some summer 2011 courses is set at a special discounted rate. Because discounts cannot be combined, additional courtesy discounts are not applicable to summer 2011 courses. Course supplies and additional fees are not

discountable.

Summer School Financial Aid Reminders

In order to receive Financial Aid for the Summer Session you should keep in mind:

- You must be enrolled in a minimum of 6 undergraduate credits or 3 graduate credits.
- You must complete a "Summer Session Request for Financial Aid Form" (located in My Mount Mary under the finance tab) once you have registered for Summer School.
- Your financial aid application (FASFA) and any required documents should be completed *before* your summer school classes begin.
- No summer school aid will be awarded after your summer school classes have ended.
- Funds disbursed for summer may have an impact on your 2011-2012 fall/spring aid.

If you have any questions regarding summer school financial aid, please contact the Office of Financial Aid at (414) 256-1258.

Dropping Course/Tuition Refunds

Each student is academically and financially responsible for courses in which she or he is enrolled. If dropping a course becomes necessary, a student must file the "Change of Course" form available from the Office of the Registrar in Notre Dame Hall, Room 153. **Ceasing to attend class, notifying the instructor or non-payment of tuition does not constitute authorized dropping of a course (withdrawal); such actions will result in academic and/or financial penalty, including a grade of "F" and liability for full tuition payment.**

Refunds follow the schedule below, and are based on the percentage of class meetings that have occurred, NOT on classes attended by the individual student. The date of withdrawal is determined by the date on which the student submits the required "Change of Course" form.

Tuition refund schedule

*Special refund policies apply to accelerated courses, see Accelerated Degree Programs section.

Classes met:

| | |
|---------------|---------------------|
| 0% of hours | 100% tuition refund |
| 25% of hours | 50% tuition refund |
| More than 25% | No tuition refund |

In order to receive a refund a student must complete a "Student Tuition Refund Request Form" which is available from the Business Office, Notre Dame Hall, Room 159 or by calling (414) 258-4810, Ext. 165. First-time students receiving federal aid should contact the Financial Aid Office (414) 256-1258.

If adding a course results in additional credits, the tuition and fees will apply as they would from the first day of class.

Drop Course/Grades

*Special grading policies apply to accelerated courses, see Accelerated Degree Programs section.

If a student drops a course prior to completing 50% of the hours, the grade is "W". If a student does not drop a course prior to completing 50% of the hours, the student earns the grade earned on the coursework completed.

Last date for dropping a course is at 50% of hours completed.

Final Examinations

Final examinations for most courses will be given at the last scheduled class meeting. The specific hour will be announced by the instructor.

Grade Reports/Transcripts

Student grade reports will be available through MyMountMary in mid-August. Reports will not be available for students with outstanding tuition, room and board balances, or other bills, or for students who have not returned all materials checked out from the library. Note that grades must be received by the Registrar at the close of the regular summer session in order to appear on the report.

A student may obtain a transcript of records online at www.studentclearinghouse.org or through MyMountMary with login and password. Transcripts, including those for students who attended only the 2011 Summer Session, are \$7.25 on the web for 4-day turnaround time and \$15.00 for immediate transcripts at the Office of the Registrar

ACCELERATED DEGREE PROGRAMS

Mount Mary College offers the following accelerated degree programs:

- **Business Administration**
- **Business/Professional Communication**
- **Liberal Studies**

Each of the accelerated degrees is also available as a post-graduate certificate for students who already hold a bachelor's degree. Post-graduate certificate programs are open to men and women.

Program Format

There are five accelerated terms each year, two during the fall semester, two during the spring semester and one during the summer session. Accelerated courses meet one time per week for eight weeks, depending on credit level.

Required First Class Assignment

Accelerated courses have an assignment due the first night of class, at the beginning of the class. In order to complete this assignment, students must obtain their textbook and course syllabus from the Mount Mary College Bookstore prior to the first class. The syllabi and books, for the starting term, will be in the bookstore about 2 weeks before the start of the first class.

Eligibility for the Accelerated Program

To be eligible for the accelerated program, a student must be admitted to the college and meet the following criteria:

- an age level of 24 or more years;
- at least two years of full-time work experience or the equivalent; (work experience while a full-time student is not sufficient)

(Exceptions to the eligibility criteria, based on the degree to which the applicant has been living a self-supporting, independent lifestyle, are considered on an individual basis.)

Tuition

The net tuition for all accelerated program students is \$TBA per credit. Each accelerated program student receives a \$TBA per credit grant from the college that reduces the part-time tuition rate from \$TBA to \$TBA per credit. Net tuition for students who work for companies that are corporate partners of Mount Mary College is \$TBA.00 per credit (50% of the regular \$TBA undergraduate tuition).

Accelerated Tuition Refund Policies

Accelerated Program Refunds: The schedule for tuition refunds for the accelerated program varies according to whether a course meets for four weeks or eight weeks.

The schedule for a **four-week** course is:

- 100% refund if dropped prior to the start of the course
- 50% refund if dropped before the second class session
- Thereafter, no refund.

The schedule for an **eight-week** course is:

- 100% refund if dropped before the second class session
- 50% refund if dropped before the third class session
- Thereafter, no refund.

Withdrawing from Accelerated Classes

Eligible students may register for an eight-week, or four-week accelerated course up to the beginning of the first class session. There is no add period once the class begins.

For an eight-week course: a student may drop a course and not have it appear on her record any time up until the second class session. A drop after that time and before the seventh class session for an eight-week course will result in a grade of "W"(withdrawal). After the seventh class session begins, a student may not drop the course.

If a student does not attend the first two classes the student is automatically dropped from the course. The course instructor will notify the Registrar of the student's absence and after the administrative withdrawal the student will be sent a notification email. The student is responsible for any/all financial consequences the administrative withdrawal may have on their financial aid.

For a four-week course: a student may drop the class prior to the class start date and it will not appear on her record. A drop after the 1st or 2nd class will result in a grade of "W" (withdrawal). After the 3^d class session begins a student may not drop the course.

If the student does not attend the 1st class the student is automatically dropped from the course. The course instructor will notify the Registrar of the student's absence and after the administrative withdrawal the student will be sent a notification email. The student is responsible for any/all financial consequences the administrative withdrawal may have on their financial aid.

Enrollment Eligibility

Term 5 courses are provided for accelerated program students who have been admitted to the college. Currently enrolled accelerated and evening program students are eligible to register beginning February 21. Other students require permission to register for accelerated courses starting March 2, 2011, on a space available basis. Students who require special permission should contact Professor Beth Vogel, (414) 258-4810 #476, Room 333 Fidelis Hall prior to registration.

Admission/Further Information

Inquiries about admission to the accelerated program or requests for information should be directed to the Accelerated Program Recruiter, at (414) 443-3657, email: admiss@mtmary.edu.

Registration

- Registration for Summer Session begins on Monday, February 21 online for current accelerated program students at MyMountMary (<https://my.mtmary.edu/ics>.)
- An advisor's signature is not required; however, all accelerated program students are encouraged to consult with their academic advisor.

MASTERS DEGREE PROGRAMS

Graduate courses (500 or above) are offered to non-degree students who hold a bachelor's degree and have the necessary prerequisites, and to master's degree candidates at Mount Mary College. For information regarding a given degree program, contact the Office for Graduate Education at Mount Mary College by phone, (414) 256-1252, or email, gradinfo@mtmary.edu.

Master of Science in ART THERAPY:

Bruce Moon, Ph.D., ATR-BC

(414) 256-1215, Ext. 302

Email: moonb@mtmary.edu

Master of BUSINESS ADMINISTRATION

Robert Crombie, M.B.A., CMA

Phone: (414) 258-4810, ext. 478

Email: crombier@mtmary.edu

Master of Science in COUNSELING:

Carrie Smith King, Ph.D.

(414) 258-4810, Ext. 318

Email: scheidet@mtmary.edu

Master of Science in DIETETICS:

Megan Baumler, Ph.D.

(414) 256-1216, Ext. 398

Email: baumlerml@mtmary.edu

Master of Arts in EDUCATION:

Professional Development

Deb Dosemagen, Ph.D., NBCT

(414) 256-1214

Email: dosemagd@mtmary.edu

Master of Arts in ENGLISH (Writing Concentration):

Kristi Siegel, Ph.D.

(414) 258-4810, ext. 287

Email: siegelkr@mtmary.edu

Master of Science in OCCUPATIONAL THERAPY:

Jane Olson, Ph.D., OTR

(414) 256-1246, Ext. 348

Email: olsonj@mtmary.edu

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