

URSULINE COLLEGE

UNDERGRADUATE SUMMER 2018 SEMESTER

❖ Monday	May 14, 2018	First Summer Session begins
❖ Monday	May 28, 2018	HOLIDAY - College Closed
❖ Monday	June 18, 2018	Second Summer Session begins
❖ Wednesday	July 4, 2018	HOLIDAY - College Closed

For **UCAP** information please see the **UCAP** schedule online.

WITHDRAWING FROM A COURSE: STUDENTS MAY WITHDRAW WITH A "W" UNTIL APPROXIMATELY 70% OF THE COURSE HAS BEEN COMPLETED

ADMISSION PROCEDURES - Students who wish to pursue a degree at URSULINE COLLEGE must contact the Office of Graduate Admissions at (440) 646-8119 or the Office of Undergraduate Admissions at (440) 449-4203 or 1-888-URSULINE. All other students follow procedures listed below.

TRANSIENT STUDENTS - Students from other colleges or universities must apply as transient students. Transient students must verify that they have permission to take courses at Ursuline College, and that they are currently in good academic standing. Use the form on page 7.

SPECIAL NON-DEGREE STUDENTS - Other students who wish to take a course or courses for credit, and who are not seeking a degree may apply as special students.

TUITION & FEES - Tuition is assessed at \$1028.00 per credit hour for undergraduate courses and \$1094.00 per credit hour for graduate courses.

FINANCIAL AID - Financial Aid is available for summer session for qualified students. Contact the Student Service Center (440)646-8309 for further information.

REGISTRATION INFORMATION

Follow the online registration procedures under Online Registration Information on the Registrar's webpage. Current students may register, for summer, online up until May 14, 2018, 12:00 am. You must meet with your academic advisor to register for summer and fall 2018.

FINANCIAL POLICY & PROCEDURES - You can locate your invoice and pay for your tuition through MyUrsuline with a credit card. Click on the Student Tab, then Student Accounts and finally Cash Net. The invoice will show the total charges for tuition, and course fees. **PAYMENT IS DUE IN FULL BY THE FIRST DAY OF CLASS.** Payment can be made by cash, check, and money order through the mail or in person. If your employer offers Tuition Assistance, please stop by the Student Service Center for a letter of application. **A 1% SERVICE CHARGE WILL BE ASSESSED ON ANY UNPAID BALANCE.** If you have any questions on your invoice, please contact the Student Service Center at 440-646-8309.

GENERAL REGISTRATION INFORMATION - Returning Ursuline College students must meet with their Academic Advisor before registering for classes online.

REGISTRATION If you cannot register online, Registration forms can be obtained from the Registrar's Webpage.

REGISTRATION PROCEDURES TIME

IN PERSON	Mon-Fri	8:30 - 5:00p
Student Service Center Phone No	(440)646-8309	

CLOSED COURSES - If a course is closed, you will be placed on a waitlist. When the course opens up, the Registrar's Office will place the next person on the waitlist in the course. You will not be notified. Please check your schedule in My Ursuline to see if you are enrolled in the course.

GRADE OPTION - Students should refer to the Ursuline College catalog regarding the requirements for the Pass/No Credit and Audit grade options. Students must have the written consent of their advisor to exercise either option.

OFFICIAL TRANSCRIPTS - Academic transcript requests are to be submitted in writing to the Student Service Center. There is a \$3.00 fee per transcript. You can also order transcripts online through the National Student Clearinghouse.

ACADEMIC INTERNSHIPS (475) & CO-OPS - Refer to the Ursuline College catalog for information regarding academic internships. In order to obtain the necessary signed approval form and information about sites and procedures, appointments must be made with the Coordinator of Experiential Education and with the Faculty Internship Supervisor at least two weeks prior to registration. In order to register for a co-op, an appointment must be made with the Coordinator of Experiential Education. Please call 440-646-8343 for information.

TEST-OUT COURSES —Call 440-449-2049 for the list of eligible courses and to schedule a testing date. Students who do not pass a test-out course will be withdrawn from the test-out and charged a \$15.00 fee. Students who do not complete the test and/or fail to show up for their designated test date will also be withdrawn from the test-out course and charged the \$15 processing fee.

URSULINE COLLEGE RESERVES THE RIGHT TO ADD, CHANGE, AND/OR CANCEL CLASSES AT ANY TIME WITHOUT PRIOR NOTICE.

ADD/DROP/WITHDRAWAL - Course change forms are located in the Student Service Center. All drop/add transactions require the approval of the student's academic advisor. Students wishing to withdraw from a course(s), after the first day of classes, must complete a course change form. **ANY STUDENT FAILING TO WITHDRAW FORMALLY FROM A COURSE WILL RECEIVE AN "F" GRADE AND WILL BE CHARGED FULL TUITION.** If a course is dropped before the first class, a 100% credit will be applied to your account. Thereafter, the credit will be prorated on an individual basis. If you are entitled to a refund, a written request must be submitted to the Business Office.

BUILDING CODES - Classrooms will be printed on the student's summer schedule.

DB	Dauby Science Center
FR	Fritzsche Art Studio
MU	Mullen Academic Building
PC	Bishop Anthony M. Pilla Student Learning Center
PH	Parker Hannifin
BL	Besse Library Classroom

BOOKSTORE HOURS

Contact the Ursuline College Bookstore or check the website for the 2018 summer hours.
(440)449-5368

**Purchase your books on line at
www.efollett.com**

FEDERAL SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Federal Regulations require that Ursuline College establish and implement a policy to measure whether students applying for and/or receiving financial aid are making satisfactory academic progress (SAP) toward a degree. This rule applies to all students applying for aid, whether or not financial aid has been previously received. There are both quantitative (maximum time frame/completion rate) and qualitative (cumulative grade point average) measures in determining SAP for federal, state, and institutional financial aid. **Not meeting these requirements may result in loss of all financial aid.** Below is an explanation of these requirements:

Monitoring of academic progress

Students' progress will be reviewed after grades are finalized each fall, spring, and summer semester to determine if the student is eligible to receive financial aid for subsequent enrollment periods. Although Ursuline College will send notifications to the student, the student is fully responsible for monitoring their own academic progress as it relates to financial aid eligibility. The student should review their grade report each semester and compare it to the standards set forth in this SAP policy to determine if they are meeting (or failing to meet) the established criteria.

Evaluations will be done in a timely manner, however the next term may be in progress at the time we are able to notify students of their ineligibility. Should the student be concerned that they may not have met the requirements, they may contact the Student Service Center during normal business hours.

Students will be notified via their Ursuline e-mail accounts if they have failed the measurement. Students may appeal the decision.

Credit hour Requirement

Undergraduates: Students must successfully complete a minimum of 70% of the total number of hours for which they are enrolled after the drop/add period (first week of the semester). All courses for which you are registered after the drop/add period of the semester are counted as an attempted course whether you withdraw from, receive a failing grade for, or otherwise fail to complete the course. A cumulative (all attempted coursework) completion rate of 70% must also be maintained. To determine the number of credit hours you are required to successfully complete during the semester or cumulatively to remain in compliance, multiply the number of hours for which you are/have enrolled at the end of the drop/add period of the semester by 0.70 (70%) rounded down to the nearest whole credit hour. For example:

Registered (Attempted) Hours	Required Hours to be Completed
6	4 ($70\% \times 6 = 4.2$)
15	10 ($70\% \times 15 = 10.50$)
32	22 ($70\% \times 32 = 22.4$)
75	52 ($70\% \times 75 = 52.5$)
112	78 ($70\% \times 112 = 78.4$)

Accelerated – UCAP: For SAP purposes student enrollment is viewed on a per semester basis, not per term. Students must successfully complete a minimum of 70% of the total number of hours for which they have registered for each semester and cumulatively (fall, spring and summer). See Undergraduates above for more details.

Graduate/Professional: Students must successfully complete a minimum of 80% of the total number of hours for which they are enrolled after the first week of the semester and cumulatively. See Undergraduates above for more details.

Successful completion of a course for all students, for purposes of SAP calculations, are grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P (Pass Credit or Developmental Courses). All other grades, including F, Withdrawal (W), I, (Incomplete), R, (Repeated), and NC (No credit or Pass no credit) will not be counted as a successful completion.

Incomplete (I) grades are counted as unsuccessful attempts. Only an incomplete that has been changed to an A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P can be added to the number of hours completed for the term of the original

registration. It is the students' responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade.

Cumulative Grade Point Average Requirement

Your cumulative grade point average (GPA) must be equal to, or higher than, the standard established by Ursuline College. The specific requirements are as follows:

	<u>Hours Attempted</u>	<u>GPA Required</u>
Undergraduates	0-24	1.70
	24.1 – 48	1.90
	48.1 +	2.00
Graduates	Must maintain a minimum of at least a 2.5 GPA	

Maximum Time Frame for Eligibility

Students are required to complete their degree requirements within a specific time frame. Federal regulations require that students complete their degree program by the time they have attempted 150% of the hours normally required for the completion of the degree. For example:

Undergraduate programs that require a total of 128 credit hours must be completed by the time students have attempted 192 credit hours (128 x 150%).

The 150% maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, minor, double majors, etc.; therefore no extensions of the maximum time frame will be granted for those reasons.

Transfer Students

Transfer students are awarded aid first semester without regard to probation status at the prior post-secondary institution. Academic progress will be reviewed to determine the status of each student in relationship to her/his program's maximum time frame. Once transfer credits are posted, they will be considered in our next SAP review. Transfer hours will be included in the cumulative number of hours earned and attempted.

SAP – Warning

Students who fail to meet SAP will be placed on Warning for the next semester. A Warning period will last for one semester. Students who fail to make SAP while on Warning will lose all eligibility for financial aid and be placed on SAP Probation. **Any student with a cumulative grade point average below a 1.2 is not eligible for the Warning period, but will have all aid automatically cancelled and placed on SAP Probation.**

SAP – Probation (loss of aid eligibility) and the Appeal Process

Students who have lost eligibility for financial aid (in SAP – Probation status) may appeal that decision by following the procedures outlined below. Those wishing to utilize this process must be able to document mitigating circumstances that occurred during the course of the semester in question, that could not have been anticipated prior to that period, and that adversely affected their ability to successfully complete their required coursework. (Events such as the death of an immediate family member, extended illness suffered by the student, or other unforeseeable events that may have caused significant hardship for the student may be considered as examples of mitigating circumstances.) A student may not appeal for exceeding the maximum time frame allowed unless they are second degree seeking. To appeal, a student must:

1. Submit a signed and dated letter of appeal detailing your mitigating circumstances within 15 days of the date of notification of ineligibility.
2. Attach complete third party documentation from a reputable source (e.g. doctor, counselor, family service, police, etc.) that has knowledge of both your personal situation and of the mitigation circumstances that you are claiming. Documentation should not only indicate the mitigation circumstance that caused you to have academic problems during the semester, but also must clearly indicate that the circumstances that caused the problems have been rectified so that you will be able to be successful in future terms. Appeals submitted without proper third party documentation will not be reviewed and will be returned to you.
3. In most cases, the SAP Appeals Committee will render a decision within 2 weeks of receipt of a fully completed Appeal. All decisions of the SAP Appeals Committee are final. Notification of the decision will be sent via the students Ursuline e-mail account.
4. For SAP Appeal approvals financial aid will be awarded for the next semester on a Warning period or Warning with an Academic Plan period.

5. For SAP Appeal denials, financial aid will be cancelled and student will be placed on SAP Probation until they have regained full eligibility.
6. Terms and conditions of appeal approval will be included in the notification letter.
7. Mail or drop your SAP Appeal or documentation to: The Office of Financial Aid, Ursuline College, 2550 Lander Road, Pepper Pike, Ohio 44124.

Regaining Financial Aid Eligibility

Students can regain full eligibility for financial aid by successfully completing coursework while in SAP Probation status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours, and raise their overall Cumulative Completion Rate for all coursework attempted to the 70% level. Students who are ineligible to receive financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Ursuline College Payment Plan, and/or Alternative/Private Educational Loans. Students who have taken the necessary measures to regain eligibility for financial aid must contact the Office of Financial Aid immediately upon doing so and apply for Reinstatement of Eligibility. Students' academic performance will then be reviewed, and if all required SAP criteria is met, full financial aid eligibility will be reinstated, effective the following semester.

REFUND AND PAYMENT POLICIES

COURSES MUST BE DROPPED OR ADDED IN WRITING, BY THE STUDENT, AFTER THE START OF CLASSES.

Drop/Add forms are available in the Student Service Center. Any change will automatically be assessed a \$15.00 change fee. All drop/add transactions require the approval of the student's Academic Advisor.

DROPPED COURSES WILL BE ASSESSED A TUITION CHARGE ACCORDING TO THE FOLLOWING SCHEDULES:

REFUND SCHEDULE

	Weeks in the Term			
Calendar Days Elapsed since start of term	16	10	8	5
1-7	100%	100%	100%	100%
8-14	80%	60%	60%	50%
15-21	60%	40%	40%	0%
22-28	40%	0%	0%	0%
29-35	0%	0%	0%	0%

NON-ATTENDANCE AND/OR NON-PAYMENT DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL FROM A COURSE.

Students wishing to withdraw from a course(s), once classes have begun, must complete a course change form. Courses dropped on or before the first day of the term **will** be deleted from the student's academic record and no tuition will be charged. Courses dropped after the above date will result in a →W← grade and a portion of the tuition will be charged. Refer to the Tuition Refund Schedule above for the exact dates of refund percentages. Students failing to formally withdraw from a course will receive an →F← grade and will be charged full tuition.

If after dropping a course you are entitled to a refund, a request must be made in writing to the Student Service Center. Please allow two weeks for processing. Refer to Refund Policy for Students Receiving Federal Assistance Section for Information concerning Financial Aid Refunds.

Lab and course fees are not refundable after classes begin. Students may be released from the Residence Hall Contract under the following circumstances:

- Completion of degree requirements at mid-year.
- Withdrawal from the College.
- Due to extenuating circumstances as granted by the Director of Residence Life and/or Vice President for Student Affairs.

Students who withdraw from their Contract prior to July 1 will not be charged the room and board costs for the semester. The housing deposit will be forfeited. Room and board charges will be applied to students' bills on the July 1 preferred housing deadline. Students who withdraw from the Contract after July 1 will not receive a refund for room or board charges for the remainder of the Contract term unless the student meets one of the above criteria.

In extraordinary circumstances, such as serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be made to the Controller requesting special consideration. Appropriate documentation is required with such an appeal.

PAYMENT

FULL PAYMENT IS DUE ON THE FIRST DAY OF CLASS FOR EACH SEMESTER. You can locate your summer invoice and pay for your tuition through MyUrsuline with a credit card (VISA, MasterCard or Discover). Click on the Student Tab, then Student Accounts and finally Cash Net. The invoice will show the total charges for tuition, and course fees. Payment can be made by cash, check, and money order through the mail or in person. **A 1% SERVICE CHARGE WILL BE ASSESSED ON ANY UN-PAID BALANCE.** If you have any questions on your invoice, please contact the Student Service Center at 440-646-8309.

A DEFERRED PAYMENT PLAN is also available; please stop by the Student Service Center in Mullen 203.

IF YOU HAVE A TUITION ASSISTANCE PROGRAM AT YOUR PLACE OF EMPLOYMENT, Ursuline College offers a tuition deferment program. Please call the Student Service Center at 440-646-8309 for details.

CHECKS RETURNED by the bank unpaid will result in the assessment of a per check charge of \$25 against the account of the student on whose behalf the check was presented. Failure to make prompt payment for returned checks may result in the cancellation of registration, reporting of your account to a collection agency and/or legal proceedings.

**STUDENT SERVICE CENTER TELEPHONE NUMBER
440/646-8309**

FEDERAL REFUND POLICY FOR STUDENTS RECEIVING FEDERAL ASSISTANCE

Any student receiving federal aid who withdraws **completely** from Ursuline prior to completing 60% of the semester will have refunds of aid returned to the student financial aid programs calculated by the Federal Formula for Return of Title IV Funds as specified in the federal regulations.

Definitions

Federal financial aid includes Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, PLUS Loans, Federal Pell Grant and Federal SEOG Grant.

Withdrawal Date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.

Recalculation

Recalculation is based on the percent of earned aid using the following formula:

Percent-earned equals:

Number of days completed, up to the withdrawal date, divided by total days in the semester.

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned (unearned aid) equals:

100% minus Percent earned) X the amount of aid disbursed toward institutional charges

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the unearned amount of Title IV aid must be returned.

When aid is returned, the student may owe a debit balance to the Ursuline. The student should contact the Student Service Center to make arrangements to pay the balance.

The actual refund returned to Student Financial Aid Programs is distributed in the following order, as prescribed by Federal Laws and Regulations:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS/Grad PLUS Loan
5. Federal Pell Grant
6. Federal ACG Grant
7. Federal SMART Grant
8. Federal SEOG
9. Federal TEACH Grant

SUMMER 2018
 URSULINE COLLEGE
 Office of the Registrar
 2550 Lander Road
 Pepper Pike, Ohio 44124
 FAX: (440) 684-6114

**TRANSIENT STUDENT REGISTRATION FORM 2018 SUMMER
 REGISTRATION BY MAIL AND/OR FAX TO (440) 684-6114**

Carefully read the GENERAL INFORMATION section of the schedule before completing this form. Please type or print legibly.

Social Security Number: _____	Telephone: (_____) _____
Name: _____	Male: _____ Female: _____

Transient Student Application

_____ is a student in Good Standing at _____	
Student Name	College/University
<i>and has permission to enroll in the following course(s) at Ursuline College for the 2018 Summer Semester.</i>	
_____	_____
<i>Dean or Registrar Signature</i>	<i>Date</i>

List below the course(s) for which you wish to register:

SUMMER SESSION	DEPT CODE COURSE NUMBER	COURSE SECTION	COURSE CREDIT HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Student Signature

 Date

SESSION I May 14-June 16, 2018

(BI) BIOLOGY

BI 232	01	N	Clinical Microbiology	3	Web	Web	TBA	Yu	
(Coreq: BI 232L; Recommended: 1 semester of college chemistry either BI 214 & 215 or BI 205)									
BI 232L	01	N	Clinical Microbiology Lab	1	MTWRF	9:00-5:00p	TBA	Yu	\$50
(Pre-Coreq: BI 232; previous completion of BI 232 or concurrent enrollment in BI 232, Course runs one week: May 14-18, 2018)									
BI 300	01	N	Medical Terminology	1	Web	Web	TBA	Kolesar	
(Interested students should contact the Biology Dept. at jkolesar@ursuline.edu for further information)									

(NR)NURSING: RN/BSN Students Only

NR 426	03	N	Practicum in Leadership	2	Web	Web	TBA	Prosser	
(Licensed RN in RN to BSN Program. Class runs 06/11/18-08/18, 18)									
NR 435	03	N	Healthcare Policy & Global Hlth Exp	3	Web	Web	TBA	Prosser	
(Licensed RN in RN to BSN Program. Class runs 05/07/18-06/09/18)									
NR 465	03	N	Prof Nursing Leadership: Theory	3	Web	Web	TBA	Prosser	
(Licensed RN in RN to BSN Program. Class runs 06/11/18-08/18/18)									

(PH)PHILOSOPHY

PH 260	01	II	Bioethics*WE	3	MW	1:30-4:30p	TBA	Matejka	
(Distribution course/Satellite course)									
PH 370	01	III	Philosophy of Woman	3	Web	Web	TBA	Garner	
(Distribution course/Satellite course; this is a 10 week class that runs May 14-July 21, 2018).									

(PS) PSYCHOLOGY

PS 230	01	N	Lifespan Development	3	Web	Web	TBA	Edmonds	FA18
(Pre-req PS 101; Please see an online orientation for this course via a link on our class home page in Desire 2 Learn.)									

Stage Two: (US) Introduction to Culture II

(US) URSULINE STUDIES (The following courses CANNOT be taken concurrently)

US 351	01		Introduction to Culture II	3	Web	Web	TBA	Kinsella	\$40
(Preq: US 350: This course is a web course. Students need access to the internet and Desire2Learn. Students meet on Monday, May 14, 2018 from 3-3:45 pm in MU 113 for the first class only. Please call the instructor, Dr. Kinsella at 440-646-8389 or tkinsella@ursuline.edu if you have any questions.)									

Session II June 18-July 21, 2018

(RS) RELIGIOUS STUDIES

RS 360A	01	III	Peace and Justice	3	Web	Web	TBA	Messina	
(Distribution course/Satellite course)									

Stage Three: (US) Culminating Seminar

NOTE: STUDENTS MUST HAVE COMPLETED AT LEAST 96 SEMESTER HOURS AND ALL OF STAGES ONE AND TWO OF THE URSULINE STUDIES PROGRAM. THE CULMINATING SEMINAR IS TO BE TAKEN AS CLOSE TO THE TIME OF GRADUATION AS POSSIBLE.

(US) URSULINE STUDIES

US 401	01		Culminating Seminar: "Miss Representation: Women in the Media"	3	TR	1:00-4:30p	TBA	Messina	\$40
(Preq: US 350, 351 & 96 cr hrs, senior status: This course is a hybrid course. Course will meet in class Tuesdays: 6/19, 6/26, 7/10, 7/17 and Thursdays 7/19. The course will meet online Thursday 6/21, 6/28, 7/5, 7/12 and Tuesdays 7/3).									

