

## SPRING 2019

### Important Information – Nursing & Medical Imaging Students

**Academic Calendar:** Very Important Dates – Union County College’s website: [www.ucc.edu](http://www.ucc.edu). Always review the Academic Calendar to be aware of refund dates, closings and the last day to withdraw from courses.

**Registration:** To register online, you must first set up your student account, go to [www.ucc.edu](http://www.ucc.edu).

Semester	Payment Plan / Term Bill Due Dates	Action	\$50.00 Fee Payment Plan/ \$100.00 fee Term Bill Late Payment	Semester Start and End Dates	Registration Begin/Began	In-Person Registration Ends	Online Registration Ends
2019WI	Nov 20, 2018	Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	4 credit course Dec 26, 2018 To Jan 16, 2019 **** 3 credit course Jan 2, 2019 to Jan 16, 2019	Oct 1, 2018	Dec 21, 2018  ****  Dec 27, 2018	Dec 25, 2018  ****  Jan 1, 2019
2019SP	Payment Plan Dec 27, 2018 Term Bill Jan 11, 2019	Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	Jan 22, 2019 to May 15, 2019	Nov 5, 2018	Jan 18, 2019	Jan 21, 2019
2019S1	May 3, 2019	Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	(6 Weeks) May 23, 2019 to July 3, 2019  (10 Weeks) May 23, 2019 to July 31, 2019	Mar 4, 2019	May 22, 2019	May 22, 2019
2019S2	June 10, 2019	Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	July 9, 2019 to Aug 15, 2019	Mar 4, 2019	July 8, 2019	July 8, 2019

\*New students registering after the Term Bill Due Date have one week to pay bill in full or \$100.00 late fee to be assessed. \*If accepted and/or registering within one week of 1<sup>st</sup> day of semester Term Bill must be satisfied in full before 1<sup>st</sup> day of semester.

## Required Deadlines for **SPRING 2019** Entrance - Class/Clinical

### ORIENTATION – MANDATORY

All new Sonography Students entering the professional course of DMSM101.

- **Monday, January 7<sup>th</sup>** - 9:00am to 1:00pm. Registration at the school starts at 8:30am.

All new Nursing Day Students entering NURM119, NURM141, and new Nursing Day Clinical Transfer Students.

- **Tuesday, January 8<sup>th</sup>** - 9:00am to 1:00pm. Registration at the school starts at 8:30am.

All new Nursing Evening Students entering NURM119 and new Nursing Evening Clinical Transfer Students.

- **Thursday, January 10<sup>th</sup>** - 4:00pm to 8pm. Registration at the school starts at 3:30pm.

All new Resident students must attend orientation.

- **Tuesday, January 8<sup>th</sup>** - 9:00am to 1:00pm. Registration at the school starts at 8:30am
- OR
- **Thursday, January 10<sup>th</sup>** - 4:00pm to 8pm. Registration at the school starts at 3:30pm.

All new LPN Transition Students entering NURM120 in May 2019.

- **Thursday, April 4<sup>th</sup>** - 9:00am to 1:00pm. Registration at the school starts at 8:30am

Parking is available across the street from the School's parking lot, entrance to the parking lot is located on Randolph Road. [Please refer to our Crosswalk & Parking Instructions on the school's website: www.jfkmuhlenbergschools.org.](http://www.jfkmuhlenbergschools.org)

### E-LEARNING - New Students

#### Deadline

Sonography Students – DMSM101

**January 7<sup>th</sup>**

Nursing Day Students –NURM141 and Nursing Day Clinical Transfer Students

**January 8<sup>th</sup>**

Nursing Evening Students – Nursing Evening Clinical Transfer Students

**January 10<sup>th</sup>**

LPN Transition Students - NURM120

**April 4<sup>th</sup>**

**Action:** You cannot attend Class if E-Learning is not completed by the deadline. Instructions about the E-Learning will follow by email.

**CRIMINAL BACKGROUND CHECK - New Students - MANDATORY**

For instructions on the Student Background Report, please visit the schools' website [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org) under Admissions.

Deadline

**Sonography Students – DMSM101**

**January 7<sup>th</sup>**

**Nursing Day Students – NURM119, NURM141 and Nursing Day Clinical Transfer Students**

**January 8<sup>th</sup>**

**Nursing Evening Students – NURM119 and Nursing Evening Clinical Transfer Students**

**January 10<sup>th</sup>**

**LPN Transition Students – NURM120**

**April 4<sup>th</sup>**

**Action:** You cannot attend Class if not submitted by the deadline.

**CRIMINAL BACKGROUND CHECK - Resident Students - MANDATORY**

For instructions on the Student Background Report, please visit the schools' website [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org) under Admissions.

Deadline

**January 7<sup>th</sup>**

**Action:** Student will not be permitted to reside in the residence if Criminal Background check is not submitted by the deadline.

Item	Spring Semester Due Dates	Action
<p><b>Malpractice Insurance</b>  <a href="#">[Nursing]</a> <a href="#">[Radiography]</a> <a href="#">[Sonography]</a>                      2Million Per incident/4Million Per Aggregate</p> <ul style="list-style-type: none"> <li>New Clinical Students must submit proof to Kate Fredericks, RN</li> </ul>	<p>Nursing-NURM121, 122, 141  <b>January 22<sup>nd</sup></b>                      Sonography- DMSM101  <b>January 22<sup>nd</sup></b>                      LPN Transition – NURM120  <b>May 23<sup>rd</sup></b></p>	<p align="center">You cannot attend Class</p>
<p><b>BLS (Basic Life Support)</b>                      Current Certification – Healthcare Provider Adult/Child</p> <ul style="list-style-type: none"> <li>New Clinical Students must submit proof to Kate Fredericks, RN</li> </ul>	<p>Nursing-NURM121, 122, 141  <b>January 22<sup>nd</sup></b>                      Sonography- DMSM101  <b>January 22<sup>nd</sup></b>                      LPN Transition – NURM120  <b>May 23<sup>rd</sup></b></p>	<p align="center">You cannot attend Class</p>
<p><b>Health Insurance</b></p> <ul style="list-style-type: none"> <li><b>New</b> Students must show Proof of Current Health Insurance to Kate Fredericks, RN</li> </ul>	<p>Nursing-NURM121 &amp; 122  <b>January 22<sup>nd</sup></b>                      Sonography- DMSM101  <b>January 22<sup>nd</sup></b>                      LPN Transition – NURM120  <b>May 23<sup>rd</sup></b></p>	<p align="center">You cannot attend Class</p>

Item	Spring Semester Due Dates	Action
<p><b><u>Current Students</u></b>            BLS, Malpractice Insurance and Health Insurance – Kate Fredericks, RN, will send you an email if you have outdated materials</p>	<p><b>Nursing, Sonography and Radiography</b>  <b>January 7<sup>th</sup></b></p>	<p><b>You cannot attend Class</b></p>

**Change of Name, Permanent Address or email**

You must submit proof of change to the School’s Billing office by email to [Aarti.Sharma@hackensackmeridian.org](mailto:Aarti.Sharma@hackensackmeridian.org) or by fax: 908-226-4640.

For change of address, name and email forms, visit the school’s website [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org).

- Name change - A copy of two documents are required. (Social Security card, Driver’s License, Passport, Marriage Certificate, Official Court Papers)
- Address change – A copy of your Driver’s License, and a current utility bill are required.

**Run Your Program Evaluation through Webservices – [www.ucc.edu](http://www.ucc.edu)**

- Your transfer credit can be viewed through your Program Evaluation or your Student Transcript in webservices. Refer to the Union County College catalog for the list of Humanities courses.
- You may transfer in up to 36 credits if you do not have a Bachelor’s degree. You may transfer in up to 40 credits if you do have a Bachelor’s degree. If you are over the credit limit you must make a decision about which course(s) you will retake at Union County College.
- Prior courses taken at Union County College are not considered transfer credit.

**Academic advising**

- Call the Director of Registration and Enrollment at 908-668-2410 to set up an appointment.
- Students can access Union County College E-Advising through the Owl’s Nest.

**Students who register:**

- When you register for classes you are agreeing to purchase a seat in each class you select, and you are responsible for payment of the tuition and fee charges. Should you choose not to begin the classes for which you have registered, you, the student, must officially drop those classes the day before the first day of the semester. Always refer to the published Academic Calendar, [www.ucc.edu](http://www.ucc.edu), for deadlines to avoid charges.
- Outstanding financial obligations must be paid in full. If you currently have an outstanding balance, you are placed on hold and will be unable to register.
- For any Union County College obligation, (parking permit, library fines or parking tickets), you must pay UCC directly.

**All Clinical Students**

- Clinical students must have current health insurance, current malpractice insurance, criminal background check and health clearance.

**Nursing Students**

- If students, currently in a clinical course, are not registered and/or have not paid the term bill for their next clinical nursing course, they will not be guaranteed a seat in their next nursing course.
- Granted Petition – granted petition means you have been coded in the Union County College computer system to register for the next nursing course. If you have not been coded for a course, you will see an error message – that you have not been granted petition.

- **Students taking NURM121, NURM122 and NURM141** must sign-up for Skills Practice Lab by emailing Christine Albro at [Christine.Albro@hackensackmeridian.org](mailto:Christine.Albro@hackensackmeridian.org). Skills Practice Lab is mandatory practice in the Nursing Simulation Lab.

### **Chargeback Assistance for Union County College Courses**

- Students, who reside in New Jersey but outside of Union County, may be eligible for the lower in-county tuition rate if they qualify for a chargeback. Contact your county college for information on their chargeback policies and deadline date.
- Students will be charged in-county tuition if forms are submitted and approved before the semester bill due date. If students pay out-of-county tuition and subsequently file properly executed Chargeback forms that have been approved, the tuition charged will be reduced to the in-county rate and, if applicable, a refund will be issued.

### **Payment of your Term Bill**

- View your bill through [www.webcollege.net/muhlenbergCportal](http://www.webcollege.net/muhlenbergCportal) . Contact Aarti Sharma at 908-668-2404 or by email [Aarti.Sharma@hackensackmeridian.org](mailto:Aarti.Sharma@hackensackmeridian.org)
- Payment can be made online through our website [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org).

#### **Note:**

If you make a payment by credit card (A convenience fee of 2% will be charged per transaction, the School **does not accept** American Express)

The School also accepts personal check, certified check or money order, **no cash**.

- There will be a \$100.00 late payment fee if bill is not paid by the Term Bill due date.
- Payment Plan is available – visit the Schools’ website [www.jfkmuhlenbergschools.org](http://www.jfkmuhlenbergschools.org) under Financial Aid & Tuition or the quick link – Tuition and Fees.
- **Once you register for a course and you decide to drop the course, you must do so online through webservices or in person at HMH JFK Muhlenberg Snyder Schools. The School will not process any course withdrawals via fax or email. If you do not drop the course, you are still required to pay for the course.**

### **ID Badges and Key Cards**

- You will be notified by email during the first week of January on dates, time and location for your picture ID.
- For Security Purposes - Access to the School is restricted. Enrolled students are given a Key Card at the New Student Orientation and **must** carry this card at all times for access to the building.
- **It is the student’s responsibility to wear the School’s ID and carry the Key Cards at all times while attending school. The Faculty and Staff will not allow any student in the school without their ID’s and Key Cards.**

### **Parking**

- Parking is available to **all day students** across the street from the school’s parking lot, entrance to the parking lot is on Randolph Road.
- **Only evening and Resident students** are permitted to park adjacent to the school. [Please refer to our Crosswalk & Parking Instructions.](#)