

Mount Saint Mary College

PARENT HANDBOOK



**OFFICE OF PARENT
ENGAGEMENT**





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INTRODUCTION

Every person is different and every situation is unique, but freshmen going off to college have many similarities when it comes to leaving home for the first time.

We here at Mount Saint Mary College want to work with you, the parents and families, to make your students transition a great experience for all involved. This handbook is designed to help you understand how to collaborate with us by using the means that have been established to guide the student to become self-sufficient and to use what is available to help them succeed in college and life!

Inside you will find a wealth of information about the resources available and a glossary of terms Mount Saint Mary College uses. It also outlines the academic year and important deadlines to remember.

THE OFFICE OF PARENT ENGAGEMENT

The Office of Parent Engagement provides parents with information, educational programming, and access to ensure that Families have a positive experience with MSMC. The office plans compelling, helpful, and fun programs that engage parents and family members with the life of the College. The Office of Parent Engagement facilitates parent volunteer opportunities that strengthen connections with students; support College wide goals; and serve parents and families through an active communication that keeps them apprised of relevant College news.



CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

For more information, please visit <http://familypolicy.ed.gov/>

In the case where a student would like to disclose their confidential information, a Release of Information Authorization Form must be filed with the Registrar's Office. Once this form is filled out with the designated individual (s) or institution (s), information can be release of the student's status at Mount Saint Mary College with respect to grades, academic standing and financial obligations. This will remain in effect until the student graduates or revokes the consent by filling out a new authorization form. <https://www.msmc.edu/Academics/Registrar/> (Permission to Release Academic Records)

The law permits Mount Saint Mary College to disclose parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

PARENT LEADERSHIP COUNCIL MEMBERS

PURPOSE OF MSMC VOLUNTEERS

MSMC volunteers serve as leaders and representatives of Mount Saint Mary College. Volunteers uphold the mission of the College and serve as ambassadors of the College within their respective spheres of influence. Volunteers advance the institution by giving of their time, talent and treasure. Volunteers engage their peer community in a variety of ways in support of the mission of the College.

RESPONSIBILITIES/GOALS

The Parent Leadership Council (PLC) serves as the leadership and representative volunteer organization for the MSMC Association of Families; family members of current students are all automatically members of the MSMC Association of Families.

The Parent Leadership Council assists with the design and implementation of programs to engage parents and cultivate financial support from members of the MSMC Association of Families.

AMBASSADOR AND ADVOCATE

- Provide input to the Office of Parent Engagement on programs and initiatives related to parents and families.
- Help to create and implement engagement opportunities for peers.
- Represent the MSMC Association of Families by attending events and connecting with parents and families to encourage affinity and support for the College.
- Serve the College by sharing personal expertise and skills, and helping to develop financial and other resources for MSMC.
- Support current MSMC students by providing access to and funding for internships and career exploration by facilitating workshops, connecting students with employment opportunities, mentoring and other related activities.

SOLICITOR

- Parent Leadership Council members may assist in collaboration with College staff, solicit gifts from peers.
- MSMC staff will provide information, solicitation, and thank you guidelines to volunteers.

TIME COMMITMENT

- Participate in an annual retreat in conjunction with the Alumni Association Board's annual retreat.
- Meet at MSMC two times per year in conjunction with orientation weekend and during Family Weekend.
- Participate in person or by phone during planning and evaluation meetings as scheduled, with advance notice.

FINANCIAL OBLIGATIONS

- Make a gift to MSMC at a level commensurate with each member's ability and philanthropic dedication to the College. Members should serve as an example and motivate fellow peers to contribute charitably to MSMC.
- Annual goal of 100% participation for all MSMC volunteers.
- Support and encourage fund-raising activities for the MSMC Association of Families.

SKILLS AND CRITERIA FOR MEMBERSHIP

- Parent or guardian of currently enrolled students, with the exception of parents with students temporarily on leave.
- Current working knowledge of Mount Saint Mary College, its activities and priorities (to be provided to all representatives through retreat and training).
- Excellent communication skills with the enthusiasm and ability to make personal connections.
- Knowledge of email and social media is helpful, but not required.

STAYING CONNECTED

MSMC ASSOCIATION OF FAMILIES

Parents and family members of current MSMC students are all automatically members of the Association of Families. As a member, you will have many opportunities to engage with, provide and receive support, and contribute to this transformative community. You will be invited to many events on campus and around the region. You will receive e-newsletters to keep you up to date about happenings at the College. Parents are critical to the continued success of Mount Saint Mary College, and through volunteering together; we build a stronger and more vibrant MSMC community that enhances the educational experience of our students. Stay connected with MSMC parents by joining our Facebook group: www.facebook.com/groups/MSMCFamilies

PARENT LEADERSHIP COUNCIL (PLC)

The Parent Leadership Council (PLC) serves as the representative volunteer organization for the MSMC Association of Families. The Parent Leadership Council assists with the design and implementation of programs to engage parents and cultivate financial support from members of the MSMC Association of Families.

REGIONAL COLLEGE FAIRS

College fairs offer parent volunteers the opportunity to connect face-to-face with parents who have students who may be interested in our undergraduate programs. Volunteers at college fairs answer questions about the college, parent/student experiences and student life, and some basic questions about applying to MSMC.

REGIONAL INFORMATION SESSIONS

In some cities, the Director of Parent Engagement and the Undergraduate Admission staff members host an information session that mirrors the session parents attend when they visit campus. Parent volunteers help check-in families, answer questions, and interact with families.

SOCIAL MEDIA AMBASSADORS

Help spread the news! The Social Media Committee assists with keeping fellow Knights connected and “in the know.” Volunteers will be asked to post/share events and College news on their social media platforms. With no requirement to attend meetings, this is a perfect opportunity for busy, yet active online engagers.

REGIONAL AMBASSADORS

We have parents around the country! Regional Ambassadors keep the connection between fellow Knights and the College strong. With support from the College, Regional Ambassadors plan and host fun, low-key regional events and activities. They also act as a liaison between the parents and the college. Attendance at semi-annual conference call meetings is highly encouraged.

NEW FAMILY WELCOME COMMITTEE

The New Family Welcome Host Committee assists with hosting mini welcome reception for new families in your area. With support from the College, New Family Welcome Host Committee will plan and host informational sessions. These sessions are designed to provide support to families who have students starting at MSMC for their first year. They also act as a liaison between the parents/families and the Office of Parent Engagement.

CAMPUS EVENTS

Volunteering at campus events is a great way to connect with the College during your student’s time at MSMC. Parents may help provide programmatic support for any of our signature parent events:

PARENT ORIENTATION is a wonderful opportunity for new parents to learn about MSMC College and get acquainted with the campus. Parent Orientation volunteers help by:

- Participating in information sessions
- Making phone calls to invite fellow parents to campus events

FAMILY WEEKEND: All parents and family members of MSMC students are invited to campus for this annual event held in October. This weekend is a great chance for students to share their life at MSMC with loved ones. Campus Event Ambassadors serve in the following ways:

- Participating in information sessions
- Making phone calls to invite fellow parents to campus events

IMPORTANT CONTACTS

PARENT ENGAGEMENT

Alena Kush, Director of Parent Engagement

845-569-3565 | Alena.kush@msmc.edu

ACADEMIC AFFAIRS

George Abaunza, VP of Academic Affairs
academicaffairs@msmc.edu

ADMISSIONS

Susana Briscoe-Alba, Dean of Admissions
845.569.3414 | admissions@msmc.edu

ALUMNI ENGAGEMENT

Michelle Iacuesa '94, Director of Alumni Affairs
845-569-3217 | Michelle.Iacuesa@msmc.edu

CAMPUS MINISTRY

Fr. Gregoire J, Fluet, Director of Campus Ministry
845-569-3154 | Gregoire.Fluet@msmc.edu

CAREER CENTER

845-569-3175 | CareerCenter@msmc.edu

HEALTH SERVICES

Doreen Bischof, Director of Health Services
845-569-3153 | Doreen.Bischof@msmc.edu

IT SUPPORT

845-569-3491 | It.support@msmc.edu

REGISTRAR

Jannelle Haug, Registrar
845-569-3258 | Jannelle.Haug@msmc.edu

RESIDENCE LIFE

Amy Weit, Director of Residence Life
845-569-3732 | Amy.Weit@msmc.edu

STUDENT ACTIVITIES

Barbara Mulligan, Director of Student Activities
845-569-3112 | Barbara.Mulligan@msmc.edu

STUDENT AFFAIRS

Elaine O'Grady, VP for Students
845-569-3190 | Elaine.OGrady@msmc.edu

STUDENT FINANCIAL SERVICES

Financial Aid

Thalia McFarlane, Director of Financial Aid
845-569-3280 | Thalia.McFarlane@msmc.edu

Student Accounts

Shayna Toomey, Director of Student Accounts
845-569-3213 | Shayna.Toomey@msmc.edu

STUDENT SUPPORT CENTER

Orin Strauchler, Assistant Dean of Student Support Services, Director of Counseling
845-569-3547 | Orin.Strauchler@msmc.edu

IMPORTANT TERMS

ACADEMIC ADVISOR: Faculty member who guides the student in choosing courses, deciding on a major, helping to reach goals and/or gives referrals.

ACADEMIC DISMISSAL: The College reserves the right to dismiss a student who fails to make reasonable progress toward the completion of the degree and the program in which the individual is enrolled. The Academic Standards Committee may recommend dismissal. The student may submit a written appeal of a dismissal decision within two weeks to the Associate Vice President for Academic Affairs, as chair of the College's Appeals Committee.

ACADEMIC PROBATION: Placement on probation is a serious warning to students that unless their academic record is improved they may be dismissed. The usual duration of academic probation is a traditional semester (12 credits). At the end of the semester, the Academic Standards Committee reviews the student's progress. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will be reinstated as a student in good standing.

ACADEMIC STANDARDS: The Academic Standards Committee will review all students' academic progress at the end of each full time semester (fall or spring). A student may be placed on probation by the Academic Standards Committee, and will no longer be in Good Academic Standing.

CO-OP, INTERNSHIP, VOLUNTEER AND SHADOW OPPORTUNITIES: Located in the Career Center, Co-op, internship, volunteer and shadow opportunities enable students to apply their classroom knowledge to practical workplace experiences. Many businesses, schools, health care facilities, laboratories, social service agencies, public relations and media companies employ students in enriching part or full time real world experiences that offer students the opportunity to develop professional skills and explore career choices.

CORE CURRICULUM: A set amount of courses that all students need to take in order to receive a liberal arts education.

FAFSA: Free Application for Federal Student Aid. This is a form, which needs to be filled out yearly as soon as possible in order to meet the financial aid deadline.

FERPA: The Family Educational Rights and Privacy Act is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

FYE: As part of a student's liberal arts education, our First Year Experience (FYE) program places them at the center of MSMC's best campus resources to help students to transition to college life and to build the foundation for their future. Two of their first semester courses will be linked to form a learning community, which will help them to integrate learning and to make lifelong connections with students, staff, and faculty.

GPA: The weighted average of the student's academic standing as measured by the reported grades and weighted according to credit and letter value.

HONORS PROGRAM: The Honors Program at Mount Saint Mary College offers high-achieving students the opportunity to work with their peers to enhance their educational experience. Admission into the program is by invitation from the Honors Program Director.

MAJOR: Area of specialization consisting of a cluster or related courses drawn from one or more divisions; usually requires a minimum of 30 credit hours.

MINOR: A cluster of related courses drawn from one or more divisions usually 15-18 credits.

OSS - OFFICE OF STUDENT SUCCESS: The mission of the Office of Student Success (OSS) is to promote the academic achievement and retention of all undergraduate students via the coordination of academic advisement, coaching, and mentoring, the provision of tutoring and supplemental instruction.

RA's: Resident Assistant is an upperclassman who resides in the residence halls and provide assistance and support to students who live on their floors.

RD: Resident Director.

SGA: Student Government Association.

STUDENT AFFAIRS OFFICE: The Student Affairs office, located in Hudson Hall, is the primary place for students to go when they have questions.

STUDENT MAIL: Every resident student is assigned a mailbox. Residents of Sakac Hall have mailboxes located off the lobby.

THE WRITING CENTER: The Writing Center offers free, one-on-one tutoring and writing-related guidance to all Mount students in any stage of the writing process. Schedule a 50-minute appointment with one of the Writing Center's specially trained tutors in order to discuss your writing and writing assignments.

UNDECLARED: Students who have not declared a major will be assigned an advisor to assist them in finding a major.

CAMPUS BUILDINGS



THE DOMINICAN CENTER houses the college library, upperclassmen dorms, and the Chapel of the Most Holy Rosary, which serves as the spiritual center of campus.



SAKAC HALL is a freshmen residence hall with magnificent views of the campus and the Hudson River



THE COLLEGE COURTS are spacious upperclassmen residences with several lounges in each building and at least one full kitchen.



AQUINAS HALL and the Kaplan Family Mathematics, Science and Technology Center (MST) is the Mount's main campus building.



HUDSON HALL serves as a center for student life as well as classrooms and academic offices.



THE KAPLAN RECREATION CENTER is home to the MSMC Knights, the gymnasium, Olympic-sized pool, and fitness center.



WHITTAKER HALL was the graceful carriage house on the original estate. Today, it houses faculty offices.



THE VILLA was built in the 1840s. In the early years of the College, this Victorian building held the entire college classes, residence hall, offices, and library. It currently holds Admissions, Administration, and the Catholic and Dominican Institute.



BISHOP DUNN MEMORIAL SCHOOL is a private elementary (K-8) school located on the south end of our campus.

ACADEMIC CALENDAR

FALL 2020

AUGUST 2020

20-21	Thurs.-Fri.	Residence Halls Open to Freshmen
21-23	Fri.-Sun.	Upperclassmen Move In
24	Monday	First Day of Class
28	Friday	Last Day for Registration & Course Drop with 100% Refund

SEPTEMBER 2020

4	Friday	Last Day for 60% refund
7	Monday	Labor Day- No classes
8	Tuesday	AW Grades Due
14	Monday	Last Day for 30% Refund
15	Tuesday	Start of No Refund Period

OCTOBER 2020

1	Thursday	Intent to Graduate Form Due For December 2020 Graduation
12	Monday	Fall Break- No classes
14	Wednesday	Mid Semester
20	Tuesday	Mid-Term Grades Due

NOVEMBER 2020

12	Tuesday	Last Day to Withdraw Without Academic Penalty
24	Tuesday	Last Day of On-Campus Classes Monday classes meet instead of Tuesday classes
25-28	Wed. – Sat.	Thanksgiving Break
30	Monday	Classes Resume Online

DECEMBER 2020

1	Tuesday	Intent to Graduate Form Due For May 2021 Graduation
5	Saturday	Last Day of Classes
7 – 11	Mon. – Fri.	Final Exam Period - Virtual
12	Saturday	Final Exam Make-up Date, if needed
13	Sunday	Winter Break Begins
15	Tuesday	Final Grades Due by Noon

SPRING 2021 - TENTATIVE

JANUARY 2021

24	Sunday	Residence Halls Open
25	Monday	First Day of Classes
29	Friday	Last Day for Registration & Course Drop With 100% Refund

FEBRUARY 2021

5	Friday	Last Day for 60% refund
8	Monday	AW Grades Due
12	Friday	Last Day for 30% Refund
13	Saturday	Start of No Refund Period

MARCH 2021

12	Friday	Mid – Semester
15 – 19	Mon. – Fri.	Spring Break
25	Thursday	Mid Term Grades Due

APRIL 2021

2–5	Fri. – Mon.	Easter Recess – No classes
6	Tuesday	Classes Resume
12	Monday	Intent to Graduate Form Due For August 2021 Graduation
13	Tuesday	Last Day to Withdraw Without Academic Penalty

MAY 2021

11	Tuesday	Last Day of Classes: Friday classes will meet instead of Tuesday classes
12	Wednesday	Reading Day
13-18	Thu. – Tue.	Final Exam Period
22	Saturday	Commencement
25	Tuesday	Final Grades Due by Noon



STUDENT AFFAIRS

The Office of Student Affairs in Hudson Hall provides support services and activities that assist your student in reaching his or her potential. The office assumes responsibility for the overall management of the Student Affairs program and its staff; serves as an advisor to students on an individual and group basis; and works with student leaders and other college personnel to develop appropriate student life policies and procedures.

STUDENT AFFAIRS OFFICES

OFFICE OF STUDENT SUCCESS

The Office of Student Success (OSS) offers proactive, student-centered support to every Mount student through academic coaching, one-on-one and small group tutoring, supplemental academic advising, and the Parent Partnership Program. The OSS's intrusive, developmental approach toward coaching, tutoring and advising supports the holistic academic development of our first-year students.

Phone: 845-569-3176 | Email: oss@msmc.edu

COUNSELING SERVICES

Our office provides confidential counseling services with supportive, credentialed counselors to the students of Mount Saint Mary College.

Phone: 845-569-3115 | Email: counseling@msmc.edu

DISABILITY SERVICES

Disability Services offers classroom and academic accommodations, testing accommodations, consultation advocacy, and assistance with campus accessibility. Disability Services acts as a resource for students, faculty, and staff who need assistance in addressing disability issues and concerns. Disability Services coordinates Mount Saint Mary College's academic and non-academic campus accommodations (including temporary disabilities), assists students in communicating needs to faculty and staff, and works collaboratively with other departments to resolve any concerns related to disability needs that may arise.

Phone: 845-569-3638 | Email: disabilityservices@msmc.edu

STUDENT ACTIVITIES

This department assists students in developing a well-balanced extracurricular experience and welcomes input and involvement from all students. Through the Student Government Association (SGA), Mount Saint Mary College provides opportunities for students to participate in a variety of co-curricular activities. The student activity fee, administered by SGA, makes it possible to offer events at reduced rates or free of charge to undergraduate students. Students may also participate in the various organizations and committees that constitute SGA. Come visit our office for more information and to see what the Student Activities Office has to offer!

Phone: 845-569-3545 | Email: studentactivities@msmc.edu

CAMPUS MINISTRY

Campus Ministry is at the service of all faculty, staff, and students. Our office is here to help support the Mount Saint Mary College community on their spiritual and moral journeys, whether they belong to an official religion or are unaffiliated with a particular mosque, church, synagogue, or temple. All are welcome and encouraged to visit.

Phone: 845-569-3154 | Email: gregoire.fluet@msmc.edu

RESIDENCE LIFE

Residence Life at the Mount supports learning, personal growth, and academic achievement. The Mount seeks to offer our students inclusive communities, social and educational opportunities, and safe and well-maintained residence facilities. More than 1,000 students call our residence halls home.

Phone: 845-569-3111 | Email: reslife@msmc.edu

HEALTH SERVICES

The Health Services team is made up of registered nurses, a family nurse practitioner, two consulting physicians, and an administrative assistant. Health services are available to all full-time undergraduate students. The office is designed to provide treatment for acute illness and injury. The student health services fee covers the cost of routine care and over-the-counter medications. Chiropractic care is also available by appointment, for a nominal charge. Our office presents a variety of wellness programs to encourage a positive, healthy learning and social environment on campus. In addition, we offer the Stress-Less Room with its state-of-the-art massage chair as part of our Wellness Suite, which is a great place to unwind and regroup.

Phone: 845-569-3152 | Email: healthservices@msmc.edu

ATHLETICS

Twenty-one intercollegiate varsity teams and intramural activities encourage teamwork, discipline, social interaction, and competition among students at Mount Saint Mary College. The Department of Athletics and Recreation aims to cultivate personal and physical health, enrich academic learning, and foster a sense of community on campus.

Phone: 845-569-3594 | Email: athletics@msmc.edu



ACADEMIC AFFAIRS

Mount Saint Mary College's eight academic divisions are committed to academic excellence and community service. No matter which of our 70 undergraduate academic programs or 3 graduate programs your student chooses, we want to show them how they can help others with it. Our faculty and staff are ready to help your student achieve their goals and give them the knowledge to be successful.

ACADEMIC AFFAIRS OFFICES

CAREER CENTER

The Mount's Career Center is one of the college's most successful student and alumni support programs. Mount graduates commonly credit the Career Center for providing powerful, proven, and practical tools that they use to shape and polish their post-graduate portfolios. More than just a student program, the center provides life-long tools for success and advancement for students and alumni.

What do they offer?

Career Exploration and Interest Assessments, Internships, Professional Skill Development, Job Search Assistance, and Alumni Resources.

Phone: 845-569-3175 | Email: CareerCenter@msmc.edu

WRITING CENTER

The Writing Center is the home for writing at Mount Saint Mary College. Our primary function is to support students as they are completing academic writing assignments. The Writing Center's team of trained writing tutors assists Mount students in all stages of the writing process: brainstorming and organizing ideas; structuring sentences, paragraphs, and essays; strengthening argumentation; incorporating research and appropriate systems of citation; improving grammar and style; and more!

Phone: 845-569-3413 | Email: writing.center@msmc.edu

KAPLAN FAMILY LIBRARY & LEARNING CENTER

The Kaplan Family Library and Learning Center creates a dynamic, responsive learning environment by connecting people with information. The library facilitates teaching and learning, advances scholarship, and serves as a vibrant and welcoming gathering place for the Mount Saint Mary College community

Phone: 845-569-3299 | library@msmc.edu

ONLINE LEARNING

The Office of Online Learning supports Mount Saint Mary College's broader mission by committing to the needs of students' learning in the contemporary online and hybrid classroom. We do this through the use of learner-centered methodology and collaboration across the disciplines and the campus at large.

We strive to implement the practice of universal design, as defined by the Higher Education Opportunity Act of 2008 (HEOA), to meet the diverse needs of our learners and comply with federal, state, and industry accreditation and quality standards.

Learn more about online learning, such as announcements, news, resources, the learning management software at the Mount, and training at <http://onlinelearning.msmc.edu>

Phone: 845-569-3457 | Email: onlinelearning@msmc.edu



FINANCIAL AID

Mount Saint Mary College's Office of Financial Aid is located in Aquinas Hall, room 104. Our office provides assistance in helping your student access funding in the form of scholarships, grants, loans, and part-time employment from a variety of sources including Federal, New York State, private, and institutional.

No student will be barred from consideration due to race, gender, creed, age, or disability. All U.S. citizens and eligible non-citizens will be considered for financial aid if they file a Free Application for Federal Student Aid (FAFSA). If you file your FAFSA late in the semester, please contact the SFS office, as your aid package may have to be processed manually. Any student who is in default of a federal loan, owes a repayment on any federal funds, or has discharged a previous Federal student loan in bankruptcy are ineligible for financial aid from any source until the default or repayment is resolved.

FINANCIAL AID APPLICATION

Mount Saint Mary College requires all applicants for financial aid to complete the FAFSA. Applicants should complete the form online at www.fafsa.ed.gov. When completing the application, students must list Mount Saint Mary College, Newburgh, NY, 12550, as a recipient.

OUR TITLE IV SCHOOL CODE NUMBER IS 002778.

Please note: All applicants are considered for all aid available, depending upon need, including federal, state, and institutional funds on a first come, first-served basis, once they are admitted to the College. First-year students are advised to file the required forms no later than February 15 of the year enrollment is anticipated. Returning students are encouraged to file the FAFSA or Renewal FAFSA no later than April 15.

VERIFICATION - POLICY AND PROCEDURAL STATEMENT

Federal verification guidelines require that applicants be selected for verification by the Central Processing System (CPS) or by the school. At the Mount, federal verification is performed on all applicants selected by the CPS and any application that the College has reason to believe is incorrect or has conflicting documentation. Under certain circumstances, a CPS selected application may be excluded from some or all of the federal verification requirements due to the following unusual circumstances including: death of the student, not an aid recipient, applicant is eligible to receive only unsubsidized student financial assistance. With the exception of the death of the student, however, none of these exemptions excuses the College from the requirement to resolve conflicting information.

Federal verification must typically be completed prior to receiving a financial aid award for returning students. Incoming freshmen must complete verification before any federal funds are disbursed/applied to their student account. Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds canceled. MSMC considers the student to be

the responsible party for providing information and completing the verification process.

To complete the verification process, acceptable documentation will include Student Verification Worksheet, IRS Tax Transcripts or IRS DRT, and W2's. To resolve discrepancies in reported information, students may be required to complete and submit additional information including IRS Tax Returns, schedules, or other documentation. Verification results that require changes to the applicant information and subsequent changes to the student's financial aid package will be made prior to final disbursement of Federal funds.

For all students eligible for subsidized Title IV aid, the College will make appropriate changes to the student information electronically through the Department of Education's CPS to ensure each student has a correct valid ISIR (Institutional Student Information Record). The student will be notified of this adjustment through a revised financial aid award letter. If the verification results do not justify aid already disbursed, the student is responsible for repaying all aid for which s/he is not eligible. Failure to meet the repayment obligation will result in the student being referred by MSMC to the U.S. Department of Education.

Verification results that reveal possible fraud or criminal misconduct in connection with the financial aid application or verification processes will result in the matter being referred by MSMC to the Office of the Inspector General of the U.S. Department of Education for investigation.

FEDERAL VERIFICATION SELECTION COMPLIANCE

The Mount completes verification for all aid applicants selected for verification by the CPS. The Mount also has the option to select additional applicants for verification including those it has reason to believe are inaccurate or have conflicting information.

Questions regarding this policy or its intent should be directed to Financial Aid Office at (845) - 569-3700. The Federal Tax Transcript can be ordered at www.irs.gov or by calling 1-800-908-9946.

FAQ

ABOUT THE COLLEGE

IS THE MOUNT A CATHOLIC COLLEGE?

Mount Saint Mary College is an independent Catholic college in the Dominican tradition that draws inspiration from the example of its founders, the Dominican Sisters. That tradition fosters an active and open pursuit of truth that seeks understanding and compassionate involvement in response to the words of Jesus to do unto others as you would have them do to you. MSMC is a member of the Association of Catholic Colleges and Universities and is listed by the Archdiocese of New York in its directory of Colleges. As a Dominican institution of higher education, the Mount is supported by and promotes the four Dominican pillars of spirituality, study, community and service. The Office of Campus Ministry welcomes and serves all who are interested in spiritual development regardless of faith background. During the academic year, students have the option to attend Mass daily and on Sundays in the Chapel of the Most Holy Rosary on campus, or the Office of Campus Ministry can help students of other faiths find local houses of worship.

HOW MANY STUDENTS ATTEND THE MOUNT? HOW MANY LIVE ON CAMPUS?

Mount Saint Mary College's total enrollment is approximately 2,500 students. Of this number, 1,700 are undergraduate students and about 1,000 reside on campus.

WHAT IS YOUR STUDENT-TO-FACULTY RATIO? WHAT IS THE AVERAGE CLASS SIZE AT THE MOUNT?

The student-to-faculty ratio is 13 students to 1 faculty member, and the average class size is 20 students.

IS YOUR SCHOOL A COMMUTER SCHOOL?

Commuter students are an integral part of student life at the Mount, and are encouraged to participate in all college activities, including the Student Government Association's Commuter Council. Typically, 80% of freshmen choose to live on campus each year.

CAN FRESHMEN HAVE CARS?

Freshmen will be allowed to bring cars to campus for the Fall 2020 semester, something that has not been permitted in the past. It has not been determined if this will be extended into the Spring 2021 semester yet.

HOW DOES THE MOUNT HELP STUDENTS LOOK FOR JOBS AFTER GRADUATION?

The Mount's Career Center is one of the college's most successful student and alumni support programs. The center offers career exploration and interest assessments, internships, professional skill development, job search assistance, and alumni resources.

HOW DO I APPLY FOR AN INTERNSHIP?

Students can visit the Career Center and work with a career counselor to find the right internship opportunity for their major and their interests. Students can start internships in the summer after their freshman year, but should start the process early in the fall semester, as these experiences are competitive.

DO YOU HAVE AN HONORS PROGRAM?

Yes, Mount Saint Mary College offers an Honors Program with credit, comprising academic, cultural, and social activities. While designed for traditional undergraduate students, the program is open to non-traditional students as well. Mount Saint Mary College also has 16 honor societies on campus.

DO YOU HAVE HEALTH SERVICES ON CAMPUS?

Our on-campus Health and Wellness Center has a clinic with registered nurses, nurse practitioners, and two consulting physicians. The clinic provides acute health care while the student is on campus. The office provides information on current health issues and refers students to appropriate off-campus medical facilities as needed. The college is within four blocks of St. Luke's Cornwall Hospital.



WHAT SERVICES ARE OFFERED FOR STUDENTS WITH DISABILITIES?

Counseling and the Office of Disability Services coordinate the college's academic and non-academic campus accommodations, assist students in conveying needs to faculty and staff, and work collaboratively with other departments to resolve any concerns related to disability needs.

IS HOUSING GUARANTEED FOR ALL FOUR YEARS?

Yes, housing is guaranteed for all four years.

WHERE DO FRESHMEN LIVE? WHAT ABOUT UPPERCLASSMEN?

All first-year students reside in one of our two freshman residence halls: Sakac Hall and Guzman Hall. The upperclassmen live in the College Courts or the Dominican Center.

WHAT AMENITIES ARE AVAILABLE IN THE RESIDENCE HALLS?

Each freshman suite includes one or two bathrooms, cable access, one phone jack per person, and one closet per person (when space permits.) Both residence halls feature a full kitchen, common area lounge on each floor, fitness room, movie lounge, laundry room, and computer room.

CAN I REQUEST A ROOMMATE? WHAT ABOUT A SPECIFIC RESIDENCE HALL?

We can only guarantee roommates if the request is mutual on the housing application. Unfortunately, we cannot accommodate suitemate or residence hall requests.

WHAT IS THERE TO DO IN THE HUDSON VALLEY?

The Hudson Valley is home to numerous entertainment venues, professional sports teams, shopping malls, and outlets. It offers artistic venues and museums as well as some of the most diverse restaurants on the east coast and many outdoor activities. Learn more about local attractions in the Hudson Valley at msmc.edu/attractions.

ARE THERE DIFFERENT STUDENT EVENTS ON CAMPUS? LIKE WHAT?

Our Student Activities Office offers a variety of events including films, trips, plays, intramurals, and seasonal activities. We also have more than 20 clubs and organizations for students to become involved with. On top of student activities, the Hudson Valley has so much to offer. Students often enjoy shopping, outdoor activities, dining, cultural activities, and our proximity to New York City and Albany.

ATHLETICS

WHAT SPORTS DO YOU HAVE? WHAT DIVISION?

We are a Division III College with 21 men and women's teams, the newest being men's golf and women's cheerleading. We participate in the Skyline Conference. Learn more about the Mount's Division III Athletics program.

CAN I RECEIVE SCHOLARSHIP/GRANT MONEY FOR PLAYING A SPORT?

Since we are a Division III school, we are not permitted to offer any athletic scholarships.

WHAT IF I DON'T WANT TO PLAY COMPETITIVELY?

We do have several intramural activities for students who don't want to play on a competitive team, including dodgeball, soccer, wiffle ball, basketball, ping pong, ultimate Frisbee, yoga, and Zumba. Learn more about Intramurals at the Mount.

ADMISSIONS

WHAT IS YOUR AVERAGE SAT/GPA?

The average SAT score for our incoming freshmen is a 1080, not including writing. The average GPA is an 87 (or a 3.0).

DO YOU ACCEPT ACT? WHAT SCORE DO I NEED?

We accept both the SAT and ACT exams. The equivalent composite ACT score to our average SAT score is a 21. If you take both exams, send us all your scores and we will review the highest score.

WHAT IS REQUIRED FOR AN APPLICATION TO BE REVIEWED?

In order to review your application, we will need your completed application, official high school transcript, official SAT or ACT scores, and at least one letter of recommendation. Once we have all your application materials, the decision is generally made within a few weeks. Learn more about how to apply.

DO YOU CHARGE AN APPLICATION FEE?

The nonrefundable application fee is \$45.

WHAT IS THE APPLICATION DEADLINE FOR ADMISSION?

We accept applications on a rolling admissions basis, which means you can apply year round. Start your application online today!

DO I NEED A FORMAL INTERVIEW?

Formal interviews are not required. However, we may request an interview in order to obtain more information on your application.

WHAT IS HEOP AND HOW DO I QUALIFY?

HEOP is the Higher Education Opportunity Program that is funded by New York State and MSMC. The program is designed to support both academically and financially disadvantaged NYS residents. This program is a highly competitive program for high school students who meet the New York State income eligibility guidelines. Visit the HEOP website to learn more, or contact the HEOP office at 845-569-3178.

HOW MUCH IS THE ADMISSIONS DEPOSIT, AND IS IT REFUNDABLE?

Students are asked to submit an admissions deposit in order to confirm their enrollment at the Mount.

The deposit is \$450 for resident students and \$150 for commuter students, and is refundable up to May 1.

When is the admissions deposit due date?

Deposits are due May 1 and are nonrefundable.

WHAT ARE THE PLACEMENT EXAMS? DO I NEED TO TAKE THEM?

Some students are required to take placements exams in the spring prior to the start of their freshman year. The placement exams are used to determine if students are ready to begin taking college-level courses.

IS THERE A MANDATORY ORIENTATION PROGRAM? WHEN IS IT?

Yes, Summer Orientation is mandatory. (Fall semester 2020 will be virtually) We offer two different sessions in the month of July. During Orientation, students register for classes, receive their ID card and course schedules, and participate in many different activities over the two-day session

WHAT TO EXPECT: SUMMER



JUNE, JULY & AUGUST

Your son or daughter has made the decision to study at Mount Saint Mary College. The first goal has been accomplished. Congratulations, no more running around using weekends to find the right college for them! High School graduation is behind you and now you need to focus on your student's new adventure. Many emotions come into play now. Some students start withdrawing from their loved ones. It is a defense mechanism. They are afraid they are going to miss you too much, so start the process before it needs to happen. Do not take this personally, but encourage your student to spend time with the family. Go shopping together for what they may need for college and take time to discuss their anxieties.

CHECK LIST

1. Make sure your insurance company knows they will be living on campus if this is the case. They may send you paperwork to fill out. Please complete this and send it back. If you do not have insurance, check out the schools insurance coverage.
2. Shop for all the essentials. If your student knows whom they will be rooming with before they arrive, have them coordinate large items that they can share. It will save money and space in the car.
3. Your student will come to one of the orientations in July where they will complete their schedules, so do not worry that it is not done yet. They may also meet someone with whom they choose to be roommates. Both parties need to agree to this and let Residence Life know.
4. Read the packets that you receive from Admissions and Residence Life. They are filled with dates and schedules. Please create a checklist to make sure they

are all completed. Review the "What to Bring List" that Residence Life sent your student before you go shopping.

5. If your student has never done their own laundry, this would be a good time to teach them how to do it. Balancing a "checkbook" and budgeting would be great lessons as well. There are ATM machines in Hudson and Aquinas Hall.

6. If your student is a commuter, make sure they know the places they can go in between classes to study or socialize.

IMPORTANT REMINDERS:

- Housing assignments are usually sent to your student's MSMC email address the first week of August.
- An email from Financial Aid's work-study program will be sent to your student about student employment on campus if they are qualified for the Federal "Work Study" Program.
- If your student has not qualified for work-study but wants to work, have them check out the Career Center in Aquinas Hall and ask about local work or tutoring.
- Fall semester tuition is due.
- Move in day is August, and classes begin in August.
- Families should review, accept their awards.
- Families should start the loan processing process which typically opens around mid-June.
- If applicable families should also setup a payment plan for tuition payments. Student balances should be at \$0 before the start of class. More information about payment plans and how to set it up can be found on our website

WHAT TO EXPECT: FALL



SEPTEMBER

Homesickness is as real as any physical condition. There is definitely an adjustment period to this new lifestyle. Encourage them to keep up the good work and empathize with their struggle.

A lot is coming at them at once. Classes and homework, tests, finding their way around campus, making new friends and missing their old friends. Time management takes on a completely new meaning. Encourage them to visit the Office of Student Success. Academic coaches are there to help them with all their new transitions. Professors also have office hours. Encourage your student to visit the professors outside of class so that they can get to know each other better. They may also want to pop into Campus Ministry and speak to Fr. Greg who welcomes all students with a huge smile and cheery disposition. Do not forget that they have an RA who is there to help them adjust and work out roommate issues. There is a “club fair” you can encourage your student to attend. All the clubs on campus have a sign up day. It is a time to see what catches their eye and find people with similar interests. If they are sports oriented, they can visit the Kaplan Recreation Center and ask about intramural sports.

IMPORTANT REMINDERS:

- Last day to Add/Drop
- Labor Day-No Classes

OCTOBER

Columbus weekend will probably be the first weekend your student returns home. The longer they stay at school on weekends the easier the adjustment period will be. Student Activities works very hard at event planning for the students. Encourage them to attend the events. They will meet people in a relaxed atmosphere and relieve stress at the same time.

When your student does come home, let them relax a bit and let the conversation flow from them about how everything is going. If classes or grades are not going well, gently remind them of all the help that is on campus for them. Reread the guide so that it is fresh in your mind so and you can give them the proper guidance. Their anxiety may be high, so keep yours low! Speak to them about their feelings and if they do not open up; ask specific questions that require more than a yes or no answer. For instance, ask about individual classes or people. You may be able to detect from their tone, where the problem lies.

IMPORTANT REMINDERS:

- Fall Break-No Classes
- Spirit Week

NOVEMBER & DECEMBER

This is probably the most stressful time for your student. Essays are due, projects need to be completed and finals are pending. Eating well, exercise and sleep will help ease the tension. There are also other avenues to pursue such as the Counseling Center.

Encourage your student to stop worrying about the holidays and that they will be home soon enough to help with decorating, baking and shopping. Missing family traditions does weigh on students, so if you can hold off until they come home, it will relieve anxiety about that.

IMPORTANT REMINDERS:

- Thanksgiving break
- Finals Exams December
- Forms to Financial Aid
- Deposits Due

WHAT TO EXPECT: SPRING

JANUARY & FEBRUARY

Going back for the spring semester has mixed reviews for your student. They miss their college friends and now it is time to say goodbye to their high school friends and the comforts of home. Perhaps they did not do so well their first semester and know they have to buckle down harder to get that GPA up. These are all real tensions that need to be addressed. Be their sounding board and do not forget the help that is available to them. They are not alone and the administration and staff at Mount Saint Mary College is there just for them!

It may be called the spring semester, but the weather is cold, snowy and rainy. This can have an effect on moods. Stress the point that every class is held indoors and the Kaplan Recreation Center is open for them to exercise and relieve stress and feel fit. Exercise may also keep them healthier in cold and flu season. Wash hands often and thoroughly.

Pay attention to the deadlines for the add/drop periods for classes. This would be a good time for students to reconnect with their advisors if a class they signed up for is not what they were prepared for.

IMPORTANT REMINDERS:

- Residence Halls Open
- Classes Resume
- Martin Luther King Day – No Classes
- Last day to Add/Drop, January
- Filing the FAFSA and TAP

MARCH

Hopefully, spring is right around the corner by now because being inside all winter long can really get to any of us. Luckily, your student has a week off. Make sure you have a small talk with them if their grades could use some improving. Tell them before they come home from the break to meet with the FYE team and OSS advisor to help them come up with a plan on the best way to study for mid-terms. The last thing they want to do on spring break is study, but this is the perfect opportunity to change that GPA for the better. They will be back home within a month for Easter Recess. That will be the time to relax with family and friends a bit more.

IMPORTANT REMINDERS:

- Spring Break-No classes for traditional students

APRIL & MAY

The end is so close you can almost taste it. The weather is just beckoning your student to just enjoy the day outside and forget about everything else. Remind them that they are almost done. A whole year has almost passed and you did so well. If they feel the need for warmth on their backs, great. Go outside with your textbooks and notes; find a nice spot and study.

IMPORTANT REMINDERS:

- Renewal of the FAFSA and TAP forms
- Easter Break
- Housing Selection
- Block Party
- Commencement

QUICK GUIDE

FIRST YEAR – SENIOR YEAR

FIRST YEAR - ADJUST TO COLLEGE

- Meet the Career Center counselors
 - Create a resume and have a counselor review it
 - Learn about all that the Career Center has to offer
- Explore co-curricular opportunities and get involved in organizations and clubs
- Make sure you visit the Office of Student Success, which offers academic coaching, academic tutoring and supplemental advising.
- Practice time management! The flexible schedule of college life can be hard to adapt to!

SOPHOMORE YEAR - EXPLORE ACADEMICS AND CAREER OPTIONS BROADLY

- Explore opportunities for undergraduate research
- Meet with a career counselor and attend career events to find an internship or summer opportunity
- Determine which student organizations are the best fit
- Plan ahead for the summer—job, internship, research, or summer school
- Declare a major by the end of your sophomore year if you have not done so already

JUNIOR YEAR - EXPERIENCE ACADEMIC DEPTH AND START TO DEFINE CAREER OPTIONS

- Keep working with the Career Center to develop your plans
- Explore graduate school options and schedule any admittance exams needed (LSAT, MCAT, GMAT, etc.)
- Take on leadership roles in student organizations
- Review and confirm your progress to degree completion with your Faculty Advisor
- Participate in service opportunities

SENIOR YEAR - CULMINATING EXPERIENCES AND TRANSITION TO LIFE AFTER COLLEGE

- Update your resume
- Hone your strategies for job searching by working with the Career Center
- Apply to graduate school or fellowship opportunity
- Plan ahead for Commencement
- Confirm academic standing with your faculty advisor
- Remember the Career Center offers access to services and resources for alumni
- Participate in career fairs and on campus interviews

PLACES TO GO, THINGS TO DO

The Mid-Hudson Valley is rich in recreational and historical sites as well as beautiful rivers, lakes, and mountains. In addition, the Mount is only an hour from New York City. The following selected list of recreational and leisure sites, restaurants, and accommodations is intended to help students enjoy the area. This list is representative; it is not an endorsement.

FOR FURTHER INFORMATION:

- The Chamber of Commerce of Orange County 845-457-4700; www.orangeny.com (visitor information)
- New York State Travel Information Center (1-800-CALL-NYS)
- New York Convention and Visitors Bureau (New York City) 212-397-8200
- Orange County Tourism: orangetourism.org
- The Times Herald-Record or Poughkeepsie Journal.

RESTAURANTS

Alexis Diner, Newburgh	845-565-1400
Applebee's, Newburgh	845-567-0190
Billy Joe's Ribworks, Newburgh	845-565-1560
Blu Pointe.....	845-568-0100
Captain Jake's River House	845-565-3939
Cosimos on Union, Newburgh	845-567-1556
Denny's, Newburgh	845-343-4841
Gus's, New Windsor	845-561-3113
Union Square, Newburgh	845-567-3800
Youngest Brother, Newburgh	845-565-3110

ACCOMMODATIONS

Days Inn, Newburgh	845-564-7550
Econo Lodge, New Windsor	845-561-6620
Four Points by Sheraton, Newburgh	845-567-0567
Hampton Inn, Newburgh	845-567-9100
Holiday Inn, Newburgh	845-564-9020
Homewood Suites by Hilton, New Windsor	845-567-2700
Hotel Thayer, West Point	845-446-3731
Howard Johnson, Newburgh	845-564-4000
Marriott Courtyard, Newburgh	845-567-4800
Ramada Inn, Newburgh	845-564-4500
Super 8, Newburgh	845-564-5700

DIRECTORY

Office Location Tel. Ext. (From off campus dial 845-569-XXXX)	
Academic Affairs, The Villa	3204
Admissions, The Villa	3488
Degree Completion, The Villa	3223
Alumni Engagement, 329 Powell Avenue.....	3251
Applications Development Aquinas Hall	3104
Arts & Letters, Aquinas Hall.....	3273
Athletics, Kaplan Center.....	3594
Audio Visual, Aquinas Hall	3106
Bishop Dunn Memorial School.....	3494
Business, School of, Aquinas Hall	3582
Campus Ministry, Hudson Hall	3154/3517
Campus Store, Aquinas Hall	3181
Career Center, Aquinas Hall.....	3175
College Advancement, 337 Powell Avenue	3215
Counseling Services, Aquinas Hall	3115
Dining Services (Parkhurst), Aquinas Hall.....	3186
Disability Services, Aquinas Hall	3638
Education Division, Hudson Hall	3525
Facilities, 317 Powell Avenue.....	3333
Health Services, Guzman Hall.....	3152
Help Desk (Technology), Aquinas Hall	3491
Higher Ed. Opportunity Program (HEOP), Aquinas Hall.....	3178
Human Resources, 369 Powell Avenue	3229
Graduate Admissions, The Villa	3225
Knight Radio Station, Hudson Hall.....	3545
Library, Dominican Center.....	3600
Mailroom, Aquinas Hall	3277
Marketing and Communications, 361 Powell Avenue.....	3219
Mathematics & IT, Aquinas Hall	3272
Media Relations, 361 Powell	3222
Natural Sciences, Aquinas Hall	3130
Nursing, School of, Aquinas Hall.....	3127/3138
Office of Student Success, Aquinas Hall	3176
Office of Digital Learning and Instructional Design Services, 323 Powell Avenue.....	3343
Operations, 319 Powell Avenue	3228
Operator, Hudson Hall	0
Parent Engagement, 329 Powell Avenue	3565
Philosophy/Religious Studies, Whittaker Hall	3157



President’s Office, The Villa.....	3202
Public Relations, 361 Powell Avenue.....	3412
Registrar, Aquinas Hall.....	3281
Residence Life, Hudson Hall.....	3111
Security & Safety, Hudson Hall.....	3200
Social Sciences, Whittaker Hall.....	3157
Student Activities, Hudson Hall.....	3545
Student Affairs.....	3110
Student Financial Services, Aquinas Hall.....	3700
Student Government, Hudson Hall.....	3366
Weather Line (school closing).....	845-569-3500
Work Study, Aquinas Hall.....	3195
Vice President for Students, Hudson Hall.....	3190

HELPFUL PHONE NUMBERS

Police.....	845-561-3131
Fire.....	845-562-1212
Ambulance.....	845-562-4357
Emergency.....	911
St. Luke’s Cornwall Hospital.....	845-561-4400
Bus Station.....	845-561-0734
Metro-North.....	511
MSMC Security & Safety.....	845-569-3200



OFFICE OF PARENT ENGAGEMENT

Alena Kush, Director of Parent Engagement

845-569-3565 | Alena.kush@msmc.edu