

Graduate Student Information Guide Spring 2012



Spring Graduate Course Listings online October 14th

Online registration begins November 7th – November 10th

Check NazNet for your assigned registration day & time.

Welcome

This guide contains registration information and information about college services and procedures for the Spring 2012 semester that begins on January 16.



Please note: While course registration takes place in early November, tuition bills are not due at that time. In this guide you will find a schedule of payment deadlines that more closely relates to the beginning of the spring semester.

Following your registration for courses, please retain this brochure as it will be a helpful reference for pertinent college information. Please remember that we are here to assist you if you have any questions or concerns as you navigate the registration process.

Alison Teeter

Director of Graduate Student Services
& Associate Registrar

Introduction

The mission of Nazareth College is to provide a learning community that educates students in the liberal arts, sciences, visual and performing arts, and professional fields, fostering commitment to a life informed by intellectual, ethical, spiritual, and aesthetic values; to develop skills necessary for the pursuit of meaningful careers; and to inspire dedication to the ideal of service to their communities. Nazareth seeks students who want to make a difference in their own world and the world around them, and encourages them to develop the understanding, commitment, and confidence to lead fully informed and actively engaged lives.

The college educates students to be lifelong learners with the knowledge and skills they need given our challenging, changing and diverse world. We strive to prepare ethical and skilled professionals who link theory with practice and are capable of applying intellectual strength to determine priorities and fulfill the needs of society.

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Graduate Programs

Master of Science in Education

Art Education, Grades Birth-12

Business & Marketing, Grades K-12

Computer Education

Inclusive Education

-Early Childhood, Birth-Grade 2

-Childhood, Grades 1-6

-Adolescence, Grades 7-12

Literacy Education Programs

-Birth-Grade 6

-Grades 5-12

Music Education, Birth-Grade 12

Teaching English to Speakers of Other Languages

TESOL Programs, Pre K-Grade 12

International TESOL

Master of Science

Accounting

Creative Arts Therapy

-Art Therapy

-Music Therapy

Human Resource Management

Management

Speech-Language Pathology

Master of Social Work

Master of Arts

American Studies

Liberal Studies

Doctor of Physical Therapy

Graduate Student Services

Office of Graduate Student Services

Smyth Hall, Room 1

Nazareth College

4245 East Avenue

Rochester, NY 14618

Phone: (585) 389-2815

Fax: (585) 389-2612

Email: gradservices@naz.edu

Website: www.naz.edu/graduate-student-services/

We're here to help!

- Registration troubleshooting, adding/dropping/withdrawing from courses
- Graduate student forms (petition, leave of absence, change of program, address/name change, etc.)
- We are open later than other service offices on campus. We would be happy to hand-deliver your information for you to Financial Aid or Student Accounts the next day.
- Advocacy for you! If you are having trouble reaching another office or person on campus, let us help...

Registration

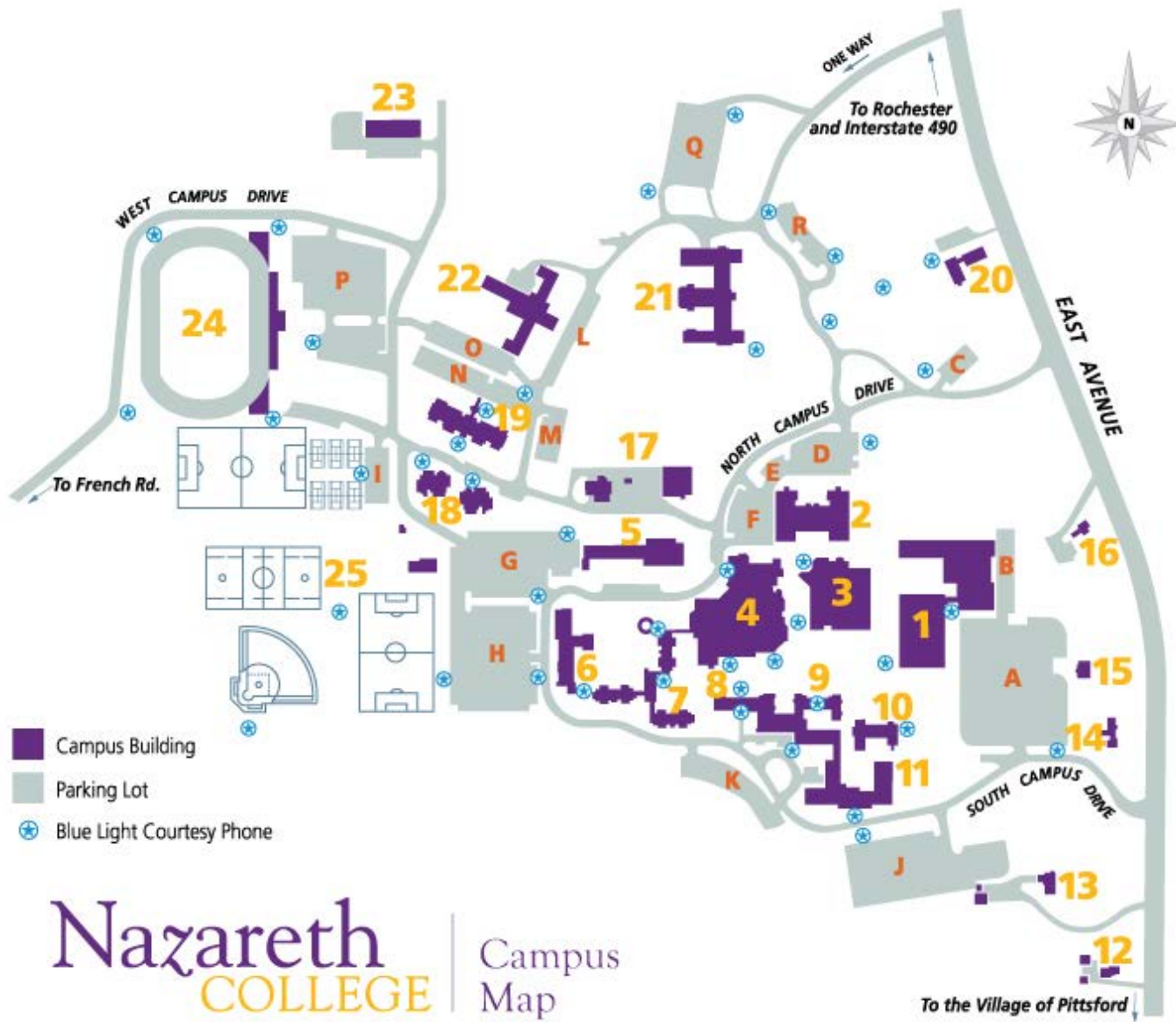
Registration Procedures

- **Current (returning) Matriculated Graduate Students (those accepted fully and provisionally to a degree program at Nazareth):** register for Spring classes on-line using *NazNet* beginning **November 7th- 10th**. If you opt not to register on-line using *NazNet*, you will lose your registration priority. *Please visit our website for registration instructions.*
- Students should check "My Profile" for their assigned registration date and time. Students may register anytime during or after their assigned date and time, but not before. Students can only register on-line through the Sunday before classes begin.
- **New Graduate Students: will attend a New Graduate Student Advisement and Course Selection Program on December 5th**, during which they will meet with a program advisor to choose courses for the Spring 2012 semester. The graduate office staff will register new students in the days following this program. Subsequent term registrations will be conducted on-line using *NazNet*.

Summer Sessions

- Summer Session I: classes begin May 21, 2012 and end June 28, 2012
- Summer Session II: classes begin July 2, 2012 and end August 9, 2012

Nazareth Campus Map



Nazareth COLLEGE Campus Map

CAMPUS MAP BUILDINGS

- | | |
|--|---|
| <ul style="list-style-type: none"> 1 Nazareth College Arts Center 2 Smyth Hall 3 Lorette Wilmot Library 4 Otto A. Shults Community Center 5 Carroll Hall 6 Clock Tower Commons 7 O'Connor Complex 8 Lourdes Hall 9 Medaille Hall 10 Founders Hall 11 Kearney Hall | <ul style="list-style-type: none"> 12 Nazareth Guest House 13 La Maison Française 14 Casa Hispana 15 Casa Italiana 16 Administrative Offices 17 Psychology Center/Maintenance 18 Breen and Lyons 19 Anna Portka Hall 20 Admissions Center 21 Golisano Academic Center 22 Elizabeth George Hall 23 Grounds Building 24 Stadium & All-Weather Track 25 Tennis courts, playing fields and Alumni Pavilion/concession |
|--|---|

PARKING AREAS

- A Open parking, except where designated. No overnight parking (2 a.m. – 6 a.m.).
- B Open parking, except where designated. No overnight parking (2 a.m.– 6 a.m.).
- C Open parking. No overnight parking (2 a.m. – 6 a.m.).
- D Reserved lot (6 a.m. – 4:30 p.m.).
- E Reserved lot for faculty (6 a.m. – 4:30 p.m.).
- F Reserved lot for handicap & visitors (6 a.m. – 4:30 p.m.).
- G Open parking. No overnight parking (2 a.m. – 6 a.m.).
- H Open parking / resident student parking.
- I Open parking / resident student parking.
- J Resident student parking only.
- K Resident student parking only.
- L Open parking / resident student parking.
- M Reserved lot.
- N Resident student parking only.
- O Resident student parking only.
- P Open parking / resident student parking.
- Q Open parking. No overnight parking (2 a.m. – 6 a.m.).
- R Reserved lot (6 a.m. – 4:30 p.m.).

Tuition and Refund Policy

2011-2012 Academic Year

Graduate Tuition per credit hour (<i>except Physical Therapy</i>)	\$738
DPT Tuition	check Student Account's website
MSW Tuition per credit hour	\$603

Fees

(Fees are non-refundable unless specified. Fees are subject to change.)

Registration	\$ 25
Re-enrollment fee	\$105
Art Studio	\$49
Art supplies, fibers course	\$138
Art supplies, ceramics course	\$83
Art supplies, jewelry & metalsmith course	\$75
Art Education Material Fee (AED 522, AED 550)	\$44
Art Therapy	
Art Therapy courses, art supplies	\$40
Art Therapy fee (CAT 688)	\$45
American Art Therapy Assn fee (ATR 522)	\$40
Health Education Workshop	\$56
Music fee (<i>applied</i>)	\$404
Music Therapy fee (MTR 650, MTR 651)	\$48
Music Recital fees	\$102, 166, 234
Parking	
Per year (includes NYS sales tax)	\$44
Per semester (includes NYS sales tax)	\$27
Personal Electronic Portfolio Review	\$100
Physical Therapy	
PT Labs – additional course fee(<i>required</i>)	check Student Account's website
Physical Therapy Clinical Insurance fee	\$38
Returned check fee	\$16
Transcript Requests (each)	\$7.50

Student Account's Policy on Reduction of Charges

Spring 2012 Semester

On or before January 20	100% tuition reduction
January 20	De-registration for unpaid bills
on or before Jan. 27	90% tuition reduction
Feb. 3	Last day to re-register after de-registration
on or before Feb. 3	80% tuition reduction
on or before Feb. 10	50% tuition reduction
on or before Feb. 24	25% tuition reduction
after Feb. 24	No tuition reduction

Please note that a “**drop form**” must be filed with the Office of Graduate Student Services before any tuition refund is granted. Failure to file a drop form, even if you have not attended any classes, will result in tuition liability.

Students receiving Title IV funds will have their account reviewed to comply with federal pro-rata refund guidelines as indicated in the Graduate Catalog.

Refunds will be processed by the original method of payment.

Student Accounts

Visit the Nazareth College Student Accounts’ website www.naz.edu/student-accounts:

- Locate additional information on tuition and fees, billing policies, and payment options.
- Find details and an application for Payment Deferment; follow the link for Payment Options.
- Make secure online tuition payments with a credit card by clicking on the link: Pay Tuition Online.

Spring billing dates

- Tuition bills mailed to students: November 28th
- Payment for Spring semester bills due in Student Accounts: December 19th

Graduate Assistantships

Graduate assistantships are exciting opportunities for graduate students to support faculty/staff in the areas of research, administrative duties, and special projects. Assistantships are available each term to both full and part-time graduate students. As assistantships become available, complete position descriptions can be viewed online on [NazLink](#).

Remuneration for an assistantship is a tuition waiver applied to graduate study during the term in which the work of the assistantship is being done. For more information on Graduate Assistantships, visit the Graduate Student Services website <http://www.naz.edu/graduate-student-services/assistantships>. You will find detailed information about setting up a NazLink account as well as how to apply for GA positions on-line. Questions? Contact Zach Swan at (585) 389-2819.

Graduate Studies Emergency Funds

During graduate study, **exceptional** circumstances may arise which restrict the ability of individual graduate students to continue studies without timely assistance. The Graduate Studies Emergency Funds (GSEF) may provide a resource for short-term assistance. Further information, including guidelines and an application form, is available in the Office of Graduate Student Services, Smyth Hall, Room 1, or online at <http://www.naz.edu/graduate-student-services/documents/EmergencyFunds.pdf>

Employer Sponsored Tuition Plan

Nazareth College’s Employer Sponsored Tuition Plan (ESTP) provides eligible part-time students the flexibility of deferring tuition payments until the end of the semester after grade reports have been issued.

Based upon the employer’s planned tuition disbursement to qualified employees, the employee’s payments guaranteed with a Visa, MasterCard or Discover, and a signed ESTP deferral, the semester payment can be deferred. Completed ESTP forms for the Spring 2012 semester are due on January 16.

Details and application materials are available on the Student Account’s website.

College Procedures

Immunization

New York State Public Health Law 2165 requires all students enrolled in six (6) credit hours or more show documented proof of immunity to measles, mumps and rubella. Documented proof consists of two doses of measles vaccine and one dose each of mumps and rubella. Laboratory proof of immunity from these diseases is also acceptable. Students born prior to 1/1/57 are exempt from this law. In addition, New York State Public Health Law 2167 requires post-secondary institutions inform students about meningococcal disease and vaccination. Every student must complete the Meningitis Response on the Medical History Form. Completed Medical History Forms along with documented proof of immunity can be mailed or faxed to Student Health Services (fax number 585-389-2503). Failure to comply with NYS Laws will jeopardize your class attendance. Forms are available at www.naz.edu/dept/health_services along with an instruction page. Please call Student Health Services with any questions (585) 389-2500.

Commencement Information Form

Graduate students completing requirements for the Master of Science in Education, Master of Science, Master of Arts, or Doctor of Physical Therapy degree in an upcoming semester must complete the Commencement Information Form available in the Office of Graduate Student Services or on our website, <http://www.naz.edu/graduate-student-services/documents/GraduateCommencementForm.pdf>, according to the following due dates:

Spring 2012: January 3
Summer 2012: April 1
Fall 2012: July 1

Graduate Comprehensive Examination

Graduate students completing requirements for the Master of Science degree in Speech-Language Pathology in Spring 2012 must complete the Masters Comprehensive Examination. Students must register for the comprehensive examination (CSD 699) through on-line registration.

Schedule Change and Withdrawal Information

If you decide to make any changes to your schedule after you have registered, you may do so online using *NazNet* (until classes begin) or by completing a "Drop/Add/Withdrawal" form and submitting it to the Office of Graduate Student Services, Smyth Hall, Room 1. Forms are available in our office as well as on our website <<http://www.naz.edu/graduate-student-services/forms>>. Additions or changes in courses must be made according to calendar deadlines. The signature of the student's advisor is required for withdrawal if the drop/add period has ended. The date of drop or withdrawal from a course will be the date of filing the "Drop/Add/Withdrawal" form with the Office of Graduate Student Services; if applicable, refunds will be made accordingly. **Simply ceasing to attend classes or notifying the instructor does not constitute official withdrawal and will result in a course grade of "F".**

Audit

(see Policies and Statements section)

Class Cancellation

In the event of severe weather conditions that create hazardous driving, it may be necessary to cancel classes. Cancellation of classes will be announced on the radio and television in the early morning or by mid-afternoon for evening classes.

Radio: WHAM (1180 AM), WYSL (1040), WXXI (1370 AM), WXXI (91.5 FM), WZNE (94.1 FM), WCMF (96.5 FM), WPXY (97.9 FM), WVOR (100.5 FM), WRMM (101.3 FM), WDKX (103.9 FM)

TV: Channels 8, 9, 10, and 13

Internet: Information regarding college closings will be posted at www.naz.edu

If you need to call the college for class cancellation information and you have a touch tone telephone, please call the main switch-board at (585) 389-2525, press 9 for "touchtone directory information" and then press 9 again for inclement weather closing information. A recorded message will provide you with up-to-date information regarding the status of classes due to inclement weather while the telephone lines of the college switchboard and the Office of Graduate Student Services need to be devoted to other college business.

Grade Reports - Students can view semester grades using *NazNet*.

Transcripts

In an effort to provide secure and improved services to students and alumni, Nazareth College has authorized the [National Student Clearinghouse](#) to provide transcript ordering 24/7 via the Web. You can order transcripts using any major credit card. Your card will be charged after your order has been completed. There is a \$7.50 fee per mailing address.

**Note, currently enrolled students may obtain an unofficial copy of their transcript at no charge by visiting the Registrar/Graduate Student Services Office (Smyth Hall, room 1).*

Current Students: follow these steps to order a transcript:

- Log into [NazNet](#)
- Click on the 'transcript request' link under the 'Nat'l Student Clearinghouse' heading section
- Click on the 'Nat'l Student Clearinghouse Self-Service' link
- The site explains how to place an order, including delivery options and fees. Multiple transcripts may be ordered in a single session.

Intercultural Student Teaching Program

The Intercultural Student Teaching Program offers graduate (and undergraduate) education students opportunities to continue their professional preparation while living and working in a distinct cultural community at a variety of international sites.

Intercultural Student Teaching qualifies as one student teaching placement and generally takes place during the second half of the Fall semester. Applications and more information are available in the Office of Field Placement Services, Golisano Academic Center, Room 225.

College Services

Office of Graduate Student Services

Smyth Hall, Room 1

Phone: (585) 389-2815

Fax: (585) 586-2812

E-mail: gradservices@naz.edu

Spring Semester Hours

When classes are in session:

Monday-Thursday 8:30am-5:00pm

Friday 8:30am-4:30pm

When classes are not in session:

Monday-Friday 8:30am-4:30pm

Extended Hours

Sunday, 1/15 Noon-4:00pm

Monday, 1/16 – Thursday 1/19 8:30am-6:00pm

Nazareth College Bookstore

Otto A. Shults Community Center, lower level

Phone: (585) 586-2690

Website: www.naz.bncollege.com

Email: bkstore@naz.edu

The Nazareth College Bookstore stocks all required and recommended textbooks for the current term. Textbooks can be rented or purchased. Textbook information (to view or purchase) is available online through the Bookstore website. The Bookstore also carries Nazareth College clothing and giftware, greeting cards and gift wrap, school supplies, art supplies, snacks, and health and beauty aids. Sell your used books back to the Nazareth College Bookstore for cash! Get the best buyback prices at the end of a term during finals week.

The Nazareth College Bookstore is open extended hours at the beginning (and end) of each academic term. Please check the website or call the store for current hours-of-operation.

The Nazareth College Bookstore is operated by Barnes & Noble College Bookstores, Inc. and accepts and sells Barnes & Noble gift cards.

Financial Aid Office

Smyth Hall, Room 43
Phone: (585) 389-2310
Fax: (585) 389-2317
www.naz.edu/financial-aid

Spring Semester Hours

Monday-Thursday	8:30am-5:00pm
Friday	8:30am-4:30pm

Extended Hours

Sunday, 1/15	Noon-4:00pm
Monday, 1/16 – Thursday 1/19	8:30am-6:00pm

Student Accounts

Smyth Hall, Room 44
Phone: (585) 389-2033
<http://www.naz.edu/student-accounts>

Spring Semester Hours

Monday-Thursday	8:30am-5:00pm
Friday	8:30am-4:30pm

Extended Hours

Sunday, 1/15	Noon-4:00pm
Monday, 1/16 – Thursday 1/19	8:30am-6:00pm

Lorette Wilmot Library

Phone: (585) 389-2129
Fax: (585) 389-2145
<http://www.naz.edu/library>

Spring Semester Hours

Monday-Thursday	7:45am-Midnight
Friday	7:45am-10:00pm
Saturday	8:30am-10:00pm
Sunday	10:00am-Midnight

Office of Career Services

Otto A. Shults Community Center, Suite 100
Phone: (585) 389-2878
www.naz.edu/career-services/

The Office of Career Services offers career planning and job search assistance to students and alumni. This assistance includes individual appointments, the online job search system NazLink, Credential File services, as well as job fairs and other special programs. Information is also available regarding part-time employment on campus. Visit the Career Services website at www.naz.edu/career-services/ to find job search tools, interviewing tips, resume samples and much more.

Academic Year Hours

Monday-Friday 8:30am-4:30pm
Tuesday, Wednesday and Thursday evenings until 7pm when classes are in session.

Information Center

Otto A. Shults Community Center

Phone: (585) 389-2322

Counseling Services

Carroll Hall, Room 101.1

Phone: (585) 389-2887

Counseling Services offers crisis intervention as well as individual, couples, and group counseling to current Nazareth students. Students come to Counseling Services for a variety of reasons, such as difficulty adjusting to college, self-exploration, depression, anxiety, family issues, relationship issues, trauma, sexual orientation concerns, eating and body image concerns, grief, and thoughts of suicide, to name a few. Counseling provided by Counseling Services adheres to confidentiality regulations.

Counseling Services is staffed by a licensed clinical psychologist, a licensed clinical social worker, and a licensed creative arts therapist and credentialed alcohol and substance abuse counselor. Counseling Services also works in conjunction with an on-campus psychiatrist when indicated.

All students are eligible for an initial consultation with a Counseling Services therapist, and based upon that conversation the clinician and student will work together to find a course of action that best suits the student's needs. There are a variety of options, including but not limited to: time-limited individual counseling with a Counseling Services therapist, joining a themed group (examples include a stress management or an educational coping skills group), or participating in a group that focuses on students' experiences relating to others. Counseling Services also offers a variety of educational workshops, lectures, programs, and mental health awareness events to the campus community at large.

Counseling Services is located in 101 Carroll Hall and is open during business hours and some evenings during the Fall and Spring semesters. To ask questions or to schedule an appointment, please call 389-2887. In the event of an after-hours emergency, call Campus Safety at 389-2850 and they will contact the on-call clinician as necessary.

For more information, please go to the Counseling Services website: <http://www.naz.edu/counseling-services>

Patricia Carter Early Learning Center (PCELC)

Founders Hall

Phone: (585) 389-2505

The Patricia Carter Early Learning Center provides care for children two years, ten months through five years of age. The Center is licensed by the NYS Office of Children and Family Services and is nationally accredited through *Pathways: National Early Education and Care Accreditation*. PCELC operates 49 weeks per year, Monday-Friday, from 7:30am-5:30pm. The program focuses on learning themes that are presented through art, literature, music, games, large and fine motor experiences, and field trips. Children are encouraged to develop independence, self-confidence, creativity, self-esteem, and socialization skills. Three teaching professionals create and guide the activities and are assisted by Nazareth students. Part time and full time care is available. For more information, please call (585) 389-2505.

Office of Security & Safety

Otto A. Shults Community Center, lower level

Phone: (585) 389-2850

Parking Permits

All Nazareth College students are required to place a parking permit on their vehicles within the first two weeks of the semester. Students are asked to complete a parking permit application and sign a Title IV Form for the Student Accounts' Office. These forms can be obtained at the Campus Safety Department office or on the departmental website. For your convenience, vehicles may be registered via e-mail or in person at the Campus Safety Department office. To register by e-mail contact jjascin0@naz.edu.

All students must complete the vehicle registration process each Fall or Spring (whichever is applicable). Students starting classes in the Fall may purchase a permit for the full academic year at a cost of \$44 and would register again the following

Fall. Students starting classes in January may purchase a permit for the Spring semester at a cost of \$27, and would register again in the Fall. Parking permit fees include NYS sales tax. There is also a \$15 replacement fee for lost parking permits. Parking fees are non refundable.

Additional vehicles may be registered at no cost to the student by providing a valid vehicle registration. All parking fees are billed via the Student Accounts' Office. The campus safety department does not accept any payments for parking fees.

Vehicles without parking permits will be ticketed. Students may park in most lots; however, they are asked not to park in clearly marked areas such as Visitor, Service, Reserved, Handicap, Fire Lanes, Tow Away Zones, etc. Tickets will be issued for parking in these areas as well. Additional information regarding parking policies can be obtained in the Campus Safety Department or on the website at www.naz.edu/campus-safety

The Campus Safety Department offers a shuttle service that is in operation when classes are in session. The shuttle runs daily Monday – Thursday from 6am to 9pm and on Friday from 6am – 8pm. Please see the campus map for shuttle route information and shuttle stops.

ID Cards

All registered Nazareth College students should have a Naz Card ID card. ID cards no longer need to be validated; this is done automatically each semester a student is enrolled. There is no charge for an ID card, but a \$15 replacement fee is assessed for lost or destroyed cards. ID cards are not reissued each semester.

Personal Alarm Transmitters

Nazareth College provides, free of charge, each student and employee upon request with a key-chain style emergency transmitter that can alert Security personnel for immediate response.

Please report any emergency, suspicious persons and/or activities to Security immediately. The on-campus emergency telephone number is 3333, and the off-campus phone number is (585) 389-2850. In addition, Blue Light Courtesy Telephones are strategically located throughout campus.

Nazareth College Food Service

Cabaret Snack Bar

Shults Center

Spring Semester Hours:

Monday-Thursday	7:30am-7pm
Friday	7:30am-2pm

The Roost (Pizzeria)

Shults Center

Spring Semester Hours:

Monday-Friday	11:30am-Midnight
Saturday	11:30am-Midnight
Sunday	11:30am-Midnight

Café Sorrelle

Golisano Academic Center

Spring Semester Hours:

Monday-Thursday	7:30am-8:30pm
Friday	7:30am-2:00pm
Saturday, Sunday	Closed

Colie's Café

Elizabeth George Hall

Spring Semester Hours:

Monday-Sunday	4:00pm-Midnight
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Millie's (Library Coffee Shop)

Wilmot Library

Spring Semester Hours:

Sunday-Thursday 1:00pm-10:00pm
Friday-Saturday 1:00pm-5:00pm

Dining Halls

Kearney/Lourdes

Spring Semester Hours:

Monday-Friday 7:30am-9:00pm
Saturday-Sunday 8:30am-8:00pm

All hours are subject to change.

Note: *Coffee and snack vending machines are located in the lower level of the Shults Center and Golisano Academic Center.*

Policies and Statements

The Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The college official will make an arrangement for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request shall be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. If the College decides not to amend a record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A College official is a person employed by the college in an administrative, supervisory, academic, research, or staff support position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Another exception is required by the Solomon Amendment (32 CFR Part 216, RIN 0790-AG42). This amendment prescribes that the College must release student's name, address, telephone listing, age (or year of birth), level of education (e.g. freshman, sophomore, or degree awarded for a recent graduate), and major when that information is requested by the Secretary of Defense for military recruiting purposes.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202-4605.

Nazareth College Policies Regarding FERPA

FERPA guidelines restrict directory information that can be released by colleges and universities. Under FERPA, directory information may be released without written consent from the student unless the student signs a non-disclosure statement in the Registrar's Office. While FERPA allows for the release of a wider range of directory information, Nazareth College's

Office of the Registrar has adopted an internal policy to release only: name, dates of attendance, previous school attended, class, major field(s) of study, graduation honors, degrees conferred (including dates), and date and place of birth.

Schedules and grades can also be released to parents and guardians of dependent students, as defined by the Office of Financial Aid. In addition, Nazareth College releases resident student telephone numbers in a student directory. In both instances, students are given the opportunity to request that this information not be released. For a non-disclosure of information request, or for more information about FERPA, please contact the Office of the Registrar.

Nazareth College General Policies

Fees, course offerings, and instructors are subject to change without notice. Nazareth College reserves the right to cancel, combine, limit, or add sections of courses.

It is the policy of Nazareth College of Rochester not to discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, marital or veteran status, or disability in the admission of students to the college in any of the rights, privileges, programs, and activities generally accorded or made available to students at the college; in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other programs administered by the college; or in the employment practices of the college.

Inquiries concerning the application of this policy prescribed by title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Human Resources, Nazareth College of Rochester, 4245 East Avenue, Rochester, NY 14618-3790, Telephone: (585) 389-2060

Financial Responsibility

All students are responsible for any college debts they have incurred including library fees, parking fines, tuition charges and related fees.

If a college debt must be referred to outside sources for collection, the student will be responsible for paying additional collection costs including, but not limited to, reasonable attorney's fees and disbursements.

Note: Nazareth College reserves the right to withhold grades, transcripts, diplomas or re-registration in those instances where financial obligations are not fulfilled.

Audit Policy

Interested persons may audit graduate courses on a space-available basis and with the permission of the program director. Auditing provides a graduate level experience for adults who wish to learn specific materials but not earn credit. Generally, anyone who audits does all the work for the course excluding the final exam. Auditors do not receive a grade for the course. Auditors must hold a Master's degree from an accredited college or university and complete the Audit Approval Form prior to registration. Attach the Audit Approval Form to the registration form. The audit fee is one-third the tuition charge of the course plus a registration fee. Registration for audits will be processed on a space available basis the Friday before classes begin. Please contact the Office of Graduate Student Services, (585) 389-2815, to obtain an Audit Approval form.

Statement on Respect and Diversity

"We, the Nazareth community, embrace both respect for the person and freedom of speech. The college promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values, and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning. It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status. Respect for the dignity of all peoples is an essential part of the college's tradition and mission, and its vision of the future."

Electronic Communication Policy

All faculty, staff and students are provided a Nazareth College email account (@naz.edu), which is one of the College's official methods of communicating important and time-sensitive information. All are expected to check the mail sent to this account on a frequent and consistent basis and to respond to official communications from the Nazareth College Community in a timely manner. All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

In preparation for on-line registration, students should:

Confirm your access to your Nazareth e-mail and *NazNet* accounts.

- While in your *NazNet* account, check ***My Restrictions**** to be sure you have clearance for registration.

Log in to NazNet for students:

- ***http://www.naz.edu/naznet***

Confirm your registration time/date on “My Profile.” Students may register any time ***during or after*** their designated date/time.

Plan your courses by consulting the course offerings in NazNet.

- Be sure to choose first and alternative selections when available.

After you have selected and registered for courses, be sure to check the accuracy of your registration by selecting “My Class Schedule” in NazNet.

* Restriction Code Guide

Code Description		Contact
DS	Dismissed	Graduate Office → 585-389-2815 or gradservices@naz.edu
NM	Graduate non-matriculated student	Graduate Office
NO	Forbid Registration-student may not register	Graduate Office
TC	Financial Hold – Collections	Student Accounts → 585-389-2033 or stuacct@naz.edu
TR	Financial Hold – Current	Student Accounts
MPN	Master Promissory Note Hold	Financial Aid

Matriculated Graduate students can begin registering on-line, beginning Monday, November 7. Check the “My Profile” screen on *NazNet* for your specific registration date/time. Students may register any time during or after their designated registration time, through the first week of classes.

If you are having difficulty:

- Accessing *NazNet*:

Contact Information Technology Services, (585) 389-2111, usi@naz.edu, or in person in the Library (lower level)

- Registering for, or finding, a course:

Contact the Office of Graduate Student Services, (585) 389-2815, gradservices@naz.edu, or in person in Smyth 1

Graduate Calendar

Spring 2012


December 1	Graduate Commencement Information Form due in Office of Graduate Student Services for students completing degree requirements in Spring 2012
January 5	Proof of immunization due in Health Services for Spring 2012
January 16	Classes Begin
January 16	MLK Celebration - classes in session
January 20	De-registration for unpaid bills
January 21	Last day to change or add a graduate course with permission
January 27	Last day to drop a graduate course without a grade of "W" with permission
January 27	Grades for incompletes taken in Fall 2011 due in Registrar's Office
February 3	Last day to re-register after de-registration (additional \$105 re-enrollment fee)
March 12-16	Spring Break - No Classes
April 2	Last day to withdraw from a graduate course without a grade of "F"
March 26	Online Summer and Fall 2012 registration begins for matriculated students (<i>tentative date</i>)
April 30-May 3	Graduate classes held; may be used for final exams
May 3	Last Day of Spring Semester
May 11-12	Commencement Weekend 2012

Summer I 2012: May 21 - June 28

April 18	Summer I bills mailed
May 7	Payment due in Student Accounts
May 21	CLASSES BEGIN!
May 25	Students de-registered for non-payment
June 1	Last day to re-register
June 28	CLASSES END

Summer II 2012: July 2 - August 9

May 30	Summer II bills mailed
June 18	Payment due in Student Accounts
July 2	CLASSES BEGIN!
July 6	Students de-registered for non-payment
July 13	Last day to re-register
August 9	CLASSES END



Important School of Education Due Dates!

Student Teaching & Practicum Applications for Fall 2012
Are Due
November 18th 2011

For more information, visit [Office of Field Placement](#)