

FALL 2018

Important Information – Nursing & Medical Imaging Students

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

Registration: To register online, you must first set up your student account, go to www.ucc.edu.

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

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

Required Deadlines for **FALL 2018** Entrance - Class/Clinical

Item	Fall Semester Due Dates	Action
Orientation <ul style="list-style-type: none"> All New Students entering NURM119, all new Clinical Students entering NURM 120, NURM121, NURM122, NURM221,, CLPR901 and Resident Students 	LPN to RN (NURM120) Apr 12, 2018 Radiography (CLPR901) Aug 21, 2018 NURM119 (Intro to Nur) Aug 28, 2018 NURM221 (Nursing III) Aug 29, 2018 NURM121 & 122(Nur I & II) Aug 30, 2018	<p style="text-align: center;"><u>MANDATORY</u></p> <p style="text-align: center;">No pre-registration required</p> <p style="text-align: center;">Registration starts at 8:00am</p> <p>Time: 4:00pm to 6:00pm – RM# TBA</p> <p>Time: 9:00am to 1:00pm – RM# 104</p> <p>Time: 9:00am to 1:00pm RM# 101/102</p> <p>Time: 9:00am to 1:00pm RM# 101</p> <p>Time: 9:00am to 1:00pm RM# 101/102</p>
Malpractice Insurance [Nursing] [Radiography] 2Million Per incident/4Million Per Aggregate <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing (Nur I & II) Sept 5, 2018 Radiography (CLPR901) Sept 5, 2018	You cannot attend Class/Clinical, If not submitted by Sept 17, 2018 If not submitted by Sept 17, 2018
BLS (Basic Life Support) Current Certification – Healthcare Provider Adult/Child <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing (Nur I & II) Sept 5, 2018 Radiography (CLPR901) Sept 5, 2018	You cannot attend Class/Clinical, If not submitted by Sept 17, 2018 If not submitted by Sept 17, 2018
<u>Criminal Background Check</u> <ul style="list-style-type: none"> New Students - MANDATORY For instructions on the Student Background Report, please visit the schools' website jfkmuhlenbergschools.org 	LPN to RN (NURM120) May 23, 2018 Nursing (Nur I & II) Aug 15, 2018 Radiography (CLPR901) Aug 15, 2018	You cannot attend Class/Clinical, If not submitted by May 23, 2018 If not submitted by Aug 23, 2018 If not submitted by Aug 23, 2018
<u>Criminal Background Check</u> <ul style="list-style-type: none"> Resident Students - MANDATORY For instructions on the Student Background Report, please visit the schools' website jfkmuhlenbergschools.org 	Aug 15, 2018	Will not be permitted to reside in the residence
<u>Health Insurance</u> <ul style="list-style-type: none"> New Students must show Proof of Current Health Insurance to Kate Fredericks, RN 	Nursing (Nur I & II) Sept 5, 2018 Radiography (CLPR901) Sept 5, 2018	You cannot attend Class/Clinical, If not submitted by Sept 17, 2018 If not submitted by Sept 17, 2018
E-Learning <ul style="list-style-type: none"> Students entering a clinical course, including transfer students. 	LPN to RN (NURM120) May 23, 2018 Nursing (Nur I & II) Sept 4, 2018 Radiography (CLPR901) Sept 4, 2018	You cannot attend Class/Clinical, If not submitted by May 23, 2018 If not submitted by Sept 10, 2018 If not submitted by Sept 10, 2018

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<p><u>Current Students</u></p> <ul style="list-style-type: none"> BLS, Malpractice Insurance and Health Insurance – Kate Fredericks, RN, will send you an email if you have outdated materials 	<p>Sonography Aug 21, 2018 Radiography Aug 21, 2018 Nursing Sept 5, 2018</p>	<p>You cannot attend Class/Clinical, If not submitted by Aug 27, 2018 If not submitted by Aug 27, 2018 If not submitted by Sept 13, 2018</p>
<p><u>Current Students - MANDATORY</u></p> <ul style="list-style-type: none"> For instructions on the Student Background Report, please visit the schools' website jfkmuhenbergschools.org 	<p>Reminder to do your yearly report</p>	<p>You cannot attend Class/Clinical.</p>

Change of Name, Permanent Address or email

You must submit proof of change to the School's Billing office by email to asharma@jfkhealth.org or by fax: 908-226-4640.

For change of address, name and email forms, visit the school's website jfkmuhenbergschools.org.

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

Run Your Program Evaluation through Webservices – www.ucc.edu

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

Academic advising

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

Students who register:

- When you register for classes you are agreeing to purchase a seat in each class you select, and you are responsible for payment of the tuition and fee charges. Should you choose not to begin the classes for which you have registered, you, the student, must officially drop those classes the day before the first day of the semester. Always refer to the published Academic Calendar, www.ucc.edu, for deadlines to avoid charges.
- Outstanding financial obligations must be paid in full. If you currently have an outstanding balance, you are placed on hold and will be unable to register. Payment can be made online through our website using the On-line Payment button www.jfkmuhenbergschools.org or direct to jfkmc.org ([JFK Medical Center Payment Website](http://jfkmc.org)) or by money order or certified check. **Please note: The school does not accept American Express or personal checks.**
- For any Union County College obligation, (parking permit, library fines or parking tickets), you must pay UCC directly.

All Clinical Students

- Clinical students must have current health insurance, current malpractice insurance, criminal background check and health clearance. Visit the schools' website at www.jfkmuhenbergschools.org and print out the Clinical Checklist.

Nursing Students

- If students, currently in a clinical course, are not registered and/or have not paid the term bill for their next clinical nursing course, they will not be guaranteed a seat in their next nursing course.
- **Granted Petition** – granted petition means you have been coded in the Union County College computer system to register for the next nursing course. If you have not been coded for a course, you will see an error message – that you have not been granted petition.
- **Students taking NURM121 and NURM122** must sign-up for Skills Practice Lab by emailing Christine Albro at Christine.Albro@hackensackmeridian.org. Skills Practice Lab is mandatory practice in the Nursing Simulation Lab.

Chargeback Assistance

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

Payment of your Term Bill

- View your bill through www.webcollege.net/muhlenbergCportal. Contact Aarti Sharma at 908-668-2404 or by email asharma@jfkhealth.org
- Payment can be made online through our website www.jfkmuhlenbergschools.org using the On-line Payment button or direct to jfkmc.org (**JFK Medical Center Payment Website**) or by money order or certified check. **Please note: The school does not accept American Express, cash or personal checks.**
- There will be a \$100.00 late payment if bill is not paid by the Term Bill due date.
- **When you register for any course** – **If you decide to drop any course, you must do so online through webservices or in person at JFK Muhlenberg Snyder Schools.** The School will not process any course withdrawals via fax or email. If you do not drop the course, you are still required to pay for the course.

ID Badges

- You will be notified by email during the first week of August on dates, time and location for your picture ID.
- **It is the student's responsibility to wear the School's ID at all times while attending lecture and clinical classes. For security purposes the Administrative Suite staff will not allow any student in the school without their ID's.**

Parking

- Parking is available to **all day students** across the street from the school's parking lot, entrance to the parking lot is on Randolph Road. **All evening and Resident students** are permitted to park on the school's parking lot.