

**CURRY COLLEGE**

DIVISION OF CONTINUING AND GRADUATE STUDIES

# Fall 2020 Schedule

MILTON | PLYMOUTH | ONLINE

[curry.edu/cegrad](http://curry.edu/cegrad)

# KEY DATES FALL 2020

## 15-WEEK FALL SEMESTER: ACCEL; MSN

• Deadline for financial aid filing	Friday, 8/14
• 15-week classes begin	Monday, 8/31
• Labor Day Holiday — no classes	Monday, 9/7
• Columbus Day Holiday — no classes	Monday, 10/12
• CE grade/pass/fail declaration deadline	Friday, 10/30
• Course withdrawal deadline	Friday, 10/30
• Veteran's Day Holiday - no classes	Wednesday, 11/11
• Wed. class schedule in effect (Tue classes do NOT meet on 11/12/19)	Tuesday, 11/12
• Thanksgiving Recess - no classes	Wednesday, 11/25 - Sunday, 11/29
• 15-week term resumes with classes held remotely	Monday, 11/30 - 12/14
• 15-week final exams held remotely	Tuesday, 12/15 - Saturday, 12/19

### 8-Week Fall Term I

- Undergraduate: Continuing Education
- Graduate Programs: MACJ, MBA, M.Ed., MSA, MSN

Deadline for financial aid filing	Friday, 8/14
• Term I classes begin before Labor Day	Monday, 8/31
• Labor Day Holiday - no classes	Monday, 9/7
• CE grade/pass/fail declaration deadline	Saturday, 10/3
• Course withdrawal deadline	Saturday, 10/3
• Columbus Day Holiday - classes are held	Monday, 10/12
• Term I classes end	Saturday, 10/24

### 8-Week Fall Term II

- Undergraduate: Continuing Education
- Graduate Programs: MACJ, MBA, M.Ed., MSA, MSN

Deadline for financial aid filing	Friday, 10/9
• Term II classes begin	Monday, 10/26
• Veteran's Day Holiday - classes are held	Wednesday, 11/11
• CE grade/pass/fail declaration deadline	Saturday, 11/21
• Course withdrawal deadline	Saturday, 11/21
• Thanksgiving Recess (classes held Wed., 11/20 & Sat. 11/28)	Thursday, 11/26 - Sunday, 11/29
• Term II resumes remotely with classes and final exams held online	Monday 11/30 - Saturday 12/19

# CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES



## Top 10 in the Nation for Adult Learners

Information in this booklet is subject to change without notice.

## WELCOME

Tuition  
Assistance  
Award  
See below

You're one step closer to your goals.

Grab a pen or your favorite highlighter and get ready to map out the path to your goals. Take this Schedule to your advisor to explore your options, or if you already know what you want to take, simply log onto myCurry to register. Questions? Email or call an advisor anytime. We're here to help.

Close-knit classes | Closer to your budget | Close to work and home

Curry College is closer to your goals.

Milton: 617-333-2364 | Plymouth: 508-747-2424 | email: ccce@curry.edu

## SPECIALY PRICED, FULLY ONLINE COURSE OFFERINGS

Are you trying to take pre-requisites for Curry College's Accelerated Bachelor of Science in Nursing program or maybe another Nursing program? Looking to get yourself ready for first year studies at Curry or another institution? Maybe you are just looking for something fully online to check out if online education is right for you. Check out page 2 for all of the specially priced offerings to get you closer to your goals.

## ADVISING, TRANSFER CREDITS & FINANCIAL AID

### Advising

Our experienced academic advisors are an important resource to help you explore enrollment at Curry College. Advisors will share program details and requirements, course selection and scheduling, admissions and financial aid. They will assist you with creating an educational plan to guide you in meeting your academic and career goals.

To accommodate your busy schedule, advisors are available by appointment, by telephone or online. Contact the campus of your choice to speak with an advisor or to schedule an appointment:

Milton: 617-333-2364 | Plymouth: 508-747-2424 | email: ccce@curry.edu

### Transfer Credit Review Service

Curry's transfer credit review service allows you to quickly and easily understand how your prior credits can be applied to a Curry College bachelor's degree.

- Transfer credit policy allows you to transfer up to 90 credits toward your bachelor's degree
- Knowledgeable advisors can provide you with an on-the-spot assessment of transfer credits
- No time limit on prior earned credits
- No application fee for Continuing Education students

### Tuition Assistance Award

Institutional financial assistance is available for RN-BS students who enroll in at least 6 credits per semester, and for CE students who enroll in at least 9 credits per semester which will reduce the per-credit cost to \$375 per credit.

### Financial Aid

Our team will help you explore all available financing options so you can make an informed decision. Federal financial assistance programs are available to those who qualify throughout the year along with a variety of private educational loan programs.

### Register Today

**Online:** Current students may log on to the myCurry Web Portal, then click on the Quick Launch "Course Registration" icon.

**In Person:** Come to the Continuing and Graduate Studies Office in Milton or Plymouth.

**By Phone:** Milton: (617) 333-2364 | Plymouth: (508) 747-2424

**By Fax:** Milton: (617) 979-3535 | Plymouth: (508) 746-2531

**By Mail:** Mail completed registration form and payment to:  
Continuing and Graduate Studies Division at Curry College  
1071 Blue Hill Avenue, Milton, MA 02186-2395  
20 North Park Avenue, Plymouth, MA 02360

# MILTON CAMPUS | FALL 2020 | CONTINUING EDUCATION

## TERM I • AUGUST 31 - OCTOBER 24

COURSE	TITLE	DAY	TIME
ACNT 1010	Financial Accounting	M	5:30 pm - 10:15pm
BUS 3930	Management of International Business	W	5:30 pm - 10:15 pm
CJ 2212	Policing *	W	5:30 pm - 10:15 pm
COM 1010	Fundamentals of Communication In class 9/1, 9/8, 9/15, 9/29, 10/13 Online meetings 9/22, 10/6, 10/20	T	5:30 pm - 10:15 pm
PSY 3225	Multicultural Psychology	M	5:30 pm - 10:15 pm

## TERM II • OCTOBER 26 - DECEMBER 19

COURSE	TITLE	DAY	TIME
ACNT 1011	Managerial Accounting	M	5:30 pm - 10:15 pm
BUS 2550	Operations Management	TH	5:30 pm - 10:15 pm
MATH 1150	Statistics	W	5:30 pm - 10:15 pm
PSY 3260	Psychology of Violence & Terror	T	5:30 pm - 10:15 pm

# PLYMOUTH CAMPUS | FALL 2020 | CONTINUING EDUCATION

## TERM I • AUGUST 31- OCTOBER 24

COURSE	TITLE	DAY	TIME
AC 2010	Identity Theft	W	5:30 pm - 10:15 pm
AC 2120	Electronic Spreadsheets: Excel	T	5:30 pm - 10:15 pm
CJ 2212	Policing	T	5:30 pm - 10:15 pm
PSY 2310	Psychology of Criminal Behavior	W	5:30 pm - 10:15 pm
PSY 3100	Psychology of Learning	T	6:30 pm - 9:30 pm

## TERM II • OCTOBER 26 - DECEMBER 19

COURSE	TITLE	DAY	TIME
AC 2764	Business Presentations	T	5:30 pm - 10:15 pm
CJ/SOC 2402	Domestic Violence *	M	5:30 pm - 10:15 pm
CJ 3205	Law and Society	W	5:30 pm - 10:15 pm
COM 2330	Communication in Relationships In class 10/29, 11/12, 12/3, 12/10 Online meetings all other weeks	TH	5:30 pm - 10:15 pm

# FULLY ONLINE | FALL 2020 | CONTINUING EDUCATION

## SPECIALLY PRICED, FULLY ONLINE COURSE OFFERINGS\*

## TERM I • AUGUST 31- OCTOBER 24

COURSE	TITLE
ACNT 2020	Managerial Accounting
BIOL 1075	Anatomy and Physiology I (4cr)
BIOL 1175	Anatomy and Physiology I: Lab
BIOL 2010	Microbiology (4cr)
GEN 1000	First Year Inquiry
MATH 1150	Statistics
P+H 1060	World Politics
WRIT 1400	Reading, Writing & Research I
WRIT 1500	Reading, Writing & Research II

\* Course is delivered face-to-face rather than the hybrid format.

Unless otherwise noted all courses are 3 credits.

## TERM II • OCTOBER 26 - DECEMBER 19

COURSE	TITLE
AC 1030	Communication Technology
BIOL 1085	Anatomy and Physiology II (4cr)
BIOL 1185	Anatomy and Physiology II: Lab
CHEM 1001	Chemical Concepts (Lecture) (4cr)
CHEM 1002	Chemical Concepts Lab
FA 1000	Introduction to Fine Arts - <i>synchronous online meetings Tuesdays 7-8pm</i>
P+H 2250	International Relations
PRS 2210	Ethics
PSY 2400	Human Development
MATH 1150	Statistics
WRIT 1500	Reading, Writing & Research II

**ONLINE & HYBRID COURSES** The Division of Continuing and Graduate Studies is pleased to expand our online and hybrid course offerings to help meet the needs of busy, adult students. Online courses are delivered completely online. Where noted some courses may hold synchronous learning with live lectures scheduled online.

Hybrid courses combine face-to-face and online activities. Hybrid courses may take a variety of formats, i.e., some are held weekly for a shorter period of time; others alternate face-to-face and online weeks. Actual required in-class meeting time in hybrid courses may vary by major and by individual course. With some courses, the schedule is adjusted based on the mutual needs of students and faculty. When possible, the specific meeting dates and times are indicated in this Guide. The specific schedule will be included in the syllabus and discussion on the first night of class. Unless otherwise noted, courses are offered fully online or through a hybrid delivery format.

# FULLY ONLINE | FALL 2020 | CONTINUING EDUCATION

## TERM I • FULLY ONLINE AUGUST 31 - OCTOBER 24

COURSE	TITLE
ACNT 2020	Individual Federal Income Taxation
BUS 1610	Economics: Macro
BUS 2160	Consumer Behavior
BUS 2540	Employee Recruitment
CJ 2100	Corrections
COM 2150	Health Communication
COM/MGT 2790	Principles of Public Relations
GEN 1000	First Year Inquiry **
HW 2000	Foundations of Community Health
LDR 2000	Discover the Leader in You
MATH 1150	Statistics **
MIS 1010	Managing with Information Systems
P&H 1060	World Politics **
PSY 2250	Family Life
PSY 2330	Drugs and Behavior <i>(synchronous live online class: 9/23 from 7 - 9 pm)</i>
SCI 1030	Astronomy (4 cr.)
SOC 2050	Social Problems

## TERM II • FULLY ONLINE OCTOBER 26 - DECEMBER 19

COURSE	TITLE
AC 2120	Electronic Spreadsheets: Excel
ACNT 3050	Auditing
BUS 1611	Economics: Micro
BUS 2150	Quantitative Methods & Analytics for Business
BUS 3980	Senior Capstone Seminar
CJ/SOC 2350	Human Diversity in Criminal Justice
CJ/SOC/WGS 3640	Deviance and Social Control
COM 3050	Crisis Communication
HW 2010	Health Behavior, Education & Promotion
LDR 2400	Ethical Leadership
MATH 1150	Statistics **
P&H 2250	International Relations **
PRS 2210	Ethics **
PSY 2400	Human Development **
PSY 3170	Autism Spectrum Disorder: Theory, Assessment <i>(synchronous live online class: 11/5 from 7 - 9 pm)</i>
PSY 3225	Multicultural Psychology
PSY 3500	Senior Seminar
Soc 2510	Social Movement & Social Action

# RN - BS | FALL 2020 | ONLINE & MASSASOIT - BROCKTON

## MASSASOIT - BROCKTON CAMPUS AUGUST 31 - OCTOBER 24

NSG 2100	RN Transition to Baccalaureate Nursing (4cr)	T 5:00 pm - 8:00 pm
<i>Fully Online with Synchronous weekly meetings on Tuesdays</i>		
NSG 3042	Evidence for Nursing Practice	T 5:00 pm - 8:00 pm
<i>Fully Online with Synchronous weekly meetings on Tuesdays</i>		

## ONLINE NURSING COURSES TERM I AUGUST 31 - OCTOBER 24

NSG 2100	RN Transition to Baccalaureate NSG (4 cr)	Fully Online
NSG 2201	Pathophysiology	Fully Online
NSG 3042	Evidence for Nursing Practice	Fully Online
NSG 3132	Population Health (4cr)	Fully Online

\*\* Courses above marked with an double asterisk are priced at \$375 per credit.

## MASSASOIT - BROCKTON CAMPUS OCTOBER 26 - DECEMBER 19

NSG 2201	Pathophysiology	T 5:00 pm - 8:00 pm
<i>Fully Online with Synchronous weekly meetings on Tuesdays</i>		
NSG 3132	Population Health (4cr)	T 5:00 pm - 8:00 pm
<i>Fully Online with Synchronous weekly meetings on Tuesdays</i>		

## ONLINE NURSING COURSES TERM II OCTOBER 26 - DECEMBER 19

NSG 2005	Health Assessment	Fully Online
NSG 2100	RN Transition to Baccalaureate NSG (4cr)	Fully Online
NSG 2501	Pharmacology	Fully Online
NSG 3470	Health Policy & Finance	Fully Online
NSG 3986	Synthesis of Nursing Practice (4cr)	Fully Online

**3** ONLINE & HYBRID COURSES The Division of Continuing and Graduate Studies is pleased to expand our online and hybrid course offerings to help meet the needs of busy, adult students. Online courses are delivered completely online. Where noted some courses may hold synchronous learning with live lectures scheduled online. Hybrid courses combine face-to-face and online activities. Hybrid courses may take a variety of formats, i.e., some are held weekly for a shorter period of time; others alternate face-to-face and online weeks. Actual required in-class meeting time in hybrid courses may vary by major and by individual course. With some courses, the schedule is adjusted based on the mutual needs of students and faculty. When possible, the specific meeting dates and times are indicated in this Guide. The specific schedule will be included in the syllabus and discussion on the first night of class. Unless otherwise noted, courses are offered fully online or through a hybrid delivery format.

Unless otherwise noted all courses are 3 credits. • Please note, schedule is subject to change.

# FULL TERM • 15 WEEK COURSES • AUGUST 17 - DECEMBER 4

(Courses follow the Traditional 15-Week Academic Calendar posted at [curry.edu](http://curry.edu) with final exams held remotely Nov. 30 -Dec. 4)

COURSE	TITLE	DAY	TIME	COURSE	TITLE	DAY	TIME
AC 2020	Data Base Concepts	TH	7:00 pm - 9:30 pm	HW 1000	Personal Health	W	7:00 pm - 9:30 pm
AC 2120	Electronic Spreadsheets: Excel	TH	4:00 pm - 5:15 pm	HW 1001	Intro to Community Health & Wellness	Th	7:00 pm - 9:30 pm
AC 2500	Cyber Crime & Terrorist Threat	W	7:00 pm - 9:30 pm	HW 2000	Foundations of Community Health	T	4:00 pm - 6:30 pm
AC 2761	Digital Video Editing	M	4:15 pm - 6:45 pm	HW 2520	Nutrition	M	4:15 pm - 6:45 pm
ACNT 2010	Intermediate Accounting I	M, W	4:15 pm - 5:29pm	HW 3050	Race, Class, Gender & Health	W	4:00 pm - 6:30 pm
BIO 2520	Nutrition	M	4:15 pm - 6:45 pm	MATH 1150	Statistics I	M/W	4:15 pm - 5:30 pm
BLKS 3030	Race, Class, Gender and Health	W	4:00 pm - 6:30 pm	MATH 1150	Statistics I	TH	4:00 pm - 5:15 pm
BUS 1000	Introduction to Business	W	4:00 pm - 6:30 pm	MIS 3050	Enterprise Systems & Project Mgt	TH	4:15 pm - 6:30 pm
BUS 1610	Economics: Macro	W	4:00 pm - 6:30 pm	PE 1240	Yoga ( 1 Cr)	TH	4:00 pm - 5:15 pm
BUS 2800	Digital Marketing	W	4:00 pm - 6:30 pm	PRS 2330	The Myth The Hero	M/W	5:30 pm - 6:45 pm
BUS 2150	Quantitative Methods/ Analytics	M	5:30 pm - 8:00 pm	PSY 1030	Intro to Psychology	TH	4:00 pm - 5:15 pm
BUS 2265	Collective Bargaining & Labor	W	7:00 pm - 9:30 pm	PSY 3600	Issues in Aging	T	4:00 pm - 6:30 pm
BUS 2550	Operations Management	W	5:30 pm - 8:00 pm	SA 1800	Drawing	T	4:00 pm - 6:30 pm
CJ 1000	Intro to Criminal Justice		Online	SCI 1020	The Human Body	Th	4:00 pm - 5:15 pm
CJ 2020	Criminal Law		Online	SCI 1020	The Human Body Recitation (0 cred)	T	5:30 pm - 6:20 pm
CJ 2500	Cyber Crime & Terrorist Threat	W	7:00 pm - 9:30 pm	SA 2800	Figure Drawing	M	7:00 pm - 9:30 pm
CJ 3212	Community Policing & Case Studies	W	4:00 pm - 6:30 pm	SPAN 1030	SPAN: MED,CJ, Social Services 1	M, W	4:15 pm - 5:30 pm
COM 1010	Fundamentals of Communication	M	7:00 pm - 9:30 pm	SWK 2410	Working with Individuals	T	4:00 pm - 6:30 pm
COM 2476	Scriptwriting	W	4:00 pm - 6:30 pm	WGS 2000	Gendered Lives	M, W	4:15 pm - 5:30 pm
COM 2761	Digital Video Editing	M	4:15 pm - 6:45 pm	WGS 2410	Working with Individuals	T	4:00 pm - 6:30 pm
COM 2800	Publicity Techniques	T	4:00 pm - 6:30 pm	WGS 3050	Race, Class, Gender & Health	W	4:00 pm - 6:30 pm
COM 3040	Persuasion	M	7:00 pm - 9:30 pm	WRIT 1400	Reading, Writing & Research I	TH	4:00 pm - 5:15 pm
COM 3970	Communication Research and Theory	W	4:00 pm - 6:30 pm	WRIT 1400	Reading, Writing & Research I	TH	5:30 pm - 6:45 pm
ENG 2476	Scriptwriting	T	4:00 pm - 6:30 pm	WRIT 2200	Working with Writers	T	4:00 pm - 6:30 pm
ENG 2830	Film & Novel	W	4:00 pm - 6:30 pm	WRIT 2280	Professional & Technical Writing	TH	4:00 pm - 5:15 pm
ENG 3700	Shakespeare	M	4:15 pm - 6:45 pm				

## PROFESSIONAL DEVELOPMENT COURSES • NON-CREDIT

COURSE	TITLE	DAY	TIME	COST
XPER 300	Perioperative Certificate (Milton Campus)	September 18, 2019 - March 18, 2020	Wednesdays, 5:00 - 9:00 pm	\$3995. Includes AORN membership
<p>Perioperative 101 is a non-credit six-month certificate preparation program that prepares RNs to sit for certification through Association of periOperative Registered Nurses (AORN). The program is delivered in a hybrid format, combining in-class and online learning activities. The AORN has developed a full curriculum designed to meet the national standards established for this role.</p>				
XPAY 0100	Paytrain Level 1 (Milton Campus)	Saturdays: 9/14, 9/21, 10/12, 10/19, 11/2 *Dates subject to change	9:00 am - 2:00 pm	\$895. includes books/ online learning tools
<p>PayTrain Level I course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for FPC certification. For those taking the CPP examination it is strongly recommended that you take the PayTrain Level 1 and Level 2 courses. Learning the fundamental calculations and applications is critical to passing the CPP exam and is not covered in PayTrain Level 2.</p>				
XPAY 0300	Paytrain Level 2 (Milton Campus)	Saturday: 1/18, 1/25, 2/15, 2/29, 3/7	9:00 am - 3:00 pm	\$995. includes books/ online learning tools
<p>PayTrain Level 2 is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation.</p>				
XHRM 3000	SHRM Learning System Test Preparation - CP/SCP (Milton Campus)	Thursdays, Sept 5 - Dec 5 (no class 10/31 and 11/28)	6:00 pm - 9:00 pm	\$1250. includes books/ online learning tools
XHRM 3000	SHRM Learning System Test Preparation - CP/SCP (Milton Campus)	Saturdays, Sept 21, Oct 5, 19, Nov 2, 16, Dec 7	9:00 am - 3:00 pm	
XHRM 3000	SHRM Learning System Test Preparation - CP/SCP (Plymouth Campus)	Saturdays, Sept 7, 14, 28, Oct 19, 26, Nov 9, 23	8:30 am - 1:15 pm	

The SHRM Learning System for SHRM-CP/SHRM-SCP includes five modules covering the comprehensive SHRM BoCK so you'll learn everything you need for the SHRM-CP or SHRM-SCP exam: HR Competencies, People, Organization, Workplace and Strategy.

# TUITION AND REGISTRATION INFORMATION

## Registration Information

### Online

Curry Students should log on to the MyCurry Student Portal, and click on the Course Registration icon to access the Course Registration Request System. From there students can search for and select courses, and submit registration requests to the Continuing Education office.

Students taking their first course at Curry should go to the Continuing Education page on the Curry website at [www.curry.edu/cegrad](http://www.curry.edu/cegrad). At the top of the page click on Course Schedules, scroll down to click on Schedules/Key Dates/Registration, then select Guest Registration Portal to search for, select and submit course registration requests.

### In Person

Come to the Continuing and Graduate Studies Office during regularly scheduled office hours in Milton or Plymouth. (See inside back cover for campus hours.)

	By Phone
Milton:	(617) 333-2364
Plymouth:	(508) 747-2424

## TUITION AND FEES

All tuition and fees are due at the time of registration. Rates below are effective Fall 2020 through Summer 2021

- Continuing Education Milton \$442 per credit
- Continuing Education Plymouth \$386 per credit
- Nursing RN to BS (Online and all locations) \$375 per credit

Institutional financial assistance is available for RN-BS students who enroll in at least 6 credits per semester, and for CE students who enroll in at least 9 credits per semester, which will reduce the per-credit costs to \$375 per credit. Students should speak with their Curry program advisor to learn more.

Milton rate applies only to weekday classes after 4:00 pm, and all weekend classes.

### Payment Options

A deferred payment option is available to Continuing Education students who demonstrate that they have a tuition reimbursement benefit through their employer or the government. Students who qualify may pay their tuition at the end of each course, rather than upon registration. Students in this category are responsible for payment, and tuition may not be left unpaid pending reimbursement by an employer or other agency. Please contact the Continuing and Graduate Studies Office for further details and to complete a Deferred Payment Request Form. The deferred payment option is not available for graduate courses but graduate students may inquire about a multiple payment plan by calling the Graduate Studies Office at (617) 333-2364.

Direct billing is available for students who demonstrate that their employer or other organization will be paying the college directly for their classes. Students in this category may register upon providing appropriate documentation, such as a purchase order or voucher.

Online payments: Curry College partners with Tuition Management Systems (TMS) to process credit/debit card and checking/savings account payments online. TMS accepts American Express, Discover, MasterCard and VISA cards. To pay online, simply log onto the TMS secure website at [www.curryce.afford.com/paynow](http://www.curryce.afford.com/paynow) and select "Make a One Time Payment". Students can also access this online payment gateway directly from the Curry Web Portal. Credit and debit card transactions will have a service fee applied. A transfer payment from a bank checking or savings account will not incur a service fee.

### Grade/Pass/Fail

Only Continuing Education courses outside of the student's major may be declared Pass/Fail. Only one course each semester may be graded in this manner. The deadline for declaring is the same as the withdrawal deadlines outlined in the Key Dates section of this Schedule Guide. Please request the form from any Continuing and Graduate Studies Office. The Pass/Fail option is not available for Graduate courses.

### Auditing a Course

Non-degree students may audit Continuing Education or Graduate courses on a space available basis. Auditors are subject to full tuition and fees for the course and must be formally registered. There is no auditing option in cohort-based programs.

### Add/Drop

You must contact the Continuing and Graduate Studies Office to add or drop a course. Students can add a course through the first week of classes by contacting any Continuing and Graduate Studies Office. Students who want to drop a course from their schedule must do so through any Continuing and Graduate Studies Office prior to the start of the term. A student is financially responsible for any courses that are not officially dropped before the first day of classes (see Refund Policy below).

### Withdrawal

You must contact the Continuing and Graduate Studies Office to withdraw from a course. Please refer to the Key Dates section of this Schedule Guide for specific withdrawal deadlines. Students will receive a "W" for a grade. Non-attendance does not constitute a withdrawal.

### Disability Services

Curry College is committed to providing accommodations for students with documented learning disorders, visual, hearing and mobility impairments, psychiatric disabilities and medical conditions. Academic accommodations are arranged on a case-by-case basis, and may include, but are not limited to: additional time to complete exams; a separate, more distraction-reduced exam room; note taker support; and textbooks in alternative format. For additional information, please call (617) 333-2385.

### Refund Policy

Full refunds will be made only if a course is canceled; if a student withdraws from a course before the course begins; or, if it is confirmed by the end of the add-drop period that the student has not attended.

Students who withdraw within the first two weeks\* of a course will receive a partial refund. The refund schedule is as follows:

- Students who withdraw within the first week of the course receive a 75% refund
- Students who withdraw within the second week of the course receive a 50% refund
- Students who withdraw during or after the third week of the course do not receive a refund

\* A course week begins on Monday and ends on Sunday.

The following refund policies apply to in-class, hybrid, and fully online courses.

#### One-week Intensive Courses

If students drop before the second day of class, 75% refund.

#### Two- and Three-week Intensive Courses

If students drop before the third day of class, 75% refund.

After these deadlines, students are financially responsible for the full cost of the course.

## Required Immunization Certificate

Massachusetts Law 105 CMR 220.600 requires Curry College to collect a certificate of immunization from all full-time students. This applies to any Continuing Education or Graduate student who is carrying a full-time course load.

For Continuing Education students Curry defines full time as 12 or more credits during a semester including intensive courses falling within a semester. As an example, if a CE student takes 6 credits in Term I and 6 credits in Term II, they would meet the definition of full time.

For Graduate students, Curry defines full time as 6 or more credits during a semester including intensive courses falling within a semester. An MBA student taking one 3 credit course in Term I and one 3 credit course in Term II would meet the definition of full time. An M.Ed, MACJ, or MSN student taking 6 or more credits during fall or spring semester would be considered full time.

If you know what your course load will be and you will meet the definition of a full-time student, please plan ahead and file your certificate of immunization prior to or with your registration. All students who have not filed the certificate and who are found to be in full-time status will receive a notice from Curry College that they have 30 days to file the certificate or future registration will be blocked.

Each full-time student must provide a certificate of immunization that the student has received the following:

- 1) At least one dose of mumps and rubella vaccine(s) given at or after 12 months of age
- 2) Two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age
- 3) A booster dose of tetanus-diphtheria within the last ten years
- 4) Three doses of Hepatitis B vaccine

The certificate of immunization form and instructions can be obtained from any campus Continuing and Graduate Studies Office.

## Mandatory Health Insurance

Effective September 1, 1989, the Massachusetts Law C.15A, s. 18 requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum.

According to the state regulation comparable coverage is considered a health plan that provides comprehensive coverage, including preventive care, emergency services, surgical services, hospitalization benefits, ambulatory patient services, and mental health services. In addition, the services covered need to be reasonably accessible to the student in the area where the student attends school. Students are not allowed to waive coverage if their insurance carrier is from outside the U.S. (international insurance) or traveler's insurance. For further information about the Curry College health insurance plan, please visit [www.gallagherstudent.com/curry](http://www.gallagherstudent.com/curry).

For questions regarding the health insurance premium, contact the Curry College Office of Student Accounts at (617)333-2354.

## Bookstore

New and used textbooks for all Curry campuses can be purchased online via the Curry College Bookstore at [www.curry.bkstr.com](http://www.curry.bkstr.com). If you do not see a listing for your course online, or for students using Bookstore Vouchers, please contact the Curry Bookstore via email at [bookstor@curry.edu](mailto:bookstor@curry.edu) or via phone at (617) 333-2322.

In addition, textbooks for all Curry campuses can be purchased in person. The Curry College Bookstore is located on the second floor of the Student Center at the Milton Campus.

The Bookstore also carries a full line of Curry College clothing and gift items, school supplies, health and beauty products, snacks and beverages. Please call (617) 333-2322 for current store hours or visit the website at [www.curry.bkstr.com](http://www.curry.bkstr.com).

## I.D. Cards

Students may obtain a Photo I.D. Card from the Public Safety Office on the Milton campus or the Continuing Education and Graduate Studies Office at the Plymouth campus. I.D. Cards are optional but are required to use the Library. Please contact the Continuing and Graduate Studies Office in Milton or Plymouth for more details.

## Classroom Locations

Students can access their course schedule online for information on specific classroom locations and course faculty. Students can also obtain this information from any Continuing and Graduate Studies Office.

## Curry Student Web Portal & Student Email Accounts

All Continuing Education and Graduate students are assigned an online account to access the "myCurry" Web Portal. The Web Portal houses important academic and student information as well as other useful services, including Curry student Email (a Gmail account), Blackboard, course schedules, course assessments, grade reports, academic transcripts, library resources, and other financial aid and personal information. New students are provided with their Web Portal personal log in information in the welcome packet mailed to their permanent address. If lost or forgotten, password information is available in person at the Tech Center, by Curry College Email or in person at the CE/Grad Studies office. Please note, for your protection passwords are not given out over the telephone nor emailed to any non-Curry email address.

## Campus Safety

Curry College is committed to assisting all members of the College community in providing for their own safety and security. Information regarding campus security and personal safety including topics such as crime prevention, College law enforcement authority, crime reporting policies, crime statistics for the most recent three year period, and disciplinary procedures is available upon request from the Curry College Public Safety Office, 1071 Blue Hill Avenue, Milton, MA 02186 or by calling (617) 333-2232.

## Emergency Closing

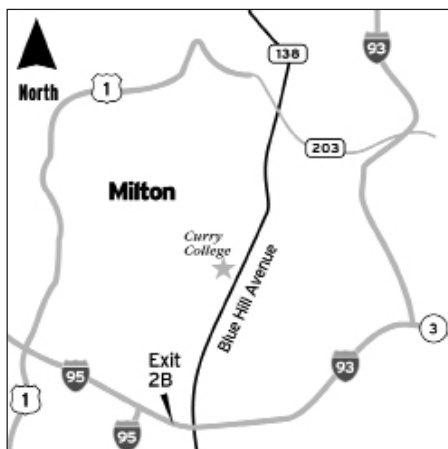
Please call the Campus Emergency Hotline at (617) 333-2075 for up to date information on whether classes have been canceled. Messages will also be recorded on the main numbers for the Continuing and Graduate Studies Offices in Milton and Plymouth. The Emergency Hotline is generally updated by 7:00 am. Decisions on cancellation of evening classes are generally made by 3:00 pm. Every effort is made to contact faculty and students directly when a decision is made to close the College, but if in doubt, call the Hotline before traveling to class.

## Family Educational Rights and Privacy Act

In accordance with the Family Educational Rights and Privacy Act of 1974, Curry College permits its students to inspect their records wherever appropriate and to challenge specific parts of them when they feel it is necessary to do so. Specific details of the law as it applies to the College are contained in the Curry College Course Catalog.



## DIRECTIONS

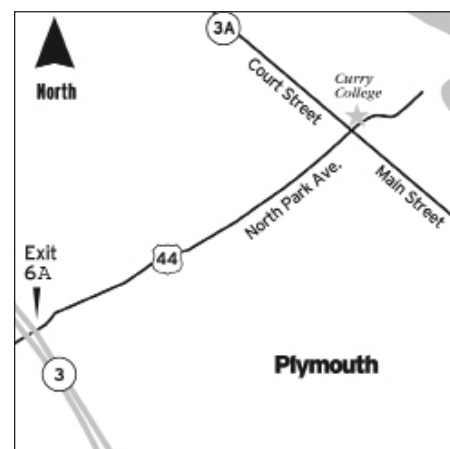


### MILTON

Take Exit 2B off Route 128 onto Route 138 North (Blue Hill Avenue). Proceed through three traffic lights. The entrance to the Curry College campus is on your left.

### PLYMOUTH

Take Exit 6A (Plymouth) off Route 3. Bear right off the exit ramp onto Route 44 East. Follow through two traffic lights. Take a right onto Court St. Follow through one traffic light. Find Cordage Park on your right. Building # 36

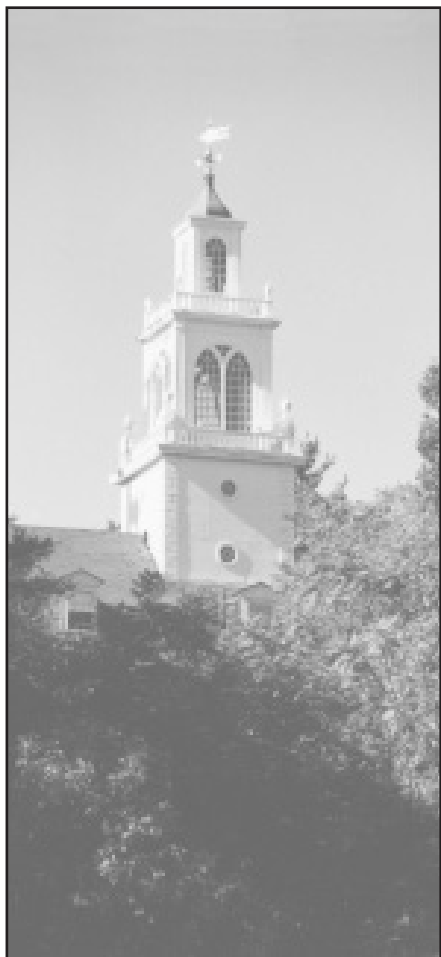


### PARKING:

**Milton:** All Continuing and Graduate Studies students must register their vehicles with the Curry Department of Public Safety. Valid parking permits are required to park on the Milton campus and are issued at the Public Safety office. The permit fee for Continuing and Graduate students is \$25 for the Spring semester only (\$50 for the full academic year). Students must present a valid driver's license and vehicle registration to obtain a permit. Students should take care to park in designated student parking areas or they may be ticketed or towed.

**Plymouth:** There is ample parking available and no parking fee or permit is required.

## DIVISION OF CONTINUING AND GRADUATE STUDIES



### MILTON CAMPUS

1071 Blue Hill Avenue  
Milton, MA 02186  
(617) 333-2364

Hours:  
Mon. – Thurs. 8:30 AM – 4:30 PM  
Fri. – 8:30 AM – 4:30 PM  
Saturday – Hours vary

Lisa Huyghe  
Director of Enrollment

Deborah Clifford  
Senior Assistant Director

Nathan Adkins  
Johanna Fleisher  
Assistant Directors

Jane Clougherty  
Senior Enrollment Representative

Sandra Connelly  
Enrollment Representative

Nicholas Petchell  
Enrollment Services Specialist

### PLYMOUTH CAMPUS

36 Cordage Park Circle Ste. 200  
(508) 747-2424

Hours:  
Mon. – Thurs. 8:30 AM – 4:30 PM  
Fri. – 8:30 AM – 4:30 PM

Anne Berriault  
Director

Nancy McCann  
Assistant Director

Keri Mazzilli  
Operations Coordinator

Ellen McLean  
Enrollment Representative

# CURRY COLLEGE

DIVISION OF CONTINUING AND GRADUATE STUDIES

email: [CCCE@CURRY.EDU](mailto:CCCE@CURRY.EDU)

web: [curry.edu/cegrad](http://curry.edu/cegrad)

MILTON: 617-333-2364 | PLYMOUTH: 508-747-2424