

ADDENDA/ERRATA SHEET

MILDRED ELLEY

ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES
2016-2017 ACADEMIC CATALOG

Please note the following *addition*, ~~deletion~~, or change to the 2016-2017 Academic Catalog

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Catalog Effective Date: ~~9/1/2016~~ 12/16/2016

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CATALOG INFORMATION

The effective date of this catalog is ~~September 1, 2016~~ December 16, 2016.

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Academic Calendar, 2016-2017

ACADEMIC TERM	IMPORTANT DATES
Fall I, 2016	Monday, September 19, 2016 – Sunday, November 13, 2016 Add / Drop Period Ends: Sunday, September 25, 2016 ☼ Holiday: Monday, October 10, 2016 (Columbus Day) Mid-Terms: Tuesday, October 11, 2016 – Sunday, October 16, 2016 Final Exams: Monday, November 7, 2016 – Sunday, November 13, 2016 Last Day of Classes: Sunday, November 13, 2016
Fall II, 2016	Monday, November 14, 2016 – Sunday, January 15, 2017 Add / Drop Period Ends: Sunday, November 20, 2016 ☼ Thanksgiving Break: Thursday, November 24 – Friday, November 25, 2016 Mid-Terms: Monday, December 5, 2016 – Sunday, December 11, 2016 ☼ Break: Saturday, December 24, 2016 – <u>Monday, January 2, 2017</u> Classes resume January 2, 3, 2017 Final Exams: Monday, January 9, 2017 – Sunday, January 15, 2017 Last Day of Classes: Sunday, January 15, 2017 ☼ Break: Monday, January 16 – Sunday, January 22, 2017

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Standard Course Progression – Practical Nursing

<p>MODULE 1 HEA112 (3cr) DLP100 (1cr) GS101 (2cr) GS102 (3cr)</p> <p><i>*Students must pass HEA112 in order to take BIO110.</i></p>	<p>MODULE 3 BIO210 (4cr) BIO211 (3cr)</p> <p><i>*Student must pass all coursework to this point in order to enter the PN proper courses.</i></p>	<p>MODULE 5 LPN210 (5cr) LPN 120 (1cr)</p>	<p>MODULE 7 LPN240 (6cr)</p>
<p>MODULE 2 BIO110 (4cr) ENG102 (3cr)</p>	<p>MODULE 4 LPN122 (1cr) LPN130 (4cr) PSY105 (3cr)</p> <p><i>*Students must pass all courses above in order to enter clinical rotations.</i></p>	<p>MODULE 6 LPN230 (6cr) GS251A (1cr)</p>	<p>MODULE 8 LPN220 (5cr) LPN280A (1cr)</p>

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Requirements for Admission to the Practical Nursing Programs

Acceptance to the program(s) in Practical Nursing is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date.

Candidates for admission to the Practical Nursing program(s) must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**

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Network Administration and Computer Security Certificate

HEGIS Code 5104

39 Semester Credit Hours

The Network Administration and Computer Security certificate program provides training and instruction in network administration, computer repair, and end user support. Among the primary functions of a Network Administration and Computer Security Technician are support of computer networks, network troubleshooting, repairing computer hardware, loading and upgrading system and application software, supporting computer peripherals, and providing user support. Students will receive broad instruction so that the skills can be applicable to a variety of situations and allow for growth and specialization within their chosen field.

Additionally, this program prepares students to take several Microsoft certification examinations that collectively lead to certifications as a Microsoft Technology Associate (MTA®), Microsoft Certified Technology Specialist (MCTS®), and CompTIA® A+. Mildred Elley is an advanced level Microsoft IT Academy member, and uses Microsoft-approved materials, textbooks and software for many of its courses that support preparation for these credentials. For a description of alignment of individual courses with exams and certifications, please refer to the description for the Information Technology A.O.S. degree program.

The certificate program provides the foundation courses needed to pursue an A.O.S. degree in Information Technology.

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
Major Core Requirements		
DLP 100	Principles of Digital Literacy	1
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 224	Networking II	3
IT 226	Client Operating Systems	3
IT 232	Computer Security	3
Restricted Elective(s)	3	
General Education Requirements		
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
MAT ***	Mathematics (MAT) Elective*	3
Interdisciplinary and Career Studies Requirements		
GS 101	Freshman Seminar	2
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
General Elective(s)		
Elective(s)	1	
TOTAL SEMESTER CREDIT HOURS		39

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- Restricted electives in this program include all courses in Information Technology (IT) and Computer Science (CS) not otherwise included in the program, or related courses in other curricula (for example, software courses in Business Management (BM), ~~Digital Graphics and Multimedia Design (DGM)~~, Digital Literacy and Productivity (DLP), ~~Game Design and 3D Animation (GDA)~~, etc.) by permission of Department Chair.

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The TEAS VI exam is an entrance exam designed to predict candidate success in the practical nursing program. The TEAS test may be taken once per cohort cycle. The TEAS test is generally offered three times per year, in February, June, and September. The TEAS VI exam may only be taken at the Mildred Elley campus ~~or at another approved TEAS exam testing center.~~

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Admissions of International Students

Mildred Elley is approved by the Department of Homeland Security to enroll non-immigrant students in its programs. Applicants to Mildred Elley who will require an F-1 visa from the college must inform their Admissions Representative so a referral can be made to the Designated School Official for International Students for further processing.

International Applicants will be required to take the TOEFL Test and achieve a score of 79 (IBT) or above.

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Third Party Placement Verification

Mildred Elley uses a third-party servicer to verify graduate employment placement

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TRANSCRIPTS

~~Transcripts are issued only with a signed, written request and are mailed directly to the recipient by the Office of the Registrar. A transcript fee is charged for each request. Transcripts are issued when all financial obligations to the college have been fulfilled and any delinquent loans have been cleared.~~

Transcripts are issued through the Registrar's office. Transcripts can be requested online at mildred-elley.edu/transcripts. Click on the campus attended and complete the required contact information and dates enrolled. There is an \$8.25 fee for an official transcript that must be paid by credit or debit card. The card is not charged until the College sends your transcript. The transcript will be delivered in 2 to 5 business days. They can be delivered by electronic upload, mail or held for pick-up. Order updates will be sent via email or text message or can be tracked online. You can also submit a signed, written request to the Office of the Registrar. Transcripts cannot be issued unless all financial obligations to the college have been fulfilled and any delinquent loans have been cleared. A balance due to the school could result in denial of the transcript request. Please note that the transcript fee and process are subject to change at any time.

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Message Board Review Class	\$50.00	<u>\$275.00</u>
Message Therapy		
State (New York) Examination Fee		\$108.00
Message Therapy		
State (New York) Temporary License <u>Limited Permit</u> Fee		\$35.00
Message Therapy		
Castle Worldwide Registration Fee	\$250.00	<u>\$260.00</u>
Licensure examination for Massage Therapy		

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Albany – Page 54 (below Proficiency Examination Policy)
Metro – Page 48 (below Proficiency Examination Policy)
Pittsfield – Page 45 (below Proficiency Examination Policy)

College Level Examination Programs (CLEP)

Mildred Elley grants credit for the College Level Examination Programs (CLEP), when these examinations cover material comparable to that given in courses at the College. If credit has been granted through examination prior to application to Mildred Elley, an official transcript must be sent to the Registrar.

Albany – Page 43 (after Drug Violations)
Metro – Page 38 (after Drug Violations)

Mildred Elley Policies on Sexual Violence Prevention and Response

Definition of Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c. Consent may be initially given but withdrawn at any time.
- d. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the

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influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

f. When consent is withdrawn or can no longer be given, sexual activity must stop.

Policy for Alcohol and/or Drug Use Amnesty

The health and safety of every student at Mildred Elley is of utmost importance. Mildred Elley recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Mildred Elley strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Mildred Elley officials or law enforcement will not be subject to Mildred Elley's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”

Students' Bill of Rights

Mildred Elley is committed to providing assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in college programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus or off campus:

All students have the right to:

1. Make a report to local law enforcement and/or state police;

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2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
 3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
 4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
 5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
 6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
 7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
 8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
 9. Access to at least one level of appeal of a determination;
 10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
- Victims/survivors have many options that can be pursued simultaneously, including reporting the incident to the Campus President or local law enforcement agencies by dialing 911.

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Transcript Notation Policy

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), Mildred Elley shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” A student may appeal the inclusion of the required notation by following the Institutional Grievance and Decision Appeal Procedures outlined on pages 34-37 (Albany Catalog) and pages 30-33 (NYC Metro Catalog).

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Albany – Page 72 (after Certificate Program)

Metro – Page 54 (after Degree Program)

MASSAGE THERAPY PROGRAM DEVELOPMENT - SED REQUIREMENTS AND PROPOSED COURSES								
					Hygiene/	Western/	Direct	Add'l
	A & P	Neuro	M & K	Pathology	First Aid	Oriental	Appl.	Instr.
Requirement	150	50	150	100	75	150	150	175
Medical Terminology				10				35
Anatomy & Physiology I	75							
Anatomy & Physiology II	75							
Neurology		45						
Myology and Kinesiology I			45					
Myology and Kinesiology II			45					
Myology and Kinesiology III			45					
M & K Palpation and Muscle Testing		5	15				10	
Pathology I				45				
Pathology II				45				
First Aid and CPR					45			
Aromatherapy and Reflexology					8	7		
Professional Development and Ethics I					5			25

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Professional Development and Ethics II								30
Western Massage I					5	30	10	
Western Massage II					10	25	10	
Oriental Massage I						30	15	
Oriental Massage II						30	15	
Clinic I					5		45	
Clinic II							45	
Neuromuscular Therapy						15	15	
Sports Massage						15	15	
Myofascial Release and Craniosacral Therapy						15	15	
Restricted Elective						15		
Restricted Elective						15		
Total	150	50	150	100	78	197	195	90
General Education (degree only)	10 Credits							
English Composition	3							
Oral Communication	3							
Psychology	3							
Research, Analysis and Writing	1							

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Albany – Page 61 (after Registered Degree Programs)

ACADEMIC DEPARTMENTS STATEMENT OF PURPOSE

Department of Business Management

The purpose of the Department of Business Management at Mildred Elley is to offer a wide variety of undergraduate coursework that provides the knowledge and skills necessary for students to obtain and retain quality careers in their area of expertise within the business field. We provide the most up-to-date information students need to gain the “soft and hard skills” necessary to succeed in today’s global business environments. We offer coursework that encourages students to make ethical decisions in both their personal and business lives, and foster a commitment to life-long learning.

Department of Information Technology

The purpose of the Information Technology Department is to educate our students in the latest technology they will see in the careers. Mildred Elley will prepare them to be competent in their field through a well-rounded selection of courses in all areas of the information technology field. Students will study topics in web design, programming languages, hardware and software maintenance, and networking.

Department of Paralegal Studies

The Paralegal Studies curriculum is designed to provide our students with the theoretical knowledge and practical skills necessary to successfully compete for employment in a professional legal environment and/or undertake additional studies to earn a higher academic degree.

Department of Massage Therapy

The purpose of this program is to create a challenging learning environment that sets high expectations for the student, as well as providing them with the necessary skill set for successful performance on the Licensing Exam. Students will be equipped with the knowledge to participate in the new continuing education requirement set forth by the State to ensure continued success in the field.

Department of Medical Assisting

The purpose of the Medical Assistant Department is to develop the next generation of skilled healthcare personnel to meet the medical needs of diverse patient populations with compassion and quality care.

Department of Nursing

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The purpose of the Practical Nursing Program is to prepare candidates for a successful career as a licensed practical nurse. In an effort to successfully educate and develop candidates, nursing faculty will mentor and guide students in a compassionate and caring manner exuding their own passion for the profession of nursing. Faculty members deliver both nursing theory and clinical expertise that are grounded in scientific evidenced based practice and relevant practical nursing experiences instilling a sense of professionalism, altruism and accountability in each student. Ultimately, students are prepared for licensure utilizing modern methodologies with an emphasis on analytical and critical thinking and clinical skills necessary for the delivery of quality nursing care.

Department of General and Interdisciplinary Studies

The purpose of the General and Interdisciplinary Studies Department is to educate and prepare students for the professional world through theories and techniques using the arts and humanities; to demonstrate practical and ethical working skills while exhibiting both soft skills and effective communication skills.

Non-Credit Bearing Programs

Mildred Elley's non-credit bearing certificate programs are designed to prepare each student for quality job opportunities with career potential. The programs are tailored to meet the student's goals and provide the support necessary for success.

Metro – Page 51 (after Registered Degree Programs)

ACADEMIC DEPARTMENTS STATEMENT OF PURPOSE

Department of Business Management

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Department of Massage Therapy

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Department of Medical Assisting

The purpose of the Medical Assistant Department is to develop the next generation of skilled healthcare personnel to meet the medical needs of diverse patient populations with compassion and quality care.

Department of Nursing

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Department of General and Interdisciplinary Studies

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Pittsfield – Page 49 (after Programs Offered)

ACADEMIC DEPARTMENTS STATEMENT OF PURPOSE

Department of Business Management

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Department of Cosmetology

The Cosmetology Certificate program qualifies and prepares its graduates for successful passage of the Commonwealth of Massachusetts Cosmetology licensing examination, administered by the Board of Registration of Cosmetologists, and successful practice in the field of cosmetology and appearance enhancement. The program is equivalent to 1,000 clock hours of instruction. Students are required to complete a minimum of 1,000 hours distributed among fields required by the Board in order to be eligible to register for the Board licensure examination.

Department of Early Childhood Education

The certificate program in Early Childhood Education prepares students to work with young children in schools and childcare agencies as teacher's aides, teaching assistants, and preschool teachers, and with acquisition of additional experience, as lead preschool teachers. Program graduates will be prepared to utilize a variety of instructional strategies and assessment methods in order to meet the learning goals and needs of all students. The program provides a strong academic foundation in early childhood education (including a variety of experiences in the classroom, community, and educational settings) and liberal arts, while focusing on developmentally appropriate practice as defined by Massachusetts Department of Early Education and Care and the National Association for Education of Young Children (NAEYC) guidelines for early childhood learning. Upon completion of 9 months of work experience, graduates are qualified to apply for the Level 1 Teacher, Infant-Toddler and/or Preschool Certification, as established by the Massachusetts Department of Early Education and Care. Upon completion of 18 months of work experience, graduates are qualified and may apply for the Level 2 Lead Teacher, Infant-Toddler and/or Preschool Certification.

Department of Information Technology

The purpose of the Information Technology Department is to educate our students in the latest technology they will see in the careers. Mildred Elley will prepare them to be competent in their field through a well-rounded selection of courses in all areas of the information technology field. Students will study topics in web design, programming languages, hardware and software maintenance, and networking.

Department of Massage Therapy

The purpose of this program is to create a challenging learning environment that sets high expectations for the student, as well as providing them with the necessary skill set for successful performance on the Licensing Exam. Students will be equipped with the knowledge to participate in the new continuing education requirement set forth by the State to ensure continued success in the field.

Department of Medical Assisting

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Department of Paralegal Studies

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Department of Nursing

The purpose of the Practical Nursing Program is to prepare candidates for a successful career as a licensed practical nurse. In an effort to successfully educate and develop candidates, nursing faculty will mentor and guide students in a compassionate and caring manner exuding their own passion for the profession of nursing. Faculty members deliver both nursing theory and clinical expertise that are grounded in scientific evidenced based practice and relevant practical nursing experiences instilling a sense of professionalism, altruism and accountability in each student. Ultimately, students are prepared for licensure utilizing modern methodologies with an emphasis on analytical and critical thinking and clinical skills necessary for the delivery of quality nursing care.

Department of General and Interdisciplinary Studies

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Pittsfield – Page 40 (after Credit Hour Ratios)

Cosmetology Make Up Policy

Students are required to make up absent hours before they can be awarded a passing grade for the course. In addition, students cannot make up time before the absences actually accrued. The school provides students with a schedule of designated make-up hours available. No more than 30% of hours for each class can be made up in make-up hours.

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Pittsfield – Page 51 (after Administrative Assistant Certificate Program)

Business Technologies Specialist Certificate Program Credit Hours

39 Semester

Technology has vastly increased productivity and independence in the workplace. Microcomputers put both flexibility and computing power at every workstation. This program is designed to include information processing theory and the hands-on use of software applications.

Students will develop skills in office productivity software and computer operating systems, including word processing, spreadsheet and database applications, desktop publishing, and document processing. The program also provides a core of theoretical knowledge and applied skills in general business management, general education and higher education success, career and employment preparation, and further specialization and exploration of different subjects through both general and restricted electives.

The certificate program also provides the foundation courses needed to pursue an Associate's degree in Business Management at Mildred Elley's campus in Albany, New York.

Course Number	Course Title	Semester Credits
<i>Major Core Requirements</i>		
BM 112	Business Organization and Management	3
BM 200	Customer Service and Sales Management	3
DLP 105	Document Processing I	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
	Restricted Elective(s) (ACC, BM, POM)**	3
<i>General Education Requirements</i>		
ENG 102	English Composition*	3
<i>Interdisciplinary and Career Studies Requirements</i>		
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
<i>General Electives(s)</i>		
	Elective(s)	8
Total Semester Credit Hours		39

* General Education Course

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** Restricted electives in this program include all courses in Accounting (ACC), Business Management (BM), or Professional Office Management (POM) not otherwise included in the program, or related courses in other curricula by permission of Department Chair.

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures

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Campus Library

The library offers a collection of books, periodicals, and audio-visual resources to support all Mildred Elley programs of study, as well as titles for leisure reading. In 2015, the Library had available 2267 physical books, 157 media, such as audio visual materials, cartographic materials, graphic materials, 3 dimensional artifacts realia. 262 electronic books / media and 39 available databases. Through Capital District Library Council membership, the library also offers Interlibrary Loan and the Direct Access Program, allowing students and faculty to borrow materials from other libraries.

In addition, the library subscribes to three online databases: LexisNexis Academic Universe, Academic OneFile, and CINAHL, which may be accessed through the library homepage. A collection of online databases made available through New York State:

<http://library.mildred-elley.edu>

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Campus Library

The library offers a collection of books, periodicals, and audio-visual resources to support all Mildred Elley programs of study, as well as titles for leisure reading. In 2015, the Library had available 1820 physical books, 193 media, such as audio visual materials, cartographic materials, graphic materials, 3 dimensional artifacts realia. 25 electronic books / media, 25 electronic media and 3 available databases Through Metropolitan New York Library Council membership, the library also offers Interlibrary Loan and the Direct Access Program, allowing students and faculty to borrow materials from other libraries.

In addition, the library subscribes to three online databases: LexisNexis Academic Universe, Academic OneFile, and CINAHL Plus, which may be accessed through the library homepage. A collection of online databases made available through New York

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Campus Library

The primary purpose of the Campus Library is to provide students with the materials, reference sources, and individual attention necessary to succeed in their programs. The Library offers a circulating collection of books in the subject areas of instruction; a non-circulating reference section; a periodical collection consisting of newspapers, magazines, and journals; an audio-visual selection; and titles for leisure reading. In 2015, the Library had available 1090 physical books, 108 media, such as audio visual materials, cartographic materials, graphic materials, 3 dimensional artifacts realia, 476 electronic books / media and 4 databases. The Mildred Elley Pittsfield Campus Library also participates in the Inter-Library Loan program through the Berkshire Athenaeum, located within walking distance from campus. Pittsfield Campus students also enjoy borrowing privileges at the Mildred Elley's Albany Campus Main Library and may request Direct Access Program (DAP) cards that allow them to borrow books from library members of the Capital District Library Council (CLDC).

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ADMISSION ENROLLMENT AS A NON-MATRICULATED STUDENT

Mildred Elley regularly opens some of its credit-bearing course sections to non-matriculated students through College in High School and Continuing and Professional Education programs.

The College in High School program allows high school students in grades 10 through 12 bearing coursework concurrently with completing their high school graduation requirements, pursuant to approval by their high school principal or designee. The Continuing and Professional Education program allows individuals to enroll in courses of their interest at the institution.

The students will receive first priority for all courses offered.

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ADMISSION ENROLLMENT AS NON-MATRICULATED STUDENT

Mildred Elley regularly opens some of its credit-bearing course sections to non-matriculated students. The Institution s matriculated students will receive first priority for all courses offered.

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Administrative Assistant Certificate Program

HEGIS Code 5005

39 Semester Credit Hours

In today's economy, skilled administrative assistants are essential in all professional offices. Administrative support personnel are responsible for producing professional correspondence, handling confidential records, creating newsletters and brochures, maintaining office organization, and providing outstanding customer service to both internal and external customers. This program provides hands-on computer training that allows students to compete in today's technological environment.

Graduates of the *Administrative Assistant* program obtain employment in all types of businesses including law offices, medical offices, insurance companies, schools and colleges, accounting firms, and governmental agencies.

This program also provides the foundation courses needed to pursue an A.O.S. degree in *Office, Project, and Event Management*.

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
Major Core Requirements		
BM 200	Customer Service and Sales Management	3
BM 222	Office Information and Management Systems	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
	Restricted Elective(s)♦	3
POM 110	Introduction to Professional Office Management	3
POM 114	Professional Office Management Seminar	3
General Education Requirements		
ENG 102	English Composition*	3
Interdisciplinary and Career Studies Requirements		
GS 101	Freshman Seminar	2
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
General Elective(s)		
	Elective(s)	8
TOTAL SEMESTER CREDIT HOURS		39

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Administrative Assistant Certificate Program

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Graduates of the *Administrative Assistant* program obtain employment in all types of businesses including law offices, medical offices, insurance companies, schools and colleges, accounting firms, and governmental agencies.

The certificate program also provides the foundation courses needed to pursue an Associate's degree in *Office, Project, and Event Management* at Mildred Elley's campus in Albany, New York.

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
Major Core Requirements		
POM 110	Introduction to Professional Office Management	3
POM 114	Professional Office Management Seminar	3
BM 200	Customer Service and Sales Management	3
BM 222	Office Information and Management Systems	3
DLP 100	Principles of Digital Literacy	1
DLP 105	Document Processing I	3
DLP 110	Word Processing and Presentation Applications	3
DLP 120	Spreadsheet and Database Applications	3
	Restricted Elective(s) (ACC, BM, POM)♦	3
General Education Requirements		
ENG 102	English Composition*	3
Interdisciplinary and Career Studies Requirements		
GS 101	Freshman Seminar	2
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
General Elective(s)		
	Elective(s)	8
TOTAL SEMESTER CREDIT HOURS		39

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Medical Office Assistant Certificate Program

HEGIS Code 5214

39 Semester Credit Hours

With the technological advances in the health care field, the office staff plays a key role in the medical office environment. The *Medical Office Assistant* program offers students the skills necessary to meet the administrative requirements of medical offices and allied health care facilities. This program offers an intensive study of medical office management and procedures and insurance processing. ~~and transcription of medical reports.~~

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Medical Office Assistant Certificate Program

38 Semester Credit Hours

With the technological advances in the health care field, the office staff plays a key role in the medical office environment. This *Medical Office Assistant* program offers students the skills necessary to meet the administrative requirements of medical offices and allied health care facilities.

This program offers an intensive study of medical office management and procedures and insurance processing ~~and transcription of medical reports.~~ Graduates of this program are prepared for entry level positions as medical secretaries and receptionists, billing specialists, medical records clerks, medical transcriptionists, admitting clerks, and administrative medical assistants.

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Requirements for Admission to the Practical Nursing Programs

Acceptance to the program(s) in *Practical Nursing* is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nursing* program(s) must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “C” or above in Math A (or Algebra) and Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
 - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
 - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
 - A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.
 - Achieve a minimum composite score of 50 on the TEAS VI exam ~~or achieve a score of 70 on ACCUPLACER writing and 56 on mathematics.~~

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and**
 - Achieve an overall cumulative grade point average of 3.0; **or**
 - Achieve a minimum composite score of 50 on the TEAS VI exam.

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Requirements for Admission to the Practical Nursing Programs

Acceptance to the program(s) in *Practical Nursing* is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nursing* program(s) must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “B-” or above in Math A (or Algebra) and Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
 - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
 - earning a grade of “B-” or above in college-level Mathematics and/or Biology coursework; **or**
 - A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.
 - Achieve a minimum composite score of 68 on the TEAS VI exam.

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and**
 - Achieve an overall cumulative grade point average of 3.0; **and**
 - Achieve a minimum composite score of 68 on the TEAS VI exam.

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Requirements for Admission to the Practical Nursing Program

Acceptance to the *Practical Nurse* program is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nurse* program must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**
- Be at least 17.5 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “B-” or above in Math A (or Algebra) and Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
 - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
 - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
 - A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.
 - Achieve a minimum composite score of 50 on the TEAS VI exam.

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and**
 - Achieve an overall cumulative grade point average of 3.0; **or**
 - Achieve a minimum composite score of 50 on the TEAS VI exam.

All candidates must submit the following information:

- Submit names and contact information of three (3) professional references (examples: recent supervisor, employer, school teacher/instructor)
- Submit a Technical/Physical Abilities Verification by a physician, physician’s assistant or nurse practitioner. (This form will include proof of immunizations.)
- All applicants are subject to an iCORI, Level 2 Required Screening Access.
- ~~Achieve a minimum composite score of 50 on the TEAS VI Exam. Class sizes are limited and will be offered to the most highly qualified candidates.~~

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Requirements for Admission to the Massage Therapy Programs

Acceptance to the program(s) in *Massage Therapy* is competitive. Additionally, candidates for admission to the *Massage Therapy* program(s) must meet the following requirements:

- Be a high school graduate or hold a General Equivalency Diploma (GED), *and*
- Be at least 18 years of age as of the first day of scheduled classes, *and*
- Be a United States citizen or an alien lawfully admitted for permanent residence in the United States, *and*
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “C” or above in Math A (or Algebra) and/or Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
 - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
 - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
 - A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.

Students who wish to enter into the MT program under a NYS deficiency letter must obtain permission of the Department Chair and may enter as a non-matriculated student.

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MT 251

Clinic I

1 semester credit 0/0/1

Students, under supervision, perform one-hour massage sessions in the school’s clinic. Students gain practical experience by working directly with clients, strengthening their interview skills, keeping accurate records, researching medical literature, assessing the client, creating a treatment plan, and communicating with the client in a functional way. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II; successful completion of a Department practical exam and by permission of the Massage Therapy Department Chair.*

MT 253

Clinic II

1 semester credit 0/0/1

Students, under the direct supervision of a licensed massage therapist, gain practical experience by performing chair massage and one and one and a half-hour massage session in the school’s clinic. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 251, Clinic I. and by permission of the Massage Therapy Department Chair.*

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MT 177 Massage in a Healthcare Environment 1 semester credit 1/0/0

This course is designed for a massage therapist who has 1-10 minutes with their patient, friend, or family member and wishes to offer him/her the physical, mental, and emotional benefits of touch and massage. This course will provide a variety of techniques that are easily incorporated into a patient's regular day. We will also consider the emotional component, the basic concept of asking for permission, and contraindications of massage. This course is recommended for students that are interested in community outreach work during Clinic II or working after licensure in such a setting. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

MT 178 Medical Massage 1 semester credit 1/0/0

This course is designed to give students a practical understanding of the relationship between specific massage techniques and human pathologies. Students will learn how to employ their technical skills in an effort to accommodate common health conditions. This class will stress the importance of working within a therapist's scope of practice. It will review contraindications and situations where it is appropriate to refer a client out to other health practitioners. The therapeutic benefits and precautions concerning hydrotherapy applications will also be covered. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

MT 233 Polarity Therapy 1 semester credit .5/.5/0

This course serves as an introduction to Polarity therapy. Students will be taught the fundamental principles of natural healing by focusing on the organization of energy fields around the human body. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

MT 235 Thai Massage 1 semester credit 1/0/0

This course covers the basic theories of Thai massage and compares and contrasts it with the theories of Shiatsu. Students are introduced to the basic body mechanics and positioning, as well as some stretches and transitions with the clients in both lying and seated positions. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 203, Oriental Massage II.*

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John J. McGrath, Ph.D.

President