

**University Advisement Center  
Department Manual  
2005**

- 1. The University Advisement Center**
- 2. Directory - University Advisement Center**
- 3. Directory for Academic Advisement by Student Group**
- 4. Academic Departments**
- 5. Placement Testing**
  - Policies
  - A Guide for Initial Freshman Placement
- 6. Transfer Credit Evaluation**
  - Transfer Credits
  - Credit by Evaluation
  - NJ Transfer
- 7. How to Prepare for your Advising Session**
  - Advisor Responsibilities
  - Sample Questions
  - Students' Right to Privacy
  - Student Responsibilities
- 8. Scheduling Advisement Appointments for Continuing Students**
- 9. Degree Requirements & Academic Policies**
- 10. Student Advisement Processes**
  - New Student
  - Transfer Student
  - Readmit
- 11. Students with Unsatisfactory Academic Progress**
  - LEAP
- 12. Declaring Majors, Minors and Teaching Certifications**
- 13. Change of Enrollment Status**
  - Policy
  - Procedure
- 14. Add/Drop and Withdrawal Policies**
- 15. Course Waivers**
  - General Studies or Major Requirements
  - Courses at other Institutions
- 16. Veterans' Educational Benefits**
- 17. International Students & Study Abroad**
- 18. Special Programs**
  - Office of Specialized Services
  - Opportunity Scholarship Program
  - Project Mentor
  - Project 100
  - The Learning Community Program
- 19. Tutoring Resources**
- 20. Gothic Net**
- 21. People Soft Learning Solutions**
- 22. Student Early Alert System**

## **1. The University Advisement Center**

### **Our Mission**

The University Advisement Center serves as the central resource for academic and career exploration. The center provides students with the essential tools for identifying academic and career goals to successfully complete their undergraduate degree.

### **The University Advisement Center**

The University Advisement Center is the central place for all undergraduate advisement, placement testing, transfer credit evaluation, veterans' benefits and study abroad. Its primary goal is to provide comprehensive, individualized advisement to students in order to help them complete their degree requirements in an orderly and directed sequence. Students are assigned to an academic advisor until they are accepted into a major, at which time they are assigned to a faculty advisor.

The Center processes applications for admission to a major and change of major. Whether or not a student has indicated a probable major on the admissions application, each student must apply for admission to a major program by filing an "Undergraduate Declaration of Program of Study Form" in Vodra Hall 101. Students are advised and registered by the Center until such time as they have been accepted into a major. Students in TLC, OSP, F-1 Visa file major applications with their respective advisors.

## 2. Directory University Advisement Center

<b>Name</b>	<b>Division</b>	<b>Extension</b>	<b>E Mail</b>	<b>Department Liaison</b>
Andrews, Pamela	Advisement	3215	pandrews	Art, Media, Music, Dance & Theater
Banks, Kathleen	Advisement/ Study Abroad	2184	kquinlan	Early Childhood, Elem/Secondary, Special Education
Barbee, Devin	Advisement	3376	dbarbee	
Drew, Barbara	Advisement	3422	bdrew	
Duff, John	Assoc. Director.	2193	jduff	
Forgett, Frank	Transfer Services	3418	fforgett	
Greenwood, Michelle	Transfer Services	3302	mgreenwood	
Jackson, Kristine	Advisement	3300	kjackson	
Manuel, Wilmara	UAC Director	3123	wmanuel	
Marano, George	Advisement	3216	gmarano	Business, CJFS, Health Sciences, Nursing
Moreira, Renata	Testing	3305	rmoreira	English, Mathematics Poli Science, Women & Gender
Murimi, Catrice	Int'l Stn/Stu Ab	2089	cmurimi	
Pluchino, Elaine	Advisement/ Veteran's Coordinator	2157	epluchino	Comp.Sci, Geoscience, History, Psychology
Powell, Denise	UAC	2209	dpowell	
Romero, Daysi	Advisement	2184	dromero	Biology, Chemistry Philosophy, Physics
Soares, Maria	Int'l St/Study Ab	2089	msoares	
Sotomayer, Yvonne	Title V Grant	4131	ysotomayer	
Washington, Eula	Transfer Services	3395	uwashington	
Wright, Naomi	Advisement	2177	nwright	Economics, Sociology, Modern Languages

### 3. Directory for Academic Advisement by Student Group

Contacts/Advisors for students in the following groups.

<b>Student Group</b>	<b>Department</b>	<b>Location</b>	<b>Telephone</b>
Declared Majors	Academic Departments Faculty Advisors	See Academic Dept. Listing	
Undeclared Majors	University Advising Ctr. Academic Advisors	Vodra 101	200-3300, 3376 3342
OSP Students	OSP/ EOF OSP Advisors	Vodra 211	200-3355
Athletes	Athletic Department Ms. Bridget Quimbo	AFC 220	200-2560
International Students	International Students Ms. Catrice Murimi	Vodra 101	200-2149
TLC Students	The Learning Community Ms. Kathy Filak	Hepburn 113	200-2204
P-100	P-100 (Learning Block) Ms. Hillary Englert	Grossn. 303	200-3337
Project Mentor	Project Mentor Ms. Jennifer Aitken	Prof. 339	200-2091
<b>Student Resources</b>			
	Financial Aid	Hepburn 215	200-3173
	Registrar	Hepburn 214	200-3333
	Bursar	Hepburn 106	200-3045
	Student Support Services	SUB 306	200-3585
	OASES	Guarini Library	200-2333
	Univ. Service Center	Guarini Library	200-2552
	Library	Guarini Library	200-3016
	ITS Help Desk	Rossey 049	200-4357
	CIS	Rossey 058	200-3350

#### 4. Academic Departments

<u>Department</u>	<u>Chairperson</u>	<u>Location</u>	<u>Telephone</u>	<u>e-mail</u>
African/Afro-Amer. Studies	Dr. D. Sanders	R 530	200-2253	dsanders@njcu.edu
Art	Prof. McNeill	A 125	200-3214	<a href="mailto:wmcneill@njcu.edu">wmcneill@njcu.edu</a>
Biology	Dr. Grew	S 335	200-3054	<a href="mailto:jgrew@njcu.edu">jgrew@njcu.edu</a>
Business Administration	Prof. Ettinger	P 411	200-3353	<a href="mailto:mettinger@njcu.edu">mettinger@njcu.edu</a>
Chemistry	Dr. Pamer	S 423	200-3066	tpamer@njcu.edu
Computer Science	Dr. Ngatchou	R 115	200-3291	jngatchou@njcu.edu
Criminal Justice	Dr. Yaworsky	P 220	200-3492	byaworsky@njcu.edu
Early Childhood	Dr. Juncker	P 329	200-2114	<a href="mailto:jjuncker@njcu.edu">jjuncker@njcu.edu</a>
Economics	Dr. Hordon	G 243	200-3231	hhordon@njcu.edu
Elementary/Secondary	Dr. Hall	P 329	200-3421	ahall@njcu.edu
English	Dr. Wadenpfohl	G 303	200-3337	lwadenpfohl@njcu.edu
ESL	Dr. Coreil	H 111	200-3087	<a href="mailto:ccoreil@njcu.edu">ccoreil@njcu.edu</a>
Ethnic Studies	Dr. Thurston	R 532	200-3251	<a href="mailto:rthurston2@njcu.edu">rthurston2@njcu.edu</a>
Fitness, Exercise & Sport	Ms. Schlegel	W 218	200-3315	<a href="mailto:jschlegel@njcu.edu">jschlegel@njcu.edu</a>
Fire Science	Mr. Malley	P 451	200-3407	kmalley@njcu.edu
Health Sciences	Dr. Rosado	P219	200-3431	<a href="mailto:lrosado@njcu.edu">lrosado@njcu.edu</a>
History	Dr. Thurston	R 536	200-3251	rthuston@njcu.edu
Honors	Dr. K. Sanders	H 304	200-3275	<a href="mailto:ksanders@njcu.edu">ksanders@njcu.edu</a>
International Studies	Dr. Moran	G 244	200-3231	fmoran@njcu.edu
Latin American Studies	Dr. J. Morales	R 528	200-3412	jmorales1@njcu.edu
Literacy Education	Prof. Incardone	P 345	200-3521	<a href="mailto:pincardone@njcu.edu">pincardone@njcu.edu</a>
Mathematics	Dr. Riggs	G 223	200-3201	rriggs@njcu.edu
Media Arts	Prof. Bogawa	Fries	200-3491	rbogawa@njcu.edu
Modern Languages	Dr. Barugel	H 111	200-3176	abarugel@njcu.edu
Multicultural Education	Dr. Farina	H 114	200-3380	<a href="mailto:dfarina@njcu.edu">dfarina@njcu.edu</a>
Music	Dr. Raditz	R 234	200-3151	eraditz@njcu.edu
Nursing	Dr. Boseman	P449	200-3157	<a href="mailto:gboseman@njcu.edu">gboseman@njcu.edu</a>
Philosophy	Dr. Hochsman	G 327	200-3204	hhochsman@njcu.edu
Physics	Dr. Pinkus	G 327	200-3448	<a href="mailto:apinkas@njcu.edu">apinkas@njcu.edu</a>
Political Science	Dr. Lieb	G 244	200-3231	dlieb@njcu.edu
Psychology	Dr. Hallerman	S 431	200-3062	dhallerman@njcu.edu
Sociology & Anthropology	Dr. Ohiwerei	R 539	200-3261	gohiwerei@njcu.edu
Special Education	Dr. Fleres	P 350	200-3023	cfleres@njcu.edu
Women & Gender Studies	Dr. Raissiguier	R538	200-3251	craissiguier@njcu.edu

## 5 Placement Testing

The placement test assesses a student's skill level in English (Writing and Reading) and Mathematics (Computation and Algebra); determining which of the required courses students will take during their first semester at New Jersey City University. Test scores are used to determine whether or not students require non-credit, developmental courses to succeed at college-level work and to insure accurate placement in college level courses. Tests utilized at NJCU, pending on testing season and size of the group being tested, are the ACCUPLACER and the New Jersey Basic Skills Placement Test (NJBSPT).

These tests were designed by the College Entrance Examination Board to assess student skill level, provide placement, and advisement for students entering two or four-year institutions of higher education. The ACCUPLACER test is presented in a computer-adaptive mode, and test scores are provided immediately after testing. Placement test scores are entered into the NJCU Student Administration System (PeopleSoft) by the Testing Coordinator after each testing session. The NJBSPT (COMPANION) test is presented in paper mode, as a backup to the ACCUPLACER, and test scores are provided approximately a week after testing. The COMPANION test is graded manually by the Testing Coordinator and raw scores are converted according to the NJBSPT charts to be entered into the PeopleSoft System by designated staff.

### Who must take the Placement Test

New Jersey City University requires that the following students take the test:

- Full-time and part-time freshmen
- Students who have not already taken the test but who register for course work that would result in the accumulation of 12 or more credits; and  
Full-time and part-time transfer students who have not received transfer credit for college-level composition and mathematics. Students will be tested only after they have been admitted to the University. Students who already hold a bachelor's degree need not be tested. Those with any questions about taking the test are encouraged to contact the Testing Center.

\* Students will be tested only after they have been admitted to the University.

### Freshmen

All full-time and part-time freshmen who are admitted to the college and who are seeking a degree are required to take the NJCU Basic Skills Placement Test. All students must complete this test prior to meeting with their advisor to schedule classes.

\*Students who have taken a placement examination at another college or university should check with the placement test administrator to see if NJCU accepts the reading, computation and algebra scores from a previous test. NJCU requires an on-site writing sample for placement into all College Writing or English Composition classes.

## **Students with Advanced Standing and Transfer Students**

Freshmen with advanced standing and transfer students who have taken the NJCUBSPT and /or have completed equivalent academic foundation courses at another institution should be placed in college-level courses unless the departmental confirming tests indicate otherwise. The confirming tests administered the first week of class are used to identify those students who need additional Academic Foundation coursework to meet the University's academic standards.

*Writing:* Transfer students who have not transferred any credit for an English writing course are required to take a locally developed, one-hour, on-site essay proctored by the Open Writing Lab. This essay is read by the English Department (grading committee). Results are sent to the Testing Coordinator approximately one week after the exam date for input into PeopleSoft.

*Mathematics:* Transfer students who have not transferred any credit for a Mathematics course are required to take a locally developed placement test, which covers topics from basic algebra to calculus. Result forms are submitted directly to students who are responsible for presenting such at their advisement session. Students are required to contact the Math Department directly for further information.

## **Students of English as a Second Language**

Self-identified ESL students are not required to take the NJCUBSPT for placement in the ESL Program. The ESL Testing Administrator tests students with a grammar test, a timed essay and an oral interview. Students who are placed in ESL courses are exempt from the Academic Foundation Requirements in Writing and Reading.

If a student takes the NJCUBSPT and there is any doubt as to whether the student should be placed in College Writing or ESL, the student's essay is to be sent to the ESL Testing Administrator for confirmation. Similarly, ESL can refer student essays to the English Department for placement in academic foundation or college level English course if a student displays native English language proficiency. Students can, therefore, be identified as ESL through English Department's in-house test, self-identification, Freshmen Student Survey, and test administration identification (ACCUPLACER background questions).

Students are referred to the ESL specialist for an in-house examination. The ESL specialist is also responsible for reading the exams and placing students in classes. The test has been normed by the ESL faculty and is normed twice annually with our post-test exam.

The progression of English as a Second Language Courses is listed as follows. The ESL Testing Administrator makes initial placement for all ESL courses.

### ESL Courses

ESL 95	Elementary ESL
ESL 96	Beginning ESL
ESL 100	Basic ESL
ESL 107	Intermediate Expository Writing
ESL 101	English Composition I - ESL
ESL 104	Advanced Expository Writing * <i>Students who have completed ECI-ESL may be required to take Advanced Expository Writing prior to enrolling in ECII-ESL.</i>
ESL 102	English Composition II - ESL

## Students with Learning Disabilities

Students with learning disabilities are eligible for admission to the University through Project Mentor. These students receive mentoring and tutorial help. Learning disabled students who are classified are to be tested by Project Mentor.

Students with learning support disabilities have unlimited time to complete the Minimum Competency Essay Test (MCET) and have the option of writing the essay on a computer, and can use a spell check program. This test is graded in the same way as the NJBSPT essay.

## Arrangements for Students with Disabilities or Special Needs

Students with a learning or physical disability that would be prevented from taking the test under standard conditions, may request special accommodations and arrangements to take it on a case by case basis at a specially scheduled administration. No charge is made for these arrangements. Students who require physical accommodations should contact the Placement Test Administrator.

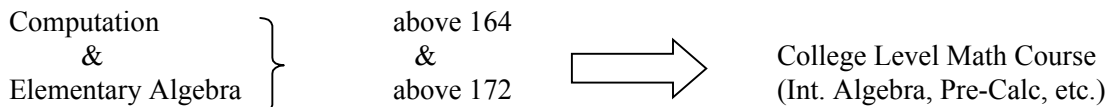
## Placement Test Scores

Current cut off scores and course placements recommendations were established by the Testing Coordinator, the *Academic Foundations Committee*; under the supervision of Dean of Arts and Sciences, and faculty from the English, Math, Modern Languages, and Literacy Departments. The following outline is provided to students, faculty and staff to assist them in interpreting test scores and selecting appropriate courses in English, Reading and Mathematics.

English	1-ESL 2-CWR 3-CWX 4-ECL 5-ECL# 6-ECH	English as a Second Language College Writing (Academic Foundations) College Writing (P100 eligible) * English Composition and Lab English Composition Honors Eligible* English Composition Honors*
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\* If placed into these courses, students are encouraged to discuss P100 or Honors Program eligibility directly with their advisor.

Reading Comprehension	below 162 above 161 above 168	Reading for College (Academic Found.) Reading and Study Skills Critical and Effective Reading
Computation	below 165	Basic College Math (Academic Foundations)
Computation & Elementary Algebra	} above 164 & below 172	⇒ Algebra for College (Academic Foundations Courses)



COMPANION to the CPT raw scores are converted to the *New Jersey Basic Skills Placement Test* results (above) by utilizing a conversion table provided by ETS and College Board. Essay topics used for writing placement were originally created by Educational Testing Service and the State of New Jersey, but as of 2000 we have utilized in-house exams for English placement. In-house essay scores and placement are coordinated by the Assistant Chair for Freshman Writing, the Grading and English Composition Committees.

**Writing:** The English Department's Grading and Composition Committees work together to develop grading rubrics for confirming exams and course placements are determined by test scores. The current scoring rubric has been in place for many years, with some modification, and the numbers correspond to course placements. The scores are the following: 1 ESL = referral to the ESL program; 2 = College Writing, or Reading and Writing Across the Disciplines; 3 = College Writing, or English Composition I – Project 100; 4 = English Composition I and Writing Lab; 5 = English Composition I and Writing Lab but eligible for Honors English Composition; 6 = English Honors Students.

**Mathematics:** The cutoff scores remain as they have been for several years as set up by the Department Chair; scores of 19 of 30 for Basic College Mathematics and 15 of 25 for Algebra for College. Students in Basic College Math take the BCM Math Confirming Exam during the first two hours of class and students who score 19 or better are placed in an AFC class. The AFC Math Confirming Exam is only given to special cases with the approval of the Dept Chair or Academic Foundations Coordinator.

### Testing Regulations

No books, dictionaries, calculators, or papers of any kind are allowed in the test room or testing lab. Anyone who gives or receives help during the test, uses notes, books, or papers of any kind, or removes test materials or notes from the room will not be permitted to continue the test. The University will invalidate any test scores if there is any reason to question its legitimacy.

### Confirmation of Placement Exam

**Writing:** Students are given a one-hour confirming essay test during the first week of class. The tests are read by the class instructor, who forwards to the Grading Committee those exams that he or she believes warrant a change in placement. The Grading Committee makes the final decision about whether placement should be changed. Students may be sent to ECI & Writing Lab from College Writing or vice versa. Students who have already passed College Writing and the MCET, however, cannot be sent back to that course, regardless of their performance on the confirming essay.

**Math:** Students enrolled in Basic College Math (Math 095) are given a confirming test during the first week of classes. These tests are immediately graded, and those students who attain a passing score are placed in the next higher-level Math course. Students may request the Department Chairperson to reassess their math placement in Algebra for College or a college level math.

Confirming Exams and Policies undergo constant assessment and revision and may change without prior notification. Departments should be contacted directly with questions regarding results and regulations.

**Reading:** No confirmation test is given.

## **Post -Tests**

**Writing:** The Minimum Competency Essay Test (MCET), a two-hour essay written in response to prompts generated by the Grading Committee, and is used to determine the grade in College Writing and future placement. Students are given a choice of four topics, one of which is usually slanted towards non-native speakers. Students compose rough drafts and write their final thoughts on sensitized paper that makes two copies; students may choose, however, to take the test on computer. A special time during finals week is set aside for students who wish to use computers and/or learning disabled students, who are given no time limit and who are allowed to use a spell check if they take the test using a computer.

Two members of the Grading Committee, with a third member resolving disagreements, read MCETs. The entire committee reviews weak papers. The cutoff scores are the same as for the placement test. Instructors are asked to list students who they think have a good chance of passing the MCET; those on the list who do not pass are invited to retest. Any other student who requests a retest is given that opportunity. The Committee will reconsider a grade on appeal from the Assistant Chair for Freshman Writing. Students have 3 opportunities to pass the post test: the MCET, the retest, and the confirming essay at the beginning of the following semester.

**Math:** The locally developed Math Department Final Exam is administered at the end of the semester. Students must pass this exam in order to pass the course. In addition, students must have a passing average throughout the semester to be eligible to take the final exam. Students may request the Department Chairperson to reassess their math placement in Algebra for College or a College Level Math with the instructor's referral.

**Reading:** Reading for College students are tested with a departmental pos-test at the end of the course. The NJCUBSPT (Reading Comprehension) re-test is also administered at the end of the course, but class work and departmental tests determine a student's exit.

## **6. Transfer Credit Evaluation**

### **The Process for Transfer Credit Approval**

- Student submits application with official transcripts for acceptance to the University's Admissions Office.
- The Admission's Office forwards a transmittal form with copies of college transcripts to Transfer Resource Center after a student has been accepted and paid his/her deposit. A record of all transcripts received is entered into a database. This database includes the student's name, ID number, the semester enrolled, the names of the institutions from which the student is requesting credits be accepted and the dates the transcripts are received.
- The transfer credit evaluator reviews transcripts and awards credit according to university policy.
- Duplicate Copies of the transmittal record, transcripts and evaluation are made for the student's (advisement) folder and the Transfer Resource Center File.
- The original transmittal record, the official transcripts and the original Transfer Credit Evaluation Record are forwarded to the Records Office to become part of the student's NJCU record.
- Transfer credit evaluations become part of a student's official record only following his/her enrollment and payment of tuition. After payment evaluation data is entered into PeopleSoft System.

### **Standards for Acceptance of Transfer Credit**

The guidelines for accepting transfer credits are as follows:

- Credits for courses from accredited institutions for which a grade of "C" or higher has been achieved are accepted. These credits are applied to either general studies area requirements or elective courses at NJCU. A maximum of 96 credits can be accepted from four year baccalaureate institutions. At least 32 credits must be completed in residency at NJCU to attain a bachelor's degree.
- Remedial and basic skills courses are not awarded transfer credit.
- Graduates from accredited two year or four year colleges in the State of New Jersey, with an AA or AS degree and who have earned a cumulative grade point average of at least 2.0 (on a scale of 4.0), will be able to transfer a block of credits, not to exceed a maximum of 66 credits, to New Jersey City University thereby satisfying the University's general studies requirements.
- Associate in Applied Science Degree programs at two-year colleges are generally classified as terminal vocational programs. A maximum of 64 credits may be applied to NJCU University degree requirements. Only courses with a minimum grade of "C" are eligible for transfer.
- Credits which have been accepted from courses in a major are not automatically transferred into NJCU as courses in a major. Once a student has been accepted into a major, he/she may request the Chairperson of the major to apply the transferred credits toward his/her major.
- Foreign transcripts must be evaluated by a foreign credential evaluation service (e.g. E.C.E., W.E.S.). The transfer credit evaluator then awards credit according to the guidelines above. Transfer credit may be granted to fulfill the All University Requirement in English if approval is granted following an evaluation by the English as A Second Language Department.

## **Credit by Examination**

Credit by examination may be granted by the Transfer Credit Evaluator according to the following guidelines:

**CLEP** credit may be awarded to general studies or elective courses. Students must obtain a minimum score of “50” on these examinations to receive credit. CLEP Scaled Scores are based upon the recommendation of the American Council on Education.

**New York University Language Proficiency Examination** credits may be awarded for proficiency in a foreign language. NYU faculty scores the examination and recommends awarding credits based upon the number of correct responses. NJCU will accept a maximum of 12 credits from this exam.

**Advanced Placement Program** The College Board evaluates high school AP courses and examinations. Students who receive a grade of 3 or higher are awarded college credit.

**The Nursing Department** at NJCU offers several methods of earning credit for prior learning. These alternatives include Portfolio Assessment and the National League of Nursing examinations in Anatomy & Physiology and Microbiology.

**Program on Non-Collegiate Sponsored Instruction (PONSI)** Students may earn transfer credit for instruction received through non-traditional methods. PONSI evaluates course work to determine whether it meets college standards. The Transfer Credit Evaluator awards credit accordingly.

**Portfolio Assessment Credit** Portfolio assessment and recommendations are completed by Thomas Edison College. Credits may be awarded by the Transfer Credit Evaluator.

## **Readmit Students with Transfer Credits**

Students who readmit after attending another institution of higher education may submit official transcripts of coursework they have completed since last attending NJCU for evaluation by the Transfer Credit Evaluator.

**N.J. Transfer** is a website that is part of the New Jersey Statewide Transfer Initiative. This website provides information to students attending community colleges in New Jersey regarding transferring credits to four year college colleges and universities within the state. ([www.njtransfer.org](http://www.njtransfer.org))

## **7. How to Prepare for Your Advising Session**

The relationship between student and advisor is an important one. Both parties involved have special responsibilities. Take a few minutes to become familiar with your responsibilities as an advisor as well as the student's before you plan your next advising session. We have also included a few sample questions which may be helpful.

### **Advisor Responsibilities**

- Be prepared for your scheduled appointment.
- Be informed about department and university curriculum requirements.
- Familiarize yourself with university procedures and schedules relating to the advisement process. This includes add-drop, grade recomputation, academic probation and dismissal.
- Provide accurate, clear and complete information.
- Try to use open-ended questions to encourage students to talk rather than closed questions that can be answered in a few words.
- Listen actively and carefully.
- Explore choices of majors and careers with students.
- Be familiar with academic and student support services and refer advisees to these services as needed.

### **Sample Questions**

#### *First Meeting*

- What high school did you graduate from? Can you tell me how well you think your high school prepared you for the challenges of NJCU?
- Where will you live while attending NJCU?
- Are you familiar with the e-mail system on campus and GothicNet?
- Have you taken any courses within your major yet? How are they going?
- Is there a specific aspect of your major that particularly interests you?
- Are you involved in any kind of extra-curricular activities, such as campus groups or part-time jobs?
- Have you received any scholarships? If so, what is required for you to keep those scholarships?
- What are your goals after graduation from NJCU? ( employment, graduate school)

#### *Subsequent Meetings*

- How are you enjoying life at NJCU?
- Do you know where to get help if you encounter any problems?
- What has been your experience in using GothicNet?
- How is each of your classes going? Do you know where to get help for any of these classes?
- In which academic areas do you still need to take courses before graduation?
- In which student activities and professional organizations are you currently involved? Do you know where you can find out more about campus activities?
- When do you plan to graduate? Will you be planning to do a co-op or participate in and experience related to your career goals before graduation?

### **Students' Right to Privacy**

Legally, students' educational records are considered confidential. The Family Educational Rights & Privacy Act (a.k.a. The Buckley Amendment) prohibits the release of student information to parents or other parties without the student's written permission.

**Student Responsibilities**

- Schedule and arrive at advising appointments on time. If you are going to be late or need to reschedule, you should call your advisor.
- Review the Master Course List, Undergraduate Catalog, GothicNet, identify and list possible classes and write down any questions you may have for your advisor.
- Be prepared to discuss classes, grades, academic progress, study habits, interests, and your likes and dislikes. This can help your advisor suggest which classes you might enjoy and possibly majors based upon your interests and abilities.
- Discuss any obstacles that may be preventing you from performing up to your full potential. Your advisor will be able to suggest on-campus resources that may be helpful to you.

## **8. Scheduling Advisement Appointments for Continuing Students**

### *Early Advisement*

Continuing students with undeclared majors may begin to schedule academic advisement appointments with their academic advisors one week prior to early advisement. Continuing Students are students currently enrolled in classes at NJCU. Appointments are available during regular business hours, M,T,R 9:00A.M. – 6:30 p.m. and W,F 9:00A.M. – 4:00 P.M.

All appointments will be scheduled on Meeting Maker (a computerized group scheduling tool) by the front office staff.

### Advisement Appointment Notices

Each semester before early advisement begins, all undeclared continuing students and unclassified students are sent a letter from the Director of the University Advisement Center which informs them of the procedure for scheduling advisement appointments. All Appointments will be scheduled on Meeting Maker by the front office staff.

### Student Advisement Resources

Most information required to successfully complete an advisement session is available through GothicNet and SEAS software systems. (See business process for these systems in Appendix.) This includes access to students' status, test cores, degree progress reports, transcript, past advisement history, grade reports and course availability by semesters. If relevant information has not been posted at time of advisement or in the case of transfer evaluations, if the data are not available online, hard copies can be obtained from the appropriate sources.

## 9. The Advisement Session & Degree Requirements

During the advisement session, the advisor discusses:

- A student's academic goals
- Placement Test score
- Transfer credit evaluation if applicable
- Course selection

Students testing into Academic Foundations Courses are told the rationale for taking these courses and the potential of testing out into college level courses when applicable (Refer to placement test information.)

Topics discussed during advisement can include the student's

- Career goals
- Enrollment status
- General Studies Areas
- Electives
- Major Requirements
- The cumulative grade point average required to maintain satisfactory academic progress
- Cooperative Education & experiential learning experiences

When applicable, an advisor will address any academic difficulties a student may be experiencing such as academic probation or dismissal and ascertain if a positive solution has been developed by the student. If not, the advisor should explore and suggest helpful solutions when possible. If the advisor does not have the ability to deal with the student's problem, he/she shall recommend the appropriate person or department.

### **Degree Requirements**

To be eligible for graduation from New Jersey City University with a bachelor's degree, a student must fulfill the following minimum requirements:

- A minimum of 128 credits of baccalaureate study.
- A minimum cumulative average of 2.0.
- A minimum of 32 credits in residence at NJCU.
- Completion of a course of study leading to the bachelor's degree.
-

## Enrollment Status and Course Load

- Part Time Students may enroll for a maximum of 11 semester hours. Part time students who are on probation may register for a maximum of 6 semester hours.
- Full Time Students must register for a minimum of twelve semester hours each semester to be considered full time. Overload is defined as registering for more than 12 credits for a regular semester, as a full-time undergraduate. There are restrictions on when and how a full-time student may register for an overload:
  - Full-time undergraduates on academic probation may register for a maximum of 13 credits and or semester hours for the semester(s) they are on probation.
  - A full-time undergraduate who has not completed, with passing grades, all the courses below the 100 levels/he is required to take may register for a maximum of 16 semester hours.
  - Only full-time undergraduates who have completed, with passing grades, the All University Requirement courses and all courses below the 100 level which may have been required are eligible to register for more than 16 credits according to the following standards:

Cumulative GPA Overload Permitted for a Regular Semester

Between 2.5 and 3.5	Maximum of 19 credits with the permission of the dean*
3.5 and above	Maximum of 22 credits with the permission of the dean*

\* With permission of the dean of the college of the student's major or Dean of the College of Arts & Sciences if student is an undeclared major.

- A maximum of 6 credits and or semester hours is allowed per summer session. No overload is allowable for a summer session.

## Class Status

For purposes of general operations of the University:

Freshman	0-32 credits* completed
Sophomore	33-64 credits* completed
Junior	65-96 credits* completed
Senior	97 plus credits* completed

\* Credits for course above the 100 level.

## Guide to Selecting Courses

All Undergraduate Requirements (AUR's) and Areas.

Advisors help student select the required courses to fulfill general studies.

- All University Requirements
- Area A - F

(See Appendix for Academic Planning Sheet & General Studies Area Courses.)

They also help students explore potential majors and may suggest introductory major courses when appropriate.

Schedules for all students should comply with the following guidelines:

### A. English AUR

Students who have not completed the AUR in English should be placed in one of the following courses.

- College Writing
- English Composition I & Writing Lab
- English Composition II
- English Composition I ESL
- English Composition II ESL

## **B. Mathematics AUR**

If the AUR in mathematics has not been fulfilled, students should be placed in one of the following courses.

- Basic College Math
- Algebra for College
- Fundamentals of Math
- Intermediate Algebra
- Pre-Calculus
- Calculus I

## **C. Reading**

While there are not any Reading AUR courses, university policy requires students to demonstrate reading proficiency skills necessary to successfully complete college level work. All students who place into **Reading for College** as a result of the NJCUBSPT must register for this course. Upon successful completion of Reading for College, students must take and pass Reading & Study Skills, preferably during the semester following Reading for College. Students testing into Reading & Study Skills, Critical & Efficient Reading or Speed Reading are not required to take a Reading course.

## **D. First Year Experience, Civilization I & II**

Students are required to take First Year Experience (FYE) if they have completed less than 30 credits upon entering NJCU. Students enrolled at NJCU prior to Fall 2001 who have completed less than 30 credits should be placed in the program established in Fall 2001.

Upon completing English Composition I, students are advised to take Civilization I and after completing English Composition II & Civilization I should register for Civilization II. It is expected that the AUK block will be completed within 60 total credits completed at NJCU.

## **E. Major Course Criteria**

Some courses required for majors need to be taken within the first two years at NJCU. Students who intend to major in Music, Art, Biology and Chemistry are eligible to declare their majors upon entering the university and are strongly encouraged to do so. Requirements to declare a major are promulgated in the NJCU Undergraduate Catalog page 23. See the section regarding Application to a Major for details about how students apply for acceptance into majors. Upon acceptance into a major, students are assigned faculty advisors from their major departments and are no longer advised by the UAC staff.

## **10. Student Advisement Process**

### **New Student (Freshmen)**

- Review Placement Test Scores and explain policy for course selection.
- Review Academic Planning Sheet.
- Select Courses.
- Advisor approves course selection.
- Clear Advisement hold in the PeopleSoft System.  
(Advisors without access to People Soft On-Line Registration System must refer students to the Registrar – Hepburn Hall – Room 214 for registration of classes.)
- Print NJCU Study List and give to student.
- Advisor records synopsis of Advisement session in SEAS.

### **Transfer (Students who have completed and transferred credits from other institution(s))**

- Review NJCU Transfer Credit Evaluation.
- Review Academic Planning Sheet.
- Select Courses.
- Advisor approves course selection.
- Clear Advisement hold in PeopleSoft System.
- Enter selected Class Numbers into PeopleSoft Computerized On-Line Registration to register selected courses.  
(Advisors without access to People Soft On-Line Registration System must refer students to the Registrar – Hepburn Hall – Room 214 for registration of classes.)
- Print NJCU Study List and give to student.
- Advisor records synopsis of advisement session in SEAS.

### **Re-Admit (Former NJCU students who have re-entered NJCU to continue their studies)**

- Review NJCU Transcript. (If transcript is not on PeopleSoft contact the Registrar for a copy.)
- Inquire if student has attended any institutions of Higher Education since last attending NJCU. Review NJCU Transfer Credit Evaluation if applicable.
- Review Academic Planning Sheet.
- Select Courses.
- Advisor approves course selection.
- Clear Advisement Hold in the PeopleSoft System.
- Enter selected Class Numbers into PeopleSoft Computerized On-Line Registration to **register** selected courses.  
(Advisors without access to People Soft On-Line Registration System must refer students to the Registrar – Hepburn Hall – Room 214 for registration of classes.)
- Print NJCU Study List and give to student.
- Advisor records synopsis of Advisement session in SEAS.

## 11. Students with Unsatisfactory Academic Progress

A student's academic standing is determined by a review of the student's cumulative grade point average (cgpa). Failure to attain minimum cgpa standards as indicated by the regulations below will result in academic probation or dismissal from the university.

A student will be placed on probation for the next semester for which the student enrolls if the cgpa falls below the following standards.

- A.) 1.60 cgpa after a minimum of 13 credit hours attempted
  - B.) 1.75 cgpa after a minimum of 24 credit hours attempted
  - C.) 1.85 cgpa after a minimum of 48 credit hours attempted
  - D.) 2.00 cgpa after a minimum of 72 credit hours attempted
- o A full-time student on probation should not enroll for more 13 credits during a semester or the 12 credits maximum allowed in the combined summer sessions.
  - o Probation is removed when a student's cgpa reaches the appropriate standard.
  - o A student on probation who achieves a semester average of 2.50 or greater during the probationary semester may continue his/her studies.
  - o A student on probation who achieves a semester average less than 2.50 during the probationary semester will be dismissed. Any appeal of this dismissal must be made to the Dean of Students requesting reinstatement. The appeal must be in writing and submitted within 2 weeks of receipt of official notice of dismissal. The Dean will convene the Academic Dismissal Appeals Committee which reviews the appeal and makes a recommendation to the Dean. The decision of the Dean is final.
  - o A student who is dismissed from the University may not be considered for readmission for one calendar year from the date of dismissal.
  - o A second academic dismissal is final.

## **12. Declaring Your Major, Minor or Teaching Certification**

All undergraduate students are admitted to the University as non-declared majors without a minor or an area of certification. To declare his choice of major, minor and or certification a student must complete the following form(s), “Declaration of Major Program of Study”, “Declaration of Co-Major”, “Declaration of Minor Program”, Declaration of Education Co-Major”.

### **Major 1**

Students submit a completed “Declaration of Major Program of Study” to their advisor or the University Advisement Center. Approved majors are entered into PeopleSoft. An advisor reviews the application to ascertain that the student has obtained the prerequisites for admission into the major department. A copy of the reviewed declaration is forwarded to the student, 1 copy is filed in a general file in the University Advisement Center and approved declarations are forwarded to the major department with the student’s advisement folder which includes a transcript and a copy of a transfer credit evaluation if applicable. Department chairpersons approve final admission into academic departments.

### **Major 2**

Students who are declared majors may submit a completed “Declaration of Major or Minor Program of Study” to his advisor or the University Advisement Center to declare a second major.. To be eligible to declare a second major, a student must have a minimum of a 2.5 Cumulative GPA, have obtained the prerequisites for both majors and have completed courses in both academic programs. The Dean(s) of the College(s) for the major programs can only authorize approval for acceptance into a double major.

### **Minor**

Students submit a completed “Declaration of Major of Minor Program of Study” to their advisor or the University Advising Center. Students eligible for acceptance into a minor program of study are required to have been accepted into an academic major.

### **Teaching Certification or Education Major**

Students interested in consideration for full admission into a teacher education program are required to have:

- A Cumulative GPA of 2.75
- Grades of C or better in All Undergraduate Requirements
- B- or better in two introductory level education courses

### **13. Change of Enrollment Status**

Students may request to change their enrollment status from part-time to full-time and/or unclassified to degree seeking or vice versus by completing an “Application for Change of Enrollment Status for Continuing Students” available in the University Advisement Center.

- An academic advisor may approve all requests to change from full time to part time.
- Requests to change from unclassified to degree seeking or part time to full time status may only be approved if the student has completed a minimum of 12 credits and has achieved a minimum cumulative grade point average of 2.0 or higher. Unclassified students must take the NJCU placement test.

#### Procedure

1. Student submits a completed “Application for Change of Enrollment Status for Continuing Students” to the Office of Advisement & Testing.
2. Advisor reviews application and the student’s transcript to determine whether or not the request is approved and indicates his/her decision with comments on this application.
3. Change of status is entered into the NJCU Student Administration Systems Program of Study and Term Activation screens by the advisor approving the change.
4. Copies of reviewed forms are distributed in the following manner. The original is filed alphabetically the Advisement Office files, one copy is filed in the student’s advisement folder and one copy is mailed to the student notifying him/her of the status of his/her request.

#### **14. Add/ Drop and Withdrawal Policies**

During the Add/Drop period students, students may make changes to their registered class schedule by using GothicNet. The add/drop period is posted on the Undergraduate Academic Calendar. For the Fall and Spring Semesters it usually extends from the time of actual registration through the first week of classes. During Summer Sessions it is the first two days of the session. The course(s) dropped will not be recorded on the student's transcript and a 100% refund of tuition and related fees is granted when applicable.

Non-attendance does not constitute dropping a course(s). Students will not receive a refund in the case of non-attendance and will receive a grade of "F" for the course(s) not attended.

Academic Foundation Courses cannot be dropped or withdrawn from without the approval of the Office of the Dean of Arts & Sciences. A Student who has earned thirty credits or more cannot drop an All University Requirement course, except in exchange for a different section of the course or with the approval of the Dean of Arts & Science.

#### **Withdrawal from Courses**

Students may officially withdraw from a course by filing a completed withdrawal form with the Office of the Registrar. Students must receive permission from the College of Arts and Sciences to receive permission to withdraw from Academic Foundation Courses. The deadline dates for filing are November 15 for the Fall Semester; April 15 for the Spring Semester. The mid-semester point for Summer I & II Sessions is the deadline for these sessions.

Students who withdraw during the first third of the semester is eligible for a 50% refund for each credit.

## 15. Course Waivers

**General Studies Requirement** – Students who wish to substitute a non-general studies NJCU course for a general studies requirement, the student must submit a Waiver, with the advisor's signature to the Dean of the College of Arts & Sciences, to request the Dean's approval. If the waiver is signed by the Dean, it must be brought, by the student to the University Advisement Center, Vodra Hall.

**Major Requirements** –Students who wish to substitute another NJCU course for a requirement in the major, the student must submit a waiver, with the signatures of his/her faculty advisor and the approval of the Major Department Chairperson. If the Waiver is signed by both these parties, it must be brought by the student, to the applicable Dean's office for approval. If approval is granted by the Dean, the waiver must be brought to the University Advisement Center, Vodra Hall.

**Courses at Another Institution** – Students who wish to take a course at another institution, the student must obtain permission in the form of a signed waiver, prior to taking the desired course. The student must receive a grade of C or better to receive transfer credit for a course taken at another institution.

REFER TO POLICIES FOR GENERAL STUDIES OR MAJOR REQUIREMENTS FOR PROCEDURES.

## 16. Veteran's Affairs

The Coordinator of Veterans' Affairs is located in the University Advisement Center. S/he assists veterans and eligible dependents of veterans with educational benefit programs.

The V.A. Coordinator provides veterans and eligible dependents with advice on all aspects of the following educational benefits.

- ***New Jersey National Guard Tuition Program*** Eligible students schedule an appointment with the V.A. Coordinator after receiving a bill from the NJCU Bursar. To qualify for benefits, students must bring a Commander's Certification and have filed for financial aid for the academic year. A tuition waiver form will be completed at this time to waive the tuition at the Bursar's Office. Students are responsible for paying student fees at this time.
- ***Veterans Tuition Credit Program / Vietnam Veteran Tuition Aid Program*** Eligible students must meet with the Veterans Coordinator to complete the required forms prior to October 1 for the Fall Semester and March 1 for the Spring Semester to apply for benefits.
- ***Chapter 31 – Veteran's Eligible for Vocational Rehabilitation*** Eligible students should meet with the Veterans Coordinator as soon as possible.
- ***Chapter 30 (Montgomery G.I. Bill) Chapter 35 (Dependents & Spouses of Deceased Veterans or Veterans with 100% Service Related Disabilities), and Chapter 106 (Montgomery G.I. Bill Selective Reserves)*** Eligible students must schedule an appointment with the V.A. Coordinator after the add/drop period. To be eligible for benefits, students must provide a copy of their schedule, academic planning sheet and records of transfer credit. New students must bring either a DD214 or a Notice of Basic Eligibility (NOBE) and dependents should bring a file number of the Veteran for whom they are dependent. Students will complete the appropriate paperwork at this time to be forwarded to the V.A. Regional Office in Buffalo, NY. Processing of benefits takes 8 -10 weeks.

Academic advisement and approval of proposed schedules during advisement/registration periods are provided by the major advisor or academic advisor. Veterans should schedule an appointment with the Coordinator of Veterans Affairs each semester, to discuss benefits and their academic status.

The Veterans Administration will only pay for courses that pertain to the degree a student is planning to obtain. Students who change their major must notify the VA Coordinator to submit a change in student status form. In addition, payment for a repeated course is not permissible by the VA unless the course is required for graduation, and a satisfactory grade has yet to be attained. The course can only be repeated and paid for one time.

Students who are eligible for transfer credit for Basic Training and/or Military Education Courses must submit all certificates and transcripts no later than the end of their first semester at NJCU.

NJCU processes requests for veterans' education benefits. It does not determine eligibility for benefits. Eligibility is determined by The Department of Veteran Affairs. Students may contact the V.A. via telephone at 888GIBILL1 (888-442-4451) or visit their website [www.gibill.va.gov](http://www.gibill.va.gov).

## **17. International Students and Study Abroad**

### **International Students**

NJCU admits international students each year. In addition to meeting academic requirements for admission, international students must present evidence that they have sufficient financial resources available to meet their educational and living expenses while in the United States.

International Students must meet with the coordinator who advises all international students and processes I-20 requests for F-1 Visa applications through the Federal Government. In addition, students are guided to adjust to their new surroundings, both in the course “Orientation to American College Life” and individually. International Students with declared majors meet with their major advisor to discuss their major requirements.

### **Study Abroad**

NJCU’s Study Abroad Program is affiliated with the NJ State Consortium for International Studies ([www.tcnj/~njscis](http://www.tcnj/~njscis)). This affiliation allows NJCU to access CCIS (College Consortium for International Studies) and ISEP (International Student Exchange Program), ISA (International Studies Abroad). This association coordinates information regarding

- Programs Available Abroad
- Transfer Evaluation
- Travel Arrangements
- Costs
- Visa Requirements
- International Student Identity Card
- Health Insurance

To be eligible to participate in the study abroad, a student must

- Have been enrolled at NJCU for a least two consecutive semesters immediately before the semester or year planning to study abroad.
- Have a minimum cumulative gpa of 2.5 during the semester prior to their semester abroad. Some programs require a higher gpa.
- Register for International Education 400 while studying abroad.
- Request approval from their major advisor and dean.

All credits from courses approved for the study abroad program will transfer if the student has achieved a grade of C or better. These courses transfer as major, minor, free elective or as general studies program credits.

## **18. Special Programs**

### **Cooperative Education & Career Development**

Cooperative Education is a applied learning experience designed to combine classroom learning with practical work experience. A student may earn academic credit that can be applied towards free electives or as a part of the elective credits within his major. Students should contact

Academic Career Planning & Placement

Vodra Hall Room 101

(201) 200-3005

Please check with the department chairperson for permission to use cooperative education credits as major electives.

### **Honors Program**

The Honors Program is open to those with strong academic potential. Applications are evaluated for SAT scores, high school GPA and class rank. The program offers a challenging program of study that develops critical thinking and communication skills to enable students to reach their full academic potential. This program is coordinated by:

The Office of the Dean of Arts & Sciences

Hepburn Hall – Room 304/306

(201) 200-3001

### **Office of Specialized Services**

The Office of Specialized Services serves as a resource for students with mobility, vision, hearing and other disabilities that are in need of campus accommodations. The OSS assists students on an individual basis, in securing reasonable accommodations, including, but not limited to early advisement and registration (undergraduate), note takers and interpretive services for classes, class note transcription, library assistance, access to alternate media, alternate testing arrangements. Students wishing to obtain accommodations may do so by contacting the OSS Coordinator.

Sharon Jackson, Coordinator

Office of Specialized Services

A. Harry Moore School, Room 106

2078 Kennedy Boulevard

Jersey City, NJ 07305

(201) – 2000-2557

**Opportunity Scholarship Fund (The Educational Opportunity Fund)**

OSP is a special admissions and support service program for students who have substantial financial need and may not qualify for regular admission because their true ability and college potential may not have been reflected by their achievement in secondary schools. OSP (EOF) students are provided with the following support services:

- Financial Aid
- Tutoring
- Personal Counseling
- Career Planning
- Group Orientation Seminars
- Textbook Vouchers
- Learning Enhancement Academic Programs

Vodra Hall – Room 211

(201) 200-3355

**Project Mentor**

Project Mentor is a support program for NJCU students with learning disabilities and is funded by the NJ Commission on Higher Education Special Needs Grant Program. This program provides support services as well as outreach to students with special needs. Faculty mentors, early advisement, priority registration, special tutorials, counseling, advocacy and a summer orientation program are among the services available to participating students.

Students must submit recent documentation of a learning disability in order to receive services.

Jennifer Aitken

Professional Studies 339

200-3337

**Project 100**

Project 100 is a first year program designed to maximize student success at NJCU. The curriculum for this program is a block schedule with a faculty team who work together within each block to relate writing, reading, mathematics and computer skills to general studies area classes.

Hillary Englert

Grossnickle 303

200-3337

**The Learning Communities Program (TLC)**

The Learning Communities Program is designed to assist first generation NJCU students who are in need of academic and/or financial support.

TLC sponsors activities that will increase not only the students' academic proficiency, but personal skills that are essential to survive in a college environment.

Kathy Filak

Hepburn Hall 113

200-2204

## **19. Tutorial Service**

<b>Department</b>	<b>Location</b>	<b>Extension</b>
Biology	S 336	3054
Business Administration	P 414	3353
Chemistry	S 424	3068
Economics	G 243	3230
ESL	H 111	2087
Geoscience /Geography	R 608	3161
Mathematics	G 215	3348
Media Arts	F 138	3434
Modern Language	H 111	3176
OSP	V 211	2355
Open Writing Lab & English	V 143	3548, 3390
Philosophy & Religion	G 327	3320
Political Science	G 244	2299
Physics	G 343	3474
The Learning Community	H 113	2204

20. Gothic Net

# A GUIDE TO *GOTHICNET*

## *YOUR GATEWAY TO INFORMATION AND SERVICES*

*AT*

*NEW JERSEY CITY UNIVERSITY*

<http://gothicnet.njcu.edu>

GothicNet is your access to the campus information systems. GothicNet supports self-service features (called Collaborative Applications that allow you to manage your own information and transact business on your own. GothicNet also allows advisors to access information to assist them in advising and registering students.

Snapshots of the different parts of the GothicNet that relate to advisement are included to familiarize you with the information available and the instructions to use it.



NEW JERSEY CITY UNIVERSITY

**Sign In**

**GothicNet Id:**

**Password:**

If your Id is alphabetic, use uppercase letters.

Your password is case-sensitive.

[Need Help Signing In?](#)

[I Want to Change My Password](#)

[I Forgot My Password](#)

Personalize Content Layout Fri, Mar 11, 05 11:54 AM

- My Menu**
- WebMail
  - My Info
  - My Help
  - My Campus Resources
  - My Info (Coming Fall 2004)
  - Project GothicNet
  - My Academics
  - My Finances
  - PeopleSoft

**WebMail**

**WebMail**  
Provides NJCU students, faculty and staff with 24 hour a day online access to their NJCU Email.

**Simple Instructions**  
This is a one page overview with step-by-step instructions on how to access WebMail, read and create Email.

**Primer**  
WebMail is the university's web-base Email client. Using this service, you can pick up NJCU Email over the Internet using a standard Internet web browser from anywhere. This document describes how to use the service.

**User Guide**  
This guide describes how to set up and use WebMail.

**My News**

**Summer/Fall 2005 MCL Available**  
The Summer and Fall 2005 Master Course Lists are available online.

**Summer 2005 Financial Aid Applications**  
Summer 2005 Financial Aid Applications Now Available at Hepburn Hall 212. If you intend to use remaining aid eligibility for Summer 2005, you must complete this form as soon as possible.

**Headlines**

- [Summer/Fall 2005 MCL Available](#) ★
- [Summer 2005 Financial Aid Applications](#)
- [Spring 2005 - Undergraduate Enrollment/Tuition Payment Information](#)
- [Clear Cache on Your PC](#)
- [Advisement Letter to Undeclared Students](#)

[View Entire Publication](#)

**My Info**

**My Contact Information**  
Manage your name, addresses, phones, internet locations and emergency contacts.  
[Names](#)  
[Addresses](#)  
[Phone Numbers](#)  
[Email Addresses](#)  
[Internet Addresses](#)  
[Emergency Contacts](#)

**My Preferences**  
Facilitate your navigation through the different pages.  
[Set User Preferences](#)

**My Classes**  
View your class schedule in a list or grid.  
[View My Class Schedule](#)  
[View My Weekly Schedule](#)

**My Personal Information**  
View your name, address, phone, internet locations and emergency contacts.  
[View Personal Information](#)

**Payroll, Taxes and Salary**  
View your current and prior earnings statements online. Review your annual salary and compensation per pay frequency. Review and edit your direct deposit accounts.  
[View Paycheck](#)  
[Compensation History](#)  
[Direct Deposit](#)  
[Voluntary Deductions](#)  
[Benefits](#)

**My Menu**



- WebMail
- My Info
- My Help
- My Campus Resources
- My Info (Coming Fall 2004)
- Project GothicNet
- My Academics
  - Advisement
  - Course Catalog & Schedule
  - Enrollment
  - Academic Records
- My Finances
- PeopleSoft


**My Help**  


 **[A Guide to GothicNet](#)**  
Download a step-by-step guide to GothicNet.

 **[Set Up Your Internet Browser](#)**  
Set up your internet browser so you can access GothicNet.

 **[Clear Your Browser Cache](#)**  
Follow these

**My Academics**  

 **Advisement**  
Review advisee information, transcripts and degree progress report.  
[Faculty/Staff Quick Tips](#)  
[What is the Degree Prog. Rpt?](#)  
[View Degree Progress Report](#)  
[Acad PI Sht - Fall 01 & Later](#)  
[Academic Dept. Contacts](#)  
[Administrative Dept. Contacts](#)  
[Undergraduate Pathways](#)  
[New/Drop-In Advisees](#)  
[Recommendations and Comments](#)  
[Advisement Holds](#)  
[Test Results](#)  
[COE Writing Assessment Scores](#)  
[Academic Program Plan](#)

 **Course Catalog & Schedule**  
View course catalog information and look for specific class sections.  
[Search Course Catalog](#)  
[Search Schedule of Classes](#)  
[Ugrad Course Catalog 2002-2005](#)  
[Ugrad Summer 2005 Mstr Crs Lst](#)  
[Ugrad Fall 2005 Mstr Crs Lst](#)  
[Grad Course catalog 2002-2004](#)

## **21. The Student Early Alert System (SEAS)**

The Student Early Alert System is a web-based academic advising tool, developed to track the academic progress of students during various stages of their academic development. Advisors utilize the system to enter information pertaining to individual advisement sessions with students, as well as to obtain various reports regarding student populations. Detailed information on testing, transfer, special populations and academic histories is accessible through the SEAS system. A complete operational manual of the system is available in the University Advisement Center