



NEW JERSEY CITY UNIVERSITY

WINTER INTERSESSION 2010
AND

SPRING 2010

Course Listings Graduate Studies

Celebrating 50 years of Graduate Study at NJCU

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REGISTRATION BEGINS:

Degree/Matriculated Students:	November 3	10:00 a.m.
Open Enrollment — All Students:	November 17	10:00 a.m.

CLASSES BEGIN:

On-Campus:	January 19
Off-Campus:	January 19
Online:	January 19

Contact Us!

For more information, contact The Office of Graduate Studies
Hepburn Hall, Room 206
1-877-NJCUGRAD
Email: grad_dept@njcu.edu

Visit us on the web at www.njcu.edu

New Jersey City University
2039 Kennedy Blvd.
Jersey City, NJ 07305

For Winter Intersession Course information, see page 10.

The GothicNet portal contains the most current, up-to-date listings: <http://gothicnet.njcu.edu>



GothicNet

How Do I CONNECT TO *GOthicNET*?

In order to logon to GothicNet, you need to have a valid GothicNet ID and Password. The Internet address is <http://gothicnet.njcu.edu>.

You will also need Internet access and a compatible browser. For Windows users, the preferred browser is Microsoft Internet Explorer version 5.5 or higher or Netscape Navigator version 6.2.3 or higher. For Macintosh users, the preferred browser is Microsoft Internet Explorer version 5.1 or higher or Netscape Navigator version 6.2.3 or higher. For AOL customers, Internet Explorer will provide the best performance.

WHAT CAN *GOthicNET* DO FOR ME?

Students will have access to information and enrollment services anytime, anywhere. With GothicNet, graduate students can:

- View grades
- Request a transcript
- Apply for financial aid and view financial aid awards
- View any holds on records and any "to do" items (required by the University)
- View enrollment appointments
- Review course catalog information and look for specific classes
- View a current schedule of classes
- Enroll in a class
- View tuition charges and pay bills with a credit card or electronic check
- Check news items for important University information
- Access University email
- View addresses and update other personal contact information.

ADMISSION AND REGISTRATION PROCEDURES

- All graduate students must apply for admission to Graduate Studies. This applies to all students taking courses on-campus, off-campus or online. There is a \$40 application fee.
- Students new to the University may contact the Graduate Office toll free at 1-877-NJCUGRAD or send an e-mail to grad_dept@njcu.edu to request an application. For quicker service, download an application from our website at: www.njcu.edu/Graduate/grad/admission.asp.
- The Graduate Office must receive your completed application and official transcript of your baccalaureate or master's degree no later than December 1 in order to register for the spring 2010 semester.
- All students must register online using the GothicNet portal for on-campus, off-campus, and online classes. This web-based information system will provide 24x7 Internet access for self-service for a variety of applications including real-time online registration. The results are virtually immediate and are the same as if a staff member did the registration.
- Faxed or e-mail requests to add or drop classes will NOT be processed. Students are expected to print copies of their own schedules

EXCEPTIONS

Each of these registration situations requires that the student communicate with the Office of Graduate Studies, Hepburn Hall 206, for final approval and manual registration by a staff member: Independent Study, certain Field Study classes, credit load above 15 credits, and undergraduate classes specified as required for a student by a Graduate Program Coordinator, but which are not also offered as graduate-level classes.

New Jersey City University makes available to all members of its community a state-of-the-art web portal called GothicNet that will allow you, with a click of a mouse, to connect with the University at any time and from any place.

GothicNet is a web portal that makes technology personal. It integrates information and utilities from a variety of sources and delivers them through a user-friendly, role-based gateway that presents only what is relevant to the individual who logs in.

GothicNet is your access to the campus information systems. GothicNet supports self-service features that allow you to manage your own information and transact business on your own. GothicNet also allows administrative staff to access all of the information systems they use to do their jobs. GothicNet is your source for University information. Set your browser to make GothicNet your default home page, and see every time you boot up your computer what GothicNet can do for you!

GRADUATE STUDIES OFFICE HOURS

The Office of Graduate Studies is open between 8:30 a.m. and 7:00 p.m. Monday-Thursday and between 8:30 a.m. and 5:00 p.m. Friday during the fall and spring semesters. During the summer, the Office of Graduate Studies will be open between 8:00 a.m. and 5:15 p.m. Monday-Thursday.

GOthicNET ID/PASSWORD REQUIRED

Accessing the GothicNet portal will require an ID and Password. All admitted students receive an ID/Password in the mail with instructions for using the portal system.

DON'T KNOW YOUR ID/PASSWORD?

For your default password, please refer to the GothicNet ID letter mailed to you by the Office of Graduate Studies. For all students, your ID is the number that appears below your name on the Gothic Card. If you encounter problems with your password, please go to the "Need Help Signing In" link located in the GothicNet portal sign in box. Click on "Contact Form: Help with GothicNet" and complete the form. A staff member from the Department of Information Technology Help Desk will respond to you via e-mail.

"STUDENT CENTER" SCREEN

The central link to virtually all of the key information and actions for students. You will find links for Enrollment, Payment (under "Account Inquiry"), Financial Aid, Grades and other useful information. Go online to: <http://gothicnet.njcu.edu>; Log In; At the left under "My Menu," click on "Students," then click on "STUDENT CENTER."

GLOSSARY OF GOthicNET ONLINE REGISTRATION TERMS

"Add": entering a class on your schedule.

"Cancelled" Class: the class will not be taught. It will not appear if you do a "Class Search," even if it was cancelled after enrollment began. It will still not appear if you click the "Open Classes Only" check box first. If you are enrolled in a class that is cancelled, you will be notified and you will automatically receive a refund within 30 days.

"Class Detail" Screen: Reach this screen from the "Class Search Results" screen by clicking the blue link with the 4-digit "Class Number" to the right of the word "Section." **It is important that you read the information presented on this screen for each class in which you are planning to enroll.**

"Class Notes": This section appears on the specific "Class Detail" screen for each class, and contains information such as Department or Instructor consent required, pre- or co-requisites, special class meeting dates, or detailed instructions for online classes. **It is important that you read the notes for each class in which you are planning to enroll.**

"Class Number": The unique 4-digit number identifying a particular section of a course being offered for a particular term.

"Class Search": Procedure to lookup availability and detailed information about courses being offered in a given term. "Class Search Results" will display all scheduling information for these classes. Begin the class search at your "Student Center" screen by clicking on the green "SEARCH FOR CLASSES" bar at the upper-right.

"Closed" Class: The class will be taught, but there are no more spaces available for enrollment at this time. The class will not appear if you do a "Class Search," unless you click on the "Open Classes Only" check box first to remove this criterion, which will then present both open and closed classes. A "BLUE SQUARE" for the "status" indicates a class is closed. (A "GREEN CIRCLE" indicated it is open.)

"Course Career": This represents the level of courses for which you are doing a "Class Search". Select "Graduate."

"Course Number": The 3-digit number designating a course with a specific title offered by an Academic Department.

"Course Subject": The Academic Department that offers the course.

"Department (or "Instructor") Consent Required": Before attempting to enroll, students must first contact the Department (or Instructor, if appropriate) for consent to enroll, and must receive a "Permission #" (see below) to be entered in the computer during enrollment.

"Drop": removing a class from your schedule (with no indication on the schedule that you had been enrolled).

"Enrollment Appointment": The date and time after which you will be permitted to enroll in a class for a particular term.

"Holds": a student may be blocked from enrollment for such reasons as academic performance; 12-credit limit reached without matriculating into a degree program; balance due to the Bursar; immunization records not up to date; or other reasons. This appears at the right at the "Student Center" screen, and clicking on the details provides additional information.

"Permission Number": A unique 4-6 digit number assigned to each student who receives Department or Instructor consent (as appropriate) for enrollment in a specific class in a specific term. Once a "Class Number" has been entered (or if a class has been selected thru the "Class Search"), the next screen will contain a box to the right of the words "Permission Nbr." Enter the Permission # in the box and then click the green "NEXT" bar at the lower right of the screen, and then continue.

"Swap": DROP one class and ADD another through a single process.

"Withdraw": changing your enrollment status to indicate that you will no longer attend the class, after the last date to DROP a class. Your schedule will continue to indicate that your status is "Enrolled," and a grade of "W" will appear on your current schedule and will also be permanently entered on your transcript. Furthermore, depending on the date of your withdrawal, you will receive either a 50% or zero refund. NOTE: Withdrawals cannot be done online. You must submit a Withdrawal Form, which can be downloaded at your GothicNet Home Page by clicking on the link for "What I Need to Know," and then on the link provided for the form under the enrollment information for that term. Copies are also available at Graduate Studies, Hepburn Hall 206. Withdrawal Forms may be faxed to 201-200-3411, or hand-carried to Graduate Admissions, Hepburn Hall 206.

CAMPUS DIRECTORY OF OFFICES

Graduate Admissions/Registration	201-200-3409	Hepburn Hall, Room 206
Graduate Matriculation	201-200-3306	Hepburn Hall, Room 203
Graduate Graduation Clearance	201-200-2085	Hepburn Hall, Room 203
Continuing Education (Non-Credit)	201-200-3089	Hepburn Hall, Room 201
Online Learning	201-200-3449	Hepburn Hall, Room 108
Bursar/Cashier	201-200-3045	Hepburn Hall, Room 106
Financial Aid	201-200-3173	Hepburn Hall, Room 215
e-mail: finaid@njcu.edu		
Opportunity Scholarship Program	201-200-3355	Vodra Hall Room 211
Transcripts	201-200-3333	Hepburn Hall, Room 214
Office of Academic Services for Evening Students (OASES)	201-200-2233	Gilligan Student Union

Office of Graduate Studies and Continuing Education, *Dean Richard Hendrix*

Hepburn Hall, Room 206 201-200-3409

William J. Maxwell College of Arts & Sciences, *Dean Barbara Feldman*

George Karnoutsos Arts & Sciences Hall, Room 605 201-200-3001

Art	Prof. Rosenberg	A120	201-200-3241
	Prof. Gustafson	A120	201-200-2179
Mathematics	Dr. Teclezghi	K506	201-200-3179
	Dr. Camacho	K506	201-200-2267
Modern Languages	Dr. Barugel	K202	201-200-3176
	Dr. Lopez-Diaz	K202	201-200-4042
Music, Dance, Theater	Dr. Raditz	R234	201-200-2017
Classical Performance	Dr. Connolly	R234	201-200-2018
Jazz & Woodwinds	Dr. Joffe	R234	201-200-3091
Music Education	Dr. Warren	R234	201-200-2158
Psychology	Dr. Hallerman	S431	201-200-3063
	Dr. Lennon	S431	201-200-3309

Deborah Cannon Partridge Wolfe College of Education, *Interim Dean Allan DeFina*

Education and Professional Studies Building, Room 303 201-200-2101

Early Childhood Education	Dr. Adesanya	P329	201-200-2114
Elementary/Secondary Education	Dr. Hall	P329C	201-200-3421
Urban Education	Dr. Weiner	P329C	201-200-2432
Educational Leadership & Counseling			
Educational Leadership	Dr. Phifer	R536	201-200-3400
Counseling	Dr. Webber	R536	201-200-2473
Educational Technology	Dr. Twomey	P203A	201-200-2545
Literacy Education	Dr. Woo	P345	201-200-3521
Multicultural Education	Dr. Kim	P209	201-200-3184
Special Education	Dr. Amerman	P350	201-200-3023
	Dr. Taylor	P350	201-200-3023
New Pathways to Teaching in NJ	Dr. Levin	P345	201-200-2409
	Ms. Vazquez	H208	201-200-3168

College of Professional Studies, *Dean Sandra Bloomberg*

Education and Professional Studies Building, Room 404 201-200-3321

Business Administration	Prof. Ettinger	P414	201-200-3353
Accounting	Prof. Matthews	P414	201-200-3353
Finance	Prof. Overton	P414	201-200-4315
MBA	Dr. Laski	P414	201-200-2410
Criminal Justice	Dr. Williams	P220	201-200-3492
	Dr. Calathes	P220	201-200-2419
Health Science	Dr. Gordon	P219	201-200-3431
	Dr. Congilose	P219	201-200-3431
	Prof. Chewey	P219	201-200-2421
Professional Security Studies	Dr. Collins	P442	201-200-3179

GRADUATE ASSISTANTSHIPS

NJCU offers a limited number of assistantships each year to qualified graduate students. The appointment is for the academic year (September to May), and in some years assistantships become available in January for the spring semester only. For the full academic year, the initial deadline for applications is April 1. For spring semester assistantships only, the deadline is December 1.

The graduate assistantship covers tuition and fees for full-time study (minimum nine credits). Graduate assistants are required to work in a university department or office for 16-20 hours/week for which they receive a stipend of \$3,500 over the academic year (\$1750 per semester). Graduate assistants may not hold a full-time job either inside or outside the university, and they may not be graduate assistants during a semester when they are doing student teaching.

Applicants must be matriculated in an NJCU graduate degree program, which includes the following requirements:

- A regular application for graduate admission
- A 250-500 word essay discussing your goals and objectives for pursuing the degree for which you are applying
- Official transcripts from all colleges attended
- Request for matriculation form
- Two letters of recommendation
- Official score reports for the standardized test required by the student's department (MAT, GRE, or GMAT – see the Graduate Catalog for details)
- A copy of any teaching certificates the applicant may hold

In addition to these matriculation requirements, applicants should write a letter to the Dean of Graduate Studies and attach a résumé. The letter should discuss the educational goals you would like to achieve through the assistantship, and the résumé should indicate work experience and skills as well as academic background.

Applicants may specify an office or department that would be of particular interest for employment, but this is not required. Graduate assistants are assigned by the Dean of Graduate Studies, not by the departments themselves, and it is possible that a student will be assigned to a different office or department than the one in which they are studying.

SPRING 2010 & SUMMER 2010 CANDIDATES FOR GRADUATION CLEARANCE

Please file a Graduation Clearance Application form with the Graduate Office by the following date: December 15 for spring 2010 completion and June 15 for summer 2010 completion. It is to the student's advantage to apply for graduation clearance during the scheduled period so there is ample time to review records and determine if there are any deficiencies. Forms may be downloaded from <http://www.njcu.edu/graduate/grad/forms.asp>; fax to 201-200-2188 or email to mvargas@njcu.edu.

A \$25.00 non-refundable per application graduation clearance fee is charged to all students. Payment must be submitted directly to the University Bursar, Hepburn 106.

FINANCIAL AID

Graduate students may be eligible for loans. Graduate students must be enrolled in a degree or certificate program as of the first day of the term in which they intend to use their Student Aid. They must complete their Free Application for Federal Student Aid (FAFSA) for the current academic year, if they wish to use federal financial aid (graduate student loans) to pay for the costs of attending school. Upon receipt of the above information, eligibility for financial aid will be determined, and the student will be notified in writing of any eligibility for graduate student loans.

Graduate loan recipients are expected to maintain satisfactory academic progress in order to maintain eligibility for the student loans. Students must be taking at least 6 credits to be eligible for student loans. Please contact the Financial Aid Office at 201-200-3173 for additional information.

NJCU ALUMNI LEGACY SCHOLARSHIPS

- Did you receive a bachelor's degree from NJCU?
- Will this be your first enrollment in graduate classes at NJCU?

If the answer to both questions is "Yes," as a way of saying "Thank You," NJCU will give you a \$100 Tuition Discount on each of your first two graduate classes in a degree or certification program.

To request the "Legacy Scholarship," just send an E-mail to Dr. Allan Futernick, Director of Graduate Admissions (grad_dept@njcu.edu), and include your GothicNet ID.

SPRING 2010 CALENDAR

Online Registration

- Degree/Matriculated Students Only
- New & Continuing Students

For All Graduate Courses Offered On-Campus, Off-Campus, Online

Begins

Tuesday November 3 10:00 AM
Tuesday November 17 10:00 AM

Final Registration

- End of Add/Drop

Dates

January 25

Academic Advisement: Contact your Department Chairperson.

Important Dates

Martin Luther King Day: University Closed	January 18
Spring Semester Classes Begin	January 19
Payment Due	January 19
Late Fee Begins (\$50)	January 20
Final Registration: Last Day to Add a Class	January 25
Last Day to Drop with 100% Refund	January 25
Students Dropped for Non-Payment	January 26
Begin 50% Refund with a "W"	January 26
President's Day: University Closed	February 15
Last Day for 50% Refund with a "W"	February 27
Late Withdrawal Begins: Grade of "W," No Refund	February 28
Spring Recess: No Classes	March 8-13
Good Friday and Saturday: No Classes	April 2-3
Late Withdrawal Ends: Grade of "W"	April 15
Spring 2008 Semester Ends	May 10
Commencement	May 12

2009 - 2010 TUITION AND FEES

These amounts are for the 09-10 academic year only. 2010-2011 tuition and fees will be announced and posted on www.njcu.edu during the summer.

NEW JERSEY RESIDENTS

Credits	Tuition	Gen. Serv.	Stud. Ctr.	Stud. Act.	Tech.	TOTAL
1	\$456.75	\$44.10	\$18.20	\$2.20	\$14.90	\$536.15
2	\$913.50	\$88.20	\$36.40	\$4.40	\$29.80	\$1,072.30
3	\$1,370.25	\$132.30	\$54.60	\$6.60	\$44.70	\$1,608.45
4	\$1,827.00	\$176.40	\$72.80	\$8.80	\$59.60	\$2,144.60
5	\$2,283.75	\$220.50	\$91.00	\$11.00	\$74.50	\$2,680.75
6	\$2,740.50	\$264.60	\$109.20	\$13.20	\$89.40	\$3,216.90
7	\$3,197.25	\$308.70	\$127.40	\$15.40	\$104.30	\$3,753.05
8	\$3,654.00	\$352.80	\$145.60	\$17.60	\$119.20	\$4,289.20
9	\$4,110.75	\$396.90	\$163.80	\$19.80	\$134.10	\$4,825.35
10	\$4,567.50	\$441.00	\$182.00	\$22.00	\$149.00	\$5,361.50
11	\$5,024.25	\$485.10	\$200.20	\$24.20	\$163.90	\$5,897.65
12	\$5,481.00	\$529.20	\$218.40	\$26.40	\$178.80	\$6,433.80

OUT-OF-STATE AND NON-U.S. RESIDENT

1	\$842.55	\$44.10	\$18.20	\$2.20	\$14.90	\$921.95
2	\$1,685.10	\$88.20	\$36.40	\$4.40	\$29.80	\$1,843.90
3	\$2,527.65	\$132.30	\$54.60	\$6.60	\$44.70	\$2,765.85
4	\$3,370.20	\$176.40	\$72.80	\$8.80	\$59.60	\$3,687.80
5	\$4,212.75	\$220.50	\$91.00	\$11.00	\$74.50	\$4,609.75
6	\$5,055.30	\$264.60	\$109.20	\$13.20	\$89.40	\$5,531.70
7	\$5,897.85	\$308.70	\$127.40	\$15.40	\$104.30	\$6,453.65
8	\$6,740.40	\$352.80	\$145.60	\$17.60	\$119.20	\$7,375.60
9	\$7,582.95	\$396.90	\$163.80	\$19.80	\$134.10	\$8,297.55
10	\$8,425.50	\$441.00	\$182.00	\$22.00	\$149.00	\$9,219.50
11	\$9,268.05	\$485.10	\$200.20	\$24.20	\$163.90	\$10,141.45
12	\$10,110.60	\$529.20	\$218.40	\$26.40	\$178.80	\$11,063.40

DISCLAIMER

The University reserves the right to cancel courses, change the calendar, modify tuition and fees, and change instructions.

PAYMENT SCHEDULE

Students registered by the dates noted below will be sent a bill. Students who register later will NOT be sent a bill. Students must pay their tuition and fees using *GothicNet*, or directly to the Bursar's Office, Hepburn Hall, Room 106. You may view your account balance and pay online through *GothicNet*.

SPRING 2010 - PAYMENT SCHEDULE

To Receive a Bill by Mail Must Register by:	January 11
Final Payment Must Be Made by:	January 19
Final Drop Date for 100% Refund:	January 25
Dropped from All Term Classes for Non-Payment:	January 26

WITHDRAWAL & REFUND SCHEDULE

Last day to drop for 100% refund:	January 25
Last day to withdraw for 50% refund with a "W" grade:	February 27
Last day to withdraw, no refund, with a "W" grade:	April 15

Refunds will be processed approximately 30 days after the end of the add/drop period regardless of the method of payment.

Please Note: Non-attendance does not constitute a drop or withdrawal. Refunds are only made when a student officially withdraws. If a student does not officially withdraw, an automatic grade of "F" will be issued as a final grade.

PAY ONLINE BY CREDIT CARD OR CHECK

You can save time by making payments by credit card or check through GothicNet. At your "Student Center" screen, under "Finances," click on the "Account Inquiry" link. At the next screen, at the top, right, click on the purple "Make a Payment" tab, follow the easy instructions, and you're done!

TUITION PAYMENT PLAN

New Jersey City University, in partnership with Tuition Management Systems, offers the Interest-Free Monthly Payment Option to help students more easily afford education expenses. Instead of large annual or semester payments, this option enables you to pay-as-you-go on a monthly

basis, like most other bills. Use savings and income to your advantage by spreading education expenses over 5 or 4 manageable monthly payments. The Interest-Free Monthly Payment Option is not a loan so there are no interest charges. Best of all, it is available to you for an enrollment fee of just \$37 per semester. In addition, Education Payment Life Insurance covering the balance of your payment plan amount is also available. Simply request an application upon enrollment.

Enrolling in this option is quick and easy. Simply enroll on-line at <http://www.afford.com/njcu>. If you prefer to speak to a courteous and professional Education Payment Counselor, simply call toll-free 1-888-713-7239 to get answers to your questions, obtain enrollment forms, or enroll right over the telephone.

NJCU E-MAIL ACCOUNTS (NEW)

An njcu.edu e-mail account is created for each student soon after registration in the student's first semester. You will receive a letter with your e-mail address and password the first semester that you register for classes. Accounts are retained as long as you remain an active student (i.e., up to three years from the time you last register for classes.)

Changing the password assigned to you is encouraged, and should be more personally useful to you. It is easy to change your password using the following link: https://mail.njcu.edu:7633/chng_pwd/.

Further, you may forward your njcu e-mails to any other e-mail account that you prefer for daily use through the link: https://mail.njcu.edu:7633/mailbox_filters. Please be sure that any spam filters you use in your preferred e-mail account will allow your njcu.edu e-mails.

We *strongly* urge all NJCU graduate students to access their accounts directly or to forward e-mail to their preferred accounts. Your njcu.edu address will be used exclusively to send important announcements related to matters like registration, course offerings and course changes, scholarship opportunities, and information about University committees, activities and events. Your professors may also communicate with you using your njcu.edu account.

GRADUATE STUDENT

ACADEMIC POLICIES IN BRIEF

Complete policies are available in the Graduate Catalog.
(Available at the Graduate Office or download at <http://www.njcu.edu/graduate/pdf/catalog.pdf>)

1. In order to earn a graduate degree, the student must be fully admitted into a degree program (matriculated). Only twelve (12) credits of graduate coursework taken prior to matriculation may count towards a master's degree. Enrollment in on-campus, off-campus, or online courses, in and of itself, does not constitute full admission to a degree program.
2. To be fully admitted to a degree program, a student must have on file in the Office of Graduate Studies, Hepburn Hall, Room 203:
 - a) an Admissions Application
 - b) a Request for Matriculation Form
 - c) copies of official transcripts from all schools attended
 - d) two (2) letters of recommendation
 - e) official scores of the GRE, MAT, or GMAT tests (as appropriate for the specific degree program)
 - i) PRAXIS scores (in addition) for the M.A.T. in Elementary or Secondary Education degree programs
 - ii) a résumé (in addition) for degree programs in Accounting, Criminal Justice, Finance, Health Sciences, and Professional Security Studies
 - f) official acceptance into a degree program from the sponsoring department.
3. The above items must be filed with the Office of Graduate Studies only. The student's file is then reviewed for approval by both the appropriate department Graduate Coordinator and the Office of Graduate Studies.
4. Certification students must have attained an undergraduate cumulative grade point average of at least 2.75 in order to be admitted to a certification program.
5. Graduate students are expected to maintain a 3.0 grade point average at New Jersey City University in order to remain in good academic standing.

VISITING STUDENT STATUS

A graduate of an accredited college or university, currently enrolled in graduate study at another institution, who wishes to take courses at New Jersey City Uni-

versity for transfer purposes, may apply for admission to graduate study as a "visiting student". A visiting student must submit an Application for Admission to Graduate Study and an approval letter from the Dean or Department Chairperson of the degree granting college to the Office of Graduate Studies by the respective deadline date. The visiting student will follow regular registration procedures as a new student.

ADVISEMENT HOLDS

If your credits total 12 or more (counting earned credits and credits for which you are registered) and you have not been admitted to a certification program or approved for matriculation into a degree program, an "Advisement Hold" will prevent you from enrolling in any subsequent semester without the approval of the Academic Department offering your program. Contact the Department Chair.

SEVEN-YEAR LIMIT ON CREDITS

This policy applies to all graduate students: a) students have seven years within which to complete their degree; b) only credits not older than seven years at the time a student is first registered by the Graduate Studies Department may be considered for transfer; c) only credits not older than seven years at the time for which a student requests graduation (clearance) are valid, unless these are transfer credits that meet the previous standard.

MILLER ANALOGIES TEST (MAT)

The Miller Analogies Test is offered once a month on the campus of New Jersey City University through the Office of Continuing Education. To visit us on the web, please click "Continuing Education" on the NJCU homepage at www.njcu.edu, then click on "Miller Analogies Test." To register for the test, please come to Hepburn 201 or call 201-200-3089.

GENERAL INFORMATION

APPLICATION FEE

There is a non-refundable application fee of \$40.00 for graduate students. It is waived for NJCU Graduate Degree Alumni.

TRANSCRIPTS

NEW PROCEDURES AND FEES

A one-time transcript fee of \$25.00 is charged to all students. The Registrar's Office has the right to deny a transcript request to any student who abuses this service. Limit of transcript requests per year is 10 transcripts for regular service. A \$10.00 per transcript fee will be charged for 1-hour same day service, until 4:00 p.m.

To request a transcript the student or graduate has three options:

1. In person: at the Registrar's Office Hepburn 214 on a form supplied by the office.
2. By mail: send a signed letter to the Registrar's Office, c/o Transcripts, New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305.
3. By the Internet: NJCU Registrar's website: <http://www.njcu.edu/dept/registrar>. Students may request separate undergraduate and graduate transcripts but no portion of the undergraduate or graduate record may be deleted. Procedures for the issuance of transcripts are governed by the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (Final Regulations, 41 Fed. Reg. 24662 399.33).

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars and Officers of Admission. Where New Jersey City University transcripts show credit hours earned at other institutions the official transcripts from those institutions have become a part of the student's permanent file in the Registrar's Office. New Jersey City University does not make copies of another institution's transcripts. To obtain such transcripts, the student must contact the institution concerned. Transcripts should be requested at least ten days prior to the time needed. No transcript of credits will be granted to any student until all fees and other University obligations have been adjusted.

100-HOUR REQUIREMENT

New Jersey City University is a registered provider of Professional Development Programs for teachers that will count towards the 100-hour requirement (provider number 2433).

TUITION WAIVER POLICY

NJCU employees may be eligible for tuition waiver, but must be admitted under regular policies. Please be advised that NJCU employees who do not satisfactorily complete courses for which a tuition waiver had been granted or who receive a grade below "C" shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be available to that employee. Please refer to the "New Jersey City University Tuition Waiver Policy" online at <http://www.njcu.edu/dept/hr/policies/tuition.html>.

NJCU PHOTO ID CARD (GOTHIC CARD)

NJCU Photo ID Cards are required for the Library, the Fitness and Athletic Center and to enter campus or ride the shuttle. To obtain a Photo ID, new graduate students should report to the University Service Center, located in the Gilligan Student Union, with a copy of a receipt from the Bursar's Office and form of ID. Please call the University Service Center at 201-200-2552 for dates ID photos will be taken.

PARKING ALERT

Please observe the Jersey City Parking Regulations if you park on the city streets. There is parking available on the campus property on West Side Avenue. The entrance is on Culver and West Side Avenues. There is continuous shuttle service between the parking lot and the center of the campus. For additional information, contact the University Service Center, Parking and Transportation Manager, located in the Gilligan Student Union, at 201-200-2552, or email parking@njcu.edu.

STUDENT GRADES

Grades are no longer mailed. Grades can be accessed through the GothicNet portal, "view my grades" link, immediately after grades have been posted.

STUDENT INJURY & SICKNESS INSURANCE PLAN

All full-time graduate students (9 or more credits) are required by law to have injury and sickness insurance coverage. The premium is automatically added to the tuition bill. Full-time students covered under another policy who do not wish to purchase the University's plan may waive the insurance charge by completing a waiver card (available at the Bursar's Office, Hepburn Hall, Rm. 106). Part-time students are not required to have coverage and will not be billed.

However, they and/or the dependents of current students may purchase the plan directly from the insurance company. For further information, contact the Bursar's office (201-200-3045).

IMMUNIZATION

The State of New Jersey requires all NJCU students to complete the Immunization Questionnaire provided by the Health and Wellness Center, Vodra 107. Failure to properly complete and return the questionnaire may result in your being prohibited from attending NJCU. **IMPORTANT NOTE:** Degree seeking students not in compliance will be prevented from further registration until they are in compliance.

STUDENTS WITH DISABILITIES

Students with mobility, vision and other disabilities, who are interested in requesting accommodations and/or supportive services while they are on campus, should phone the Office for Specialized Services at 201-200-2557. The Office of Specialized Services for Students with Disabilities is located at the Education and Professional Studies Building, Rm. 343.

EMERGENCIES

For information regarding cancellation of all classes for emergencies listen to A.M. radio stations WOR 710 and WINS 1010. Emergency postings are also made available at www.njcu.edu.

LIBRARY HOURS

Congressman Frank J. Guarini Library Hours and information are available at: www.njcu.edu/Guarini/home/htm.

EVENING CENTER OFFICE (OASES)

Gilligan Student Union

The primary goal of the Office of Academic Services for Evening Students (OASES) is to provide referral and supportive services for evening students. Services include the coordination of all telephone inquiries after 5:00 p.m., the distribution of University publications and forms, and the coordination of evening class cancellations. For more information, please call (201) 200-2233.

GothicAlert NJCU'S NEW EMERGENCY NOTIFICATION SYSTEM

Choose how to receive Emergency Notifications via: Telephone - Cell Phone - Email and/or SMS Text (standard text message rates may apply, please check with your service provider). To subscribe to *GothicAlert* go to <http://gothicnet.njcu.edu>.

ONLINE COURSE REQUIREMENTS

TECHNICAL PRE-REQUISITES FOR ENROLLMENT IN ONLINE COURSES

Students must have the ability to create, send, and receive e-mail and e-mail attachments and use web browsers. Basic word processing skills including the ability to copy, cut, and paste text.

MINIMUM HARDWARE & SOFTWARE REQUIREMENTS

Students must have access to a computer with Macintosh or Windows operating system and 128MB of RAM, as well as access to the Internet at connection speed of at least 56K. Recommended web browsers include: Microsoft Internet Explorer, Mozilla, Netscape Navigator, and Safari. Although AOL may be used to access the Internet, the AOL browser is not recommended for use with online courses. WebTV is not supported. Please consult the Online Learning website for specific browser information and requirements: <http://newlearning.njcu.edu/dl/requirements>.

PLEASE ALSO NOTE: Some courses have specific software requirements. For further information, please consult the current course listings at the NJCU Online Learning Website: <http://newlearning.njcu.edu/dl>.

FIREWALL RESTRICTIONS

It may not be possible for you to access NJCU online courses if you plan on using a computer that is located behind a firewall. To find out if access to NJCU will be available, please contact your system administrator prior to enrollment. Further information regarding requirements for online courses may be obtained by visiting the NJCU Online Learning Website: <http://newlearning.njcu.edu/dl>.

Access to your online course will be available as of 12:00 noon on the first day of the semester. If you have not taken an online course before, you should complete the CyberPrimer, an online tutorial, designed to prepare you to be a successful online learner. Access to the CyberPrimer will be available approximately two weeks before the start of the semester. For instructions on logging into your course and /or the CyberPrimer, please visit: <http://newlearning.njcu.edu/dl/login/>.

DEFINITIONS FOR WEB-BASED COURSES

Many graduate courses at NJCU make use of the World Wide Web.

The Information Technology Steering Committee has adopted the following definitions for courses that use the internet.

- A. Online Course: a course delivered via the World Wide Web which requires no face-to-face meetings.
 - B. Web-Enhanced Course: a face to face course which utilizes a web based component (e.g. WebCT) to enhance regularly scheduled course meetings.
 - C. Blended Course: a course in which course content is distributed between online and face-to-face instruction.
- Please note: Web-enhanced and blended courses may be located either on the main campus or at off-campus sites.

OFF-CAMPUS LOCATIONS & COURSE INDEX

BERGEN COUNTY

Hackensack High School

135 1st Street, Hackensack, NJ 07601
MCC 655 3839 Methods of Teaching ESL

Leonia High School

100 Christie Heights Street, Leonia, NJ 07605
EDLD 601 3702 School Law
EDLD 663 3710 Educ Adm Ldshp I – Orgn Ldshp

Lindbergh Elementary School

401 Glen Avenue, Palisades Park, NJ 07650
MCC 600 4049 General Linguistics

HUDSON COUNTY

Harborside Financial Center Plaza 4A

286 Washington Street, Jersey City, NJ 07302
BUSI 601 3476 Financial Accounting
BUSI 602 3484 Accounting for Bus Entities
BUSI 603 3492 Quanti Method For Bus Decisions
BUSI 607 3502 Corporate Financial Mgmt
BUSI 608 3478 Spec Topics in Accounting
BUSI 610 3486 Business Ethics
BUSI 611 3494 Behav Issues & Ehics Mgmt
BUSI 613 3496 Decision Analysis
BUSI 615 4283 Contemporary Marketing
BUSI 653 3482 Federal Taxation Business Entities
BUSI 670 3488 Working Capital Management
BUSI 671 4284 Foundations of Pro Fin Planning
BUSI 673 3498 Investment Plan and Portfolio Ana
BUSI 675 3500 Retirement Plan and Empl Benef

Jose Marti Middle School

1800 Summit Avenue, Union City, NJ 07087
MCC 604 4296 Phonology & Structure of Amer Eng
MCC 627 3849 Historical & Cult Bckg LEP Stu

MIDDLESEX COUNTY

Middlesex County College

2600 Woodbridge Avenue, Edison, NJ 08818
EDU 694 4250 Curric: Math Science Technology

MONMOUTH COUNTY

Brookdale Community College

Wall Higher Education Center
800 Monmouth Boulevard, Wall, NJ 07719
HLTH 642 4453 Role School Nurse II
SECU 680 3945 Specialized Field Project
SECU 650 3944 Crisis Management
SECU 675 3574 Thesis II
SECU 655 3570 Computer Security Topics
EDTC 618 3776 Lrng Theories Motiv&Relat Tech
EDTC 631 3774 Tech Facilitator:Iss & Challen
EDTC 628 4194 Research Applic Ed Tec II
EDTC 614 4193 Intro to Distance Learning

OCEAN COUNTY

Lakewood High School

855 Somerset Avenue, Lakewood, NJ 08701
MCC 605 3841 Intro to Biling/Multicul Education

Michael B. Citta Elementary School

2050 Lakewood Road, Toms River, NJ 08753
EDLD 640 4320 Home School & Community Relations
EDLD 646 4207 Innovations Curr & Edu Leader
EDLD 660 3738 Princ of Sup and Hum Res Mgmt
EDLD 663 4321 Educ Adm Ldshp I – Orgn Ldshp

PASSAIC COUNTY

Passaic High School

170 Paulison Avenue, Passaic, NJ 07055
MCC 607 4250 Theory & Prac of Tchng Biling Chl

SUSSEX COUNTY

Hopatcong Board of Education

2 Windsor Avenue, Hopatcong, NJ 07843
EDLD 662 3706 Principles Of Curric Dev&Eval
EDLD 660 3704 Princ of Sup and Hum Res Mgmt

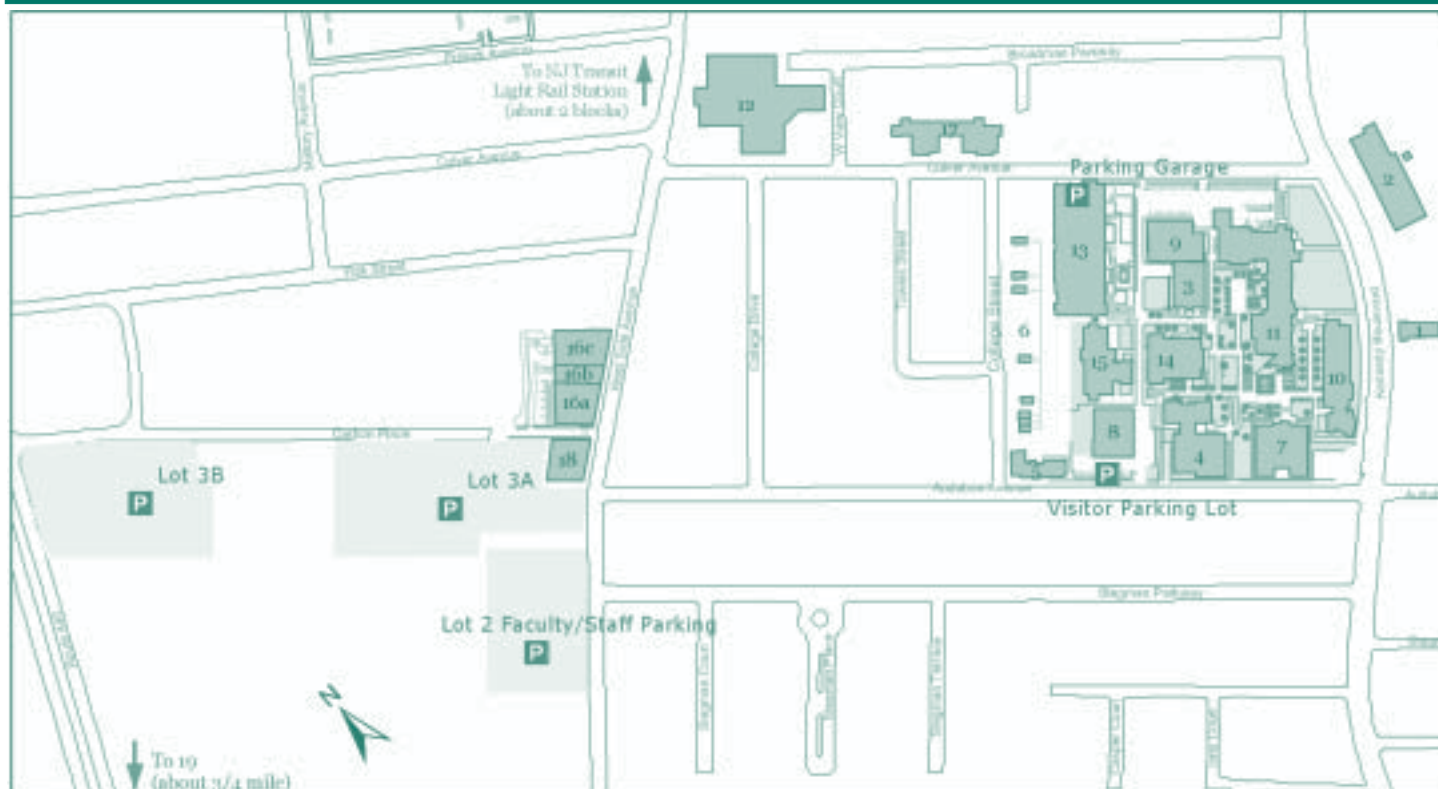
Kittatiny High School

77 Halsey Road, Newton, NJ 07860
EDTC 628 4195 Research Applic Ed Tec II

BUILDING CODES (MAIN CAMPUS)

A = Visual Arts Building	H = Hepburn Hall
C = University Charter High School (West Side Ave.)	K = George Karnoutsos A & S Hall
G = Grossnickle Hall	P = Education & Professional Studies Bldng.
GSU = Michael B. Gilligan Student Union	R = Rossey Hall
	S = Science Building

NEW JERSEY CITY UNIVERSITY



- | | | |
|-------------------------------------------|----------------------------------------------|---------------------------------------------------|
| 1. 2040 Kennedy Apartments | 8. Education & Professional Studies Building | 15. Science Building |
| 2. A. Harry Moore Laboratory School | 9. Fries Hall | 16a. University Academy Charter High School |
| 3. George Karnoutsos Arts & Sciences Hall | 10. Grossnickle Hall | 16b. West Side Theatre |
| 4. Vodra Hall | 11. Hepburn Hall | 16c. Business Development Incubator |
| 5. Co-Op Dormitory | 12. John J. Moore Athletic & Fitness Center | 17. Visual Arts Building |
| 6. College Street Houses | 13. Michael B. Gilligan Student Union | 18. Facilities & Construction Management Building |
| 7. Congressman Frank J. Guarini Library | 14. Rossey Hall | 19. Thomas M. Gerrity Complex |

DIRECTIONS TO NEW JERSEY CITY UNIVERSITY

BY CAR

From the NJ Turnpike (Routes 280, 80, and 3)

Take Route 280 East, or Route 3 East, to the NJ Turnpike. Take the Turnpike to Exit 15E. After paying toll, follow signs to Routes 1 & 9 North (Truck Route). Go over two bridges to a traffic light (Route 440). Stay straight at the light onto Communipaw Ave. After the McDonalds (on the right hand side), go to the second traffic light and make a right turn onto Kennedy Boulevard. NJCU is 12 blocks down on the right hand side. Parking is on Culver Ave.

From Route 78 & Routes 1 & 9

Take Route 78 East to Routes 1 & 9 North. Route 1 & 9 will split—stay to the right (1 & 9 North Truck Route). Do not go to the Pulaski Skyway. Take 1 & 9 over two bridges to a traffic light (Route 440). Stay straight at the light onto Communipaw Ave. After the McDonalds (on the right hand side), go to the second traffic light and make a right turn onto Kennedy Boulevard. NJCU is 12 blocks down on the right hand side. Parking is on Culver Ave.

From the Garden State Parkway (Northbound)

Take the Garden State Parkway North to Exit 140, Route 22 East. Follow Route 22 East to Routes 1 & 9 North. Follow directions above.

BY PUBLIC TRANSPORTATION

From the PATH Terminal at Journal Square

Take the #10 South Boulevard Bus directly to the University campus on Kennedy Blvd. Or, take the #80 Bus South along West Side Ave. to Culver Ave., and walk three blocks east to the University.

From New York City

Take the #99S Bus from the Port Authority Bus Terminal directly to the University. Or, take the PATH subway to Journal Square and follow the directions above.