



# NJCU

NEW JERSEY CITY UNIVERSITY

## FALL 2016 UNDERGRADUATE COURSE SCHEDULE

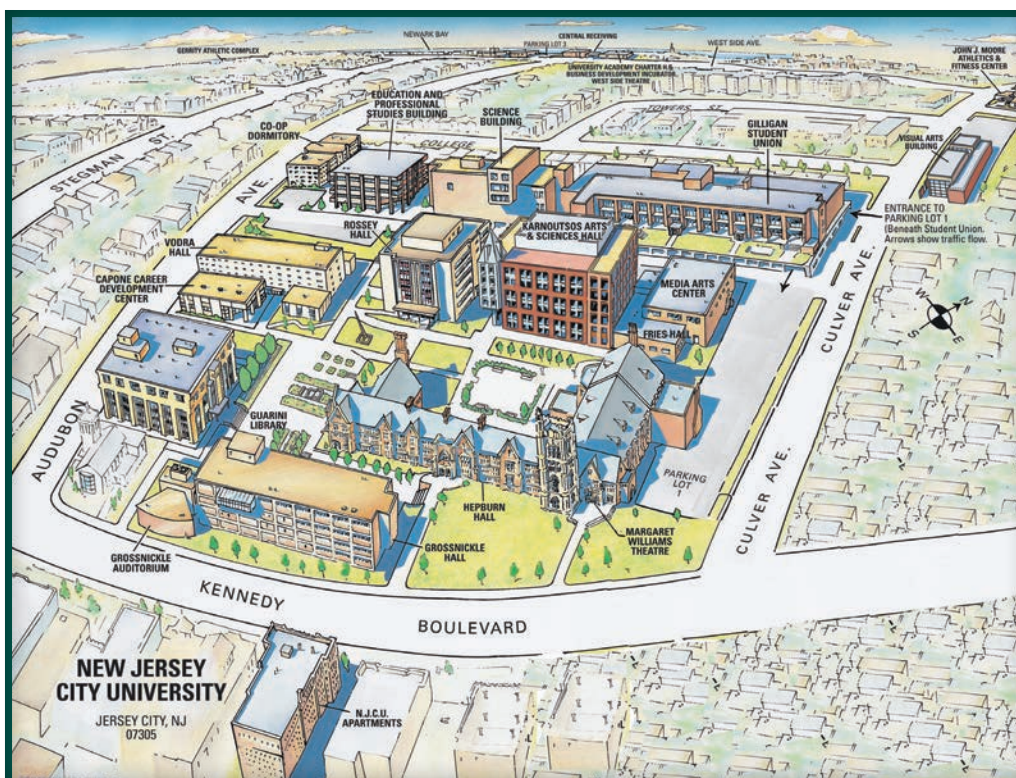
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#### GRADUATING SENIORS:

READ PAGE 27 FOR GRADUATION CLEARANCE  
PROCEDURES AND DEADLINE DATES

# LOCATION



## BUILDING/ROOMCODES

<b>A</b> Visual Arts	<b>K</b> George Karnoutsos Arts and Sciences Hall	<b>P</b> Education and Professional Studies	<b>V</b> Vodra Hall
<b>C</b> University Charter School	<b>L</b> Congressman Frank J. Guarini Library	<b>R</b> Rossey Hall	Room Number:
<b>F</b> Fries Hall	<b>M</b> John J. Moore Athletics and Fitness Center	<b>S</b> Science Building	First digit of the room number indicates floor
<b>G</b> Grossnickle Hall		<b>U</b> Michael B. Gilligan Student Union	
<b>H</b> Hepburn Hall			

School of Business – Off Campus Location: Harborside Plaza 2, 147 Harborside Financial Center Platform  
Jersey City, NJ

## DIRECTIONS

### BY CAR

#### From NJ Turnpike (Routes 280, 80, and 3):

Take 280 East, 80 East, or Route 3 East to the NJ Turnpike. Take Turnpike to Exit 15E. Pay toll, and follow signs to Routes 1 & 9 North (Truck Route). Go over two bridges to a traffic light. Stay straight at the light. After the McDonalds (on the right hand side) go to the second traffic light and make a right turn on Kennedy Boulevard. NJCU is 12 blocks south on the right hand side. Parking is on Culver Avenue.

#### 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. Stay straight at the light. After the McDonalds (on the right hand side) go to the second traffic light and make a right turn on Kennedy Boulevard. NJCU is 12 blocks south on the right hand side. Parking is on Culver Avenue.

#### From the Garden State Parkway (Northbound):

Take the GSP North to Exit 140, Route 22 East. Take 22 East to Routes 1 & 9 North. Follow directions above from Routes 1 & 9.

#### From New York City (Holland Tunnel):

After exiting the Holland Tunnel, go straight and up the hill. Maneuver yourself into the center lanes (an exit for the Turnpike will be on the right; then an exit for Routes 1&9 will be on your left). Continue through approximately seven lights. You will come to a "T" - this is Kennedy Blvd. Make a left onto Kennedy Blvd. At the fifth light, you will be entering Journal Square-follow Kennedy Blvd. as it turns right at Journal Square. Continue on Kennedy Blvd. to the University.

### BY PUBLIC TRANSPORTATION

#### From the PATH Terminal at Journal Square:

Take the #10 South Boulevard bus directly to the University campus on Kennedy Boulevard; or take the #80 bus traveling south along West Side Avenue to Culver Avenue, 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.



## NJCU SCHOOL OF BUSINESS

Our school of business is located in the bustling Jersey City waterfront, which is home to Wall Street's back office operations as well as a number of growing global enterprises. With a robust 70,000 square feet of space in the heart of New Jersey's financial district, the school of business is poised for tremendous growth and impact.

### The School of Business' new location features:

- Cutting-edge classroom technology;
- Simulated trading floor;
- Conference space featuring stunning views of Lower Manhattan;
- Adjacent to the Exchange Place PATH and Harborside Light Rail stations.

1927



**The official method of communication from NJCU to students via an NJCU e-mail account.**

**STUDENTS ARE STRONGLY ADVISED TO CHECK THEIR NJCU E-MAIL REGULARLY.**

To access your NJCU e-mail through **Microsoft Live@edu**, visit <http://www.njcu.edu/studentemail>.

Your NJCU e-mail account allows you to check for University announcements, communicate with the NJCU community, and forward e-mails to any other e-mail accounts.

More than just email. Microsoft Live@Edu will provide a number of productivity and collaboration tools:

- Large storage size for email (10GB)
- Support for up to 20 MB attachments
- Password protected 25GB of online file storage (SkyDrive)
- A powerful calendar which will include group calendaring functions
- IM, Video Call, Photos, etc.
- Access, view and edit documents from anywhere using Microsoft Office on the Web
- Protection from viruses, spam and phishing attacks

Microsoft Live@Edu is browser-based; therefore, students will be able to access all these services from any computer or mobile device with an internet connection.

# GOTHIC NET

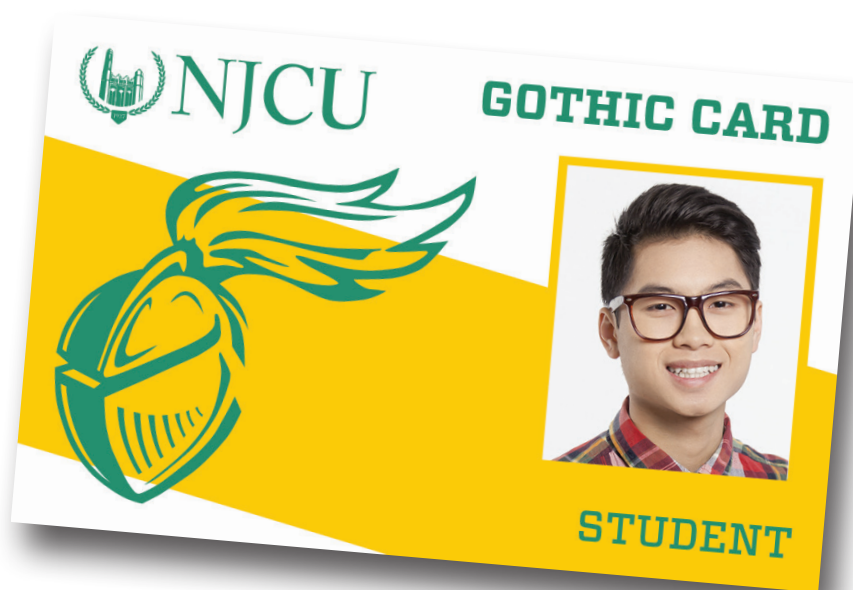
Gothic Net (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

- University e-mail
- Test scores
- Final grades
- Class schedules and catalog information
- Class registration
- Information on tuition, payment plans, and bill payment via credit cards or Web check
- Graduation Clearance
- Transcript request
- Financial aid application and the option to accept or decline awards
- Updates on personal contact information including change of address or phone
- Review "holds" and "to do" items on records
- Contact with advisors and enrollment appointment calendar
- FAQ Knowledge Base for additional information on University procedures
- Search the FAQ Knowledge Base for answers to your questions

**<http://gothicnet.njcu.edu>**

# GOTHIC CARD

## THE “MUST HAVE”



The Gothic Card is the official identification card for NJCU. All students, faculty, and staff are required to carry their Gothic Cards.

To obtain a photo ID, report to the University Service Center located in Michael B. Gilligan Student Union with a copy of a receipt from the Bursar's Office and form of ID.

Funds placed in your Gothic Card account may be used to purchase meals at campus dining locations, purchase books and supplies from the NJCU Barnes & Noble Bookstore, and access and pay for parking.

The Gothic Card also provides registered students with access to the library, the John J. Moore Athletics and Fitness Center, on-line account services, and vending machines.

To add funds to a Gothic Card, students may visit the University Service Center in the Michael B. Gilligan Student Union and make the deposit with cash, check, or credit card.

Visit the Gothic Card website, [www.njcu.edu/gothiccard](http://www.njcu.edu/gothiccard), for additional information.

## GENERAL INFORMATION

### 1. SNOW AND OTHER EMERGENCIES

For information regarding cancellation of classes for emergencies log to [www.njcu.edu](http://www.njcu.edu) or listen to radio stations NJ 101.5 and WINS 1010, or television station News 12.

### 2. CHILDREN'S LEARNING CENTER

The University provides an on-campus early childhood education experience for the 2 ½-8 year-old children of enrolled students. Call (201) 200-3342 or visit the Center, 101 Hepburn Hall. Hours are Monday through Friday; 7:30 a.m. to 5:00 p.m.

### 3. STUDENTS WITH DISABILITIES

If you are a student with a disability and wish to receive consideration for reasonable accommodations, please register with the Office of Specialized Services and Supplemental Instructions (OSS/SI). To begin this process, complete the registration form available on the OSS/SI website at <http://www.njcu.edu/oss/policies-forms/>. Contact the OSS/SI at (201) 200-2091 or visit the office in Karnoutsos Hall, Room 102 for additional information.

### 4. COUNSELING SERVICES

Free and confidential counseling and psychotherapy are available to students experiencing minor situational difficulties or major emotional conflicts. For an appointment call (201) 200-3165 or visit the Center in the Michael B. Gilligan Student Union, Room 308.

### 5. EVENING HOURS

#### OFFICE OF UNIVERSITY ADMISSIONS

Hepburn Hall, Room 207, 5:00 – 7:00 p.m., (201) 200-3234, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### BURSAR'S OFFICE

Hepburn Hall, Room 106, 5:00 – 7:00 p.m., (201) 200-3045, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### FINANCIAL AID OFFICE

Hepburn Hall, Room 215, 5:00 – 7:00 p.m., (201) 200-3173, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### REGISTRAR'S OFFICE

Hepburn Hall, Room 214, 5:00 – 7:00 p.m., (201) 200-3333, Monday and Thursday when classes are scheduled during the Spring and Fall semesters. After office hours, registration and other forms may be placed in the Office mail-slot.

#### UNIVERSITY ADVISEMENT CENTER

Vodra Hall, 1<sup>st</sup> floor, 5:00 – 7:00 p.m. (201) 200-3300 Monday, Tuesday, and Thursday by appointment when classes are scheduled during the Fall and Spring semesters.

#### UNIVERSITY SERVICE CENTER

The University Service Center (USC) serves as the “one-stop-shop” for the University community. The USC was created to provide students a convenient location to submit documents, retrieve forms and brochures, and conduct general enrollment and auxiliary related business transactions.

Among the services provided are the university photo ID card, parking information and registration, shuttle information, and vending machine refunds. The USC houses staff members that have been trained to provide many of the services provided to students at offices they visit most frequently, such as Advisement, Financial Aid, Registrar, Parking, and the Bursar. The USC professional and support staff members are cross-trained to answer frequently asked questions.

Open September through May, Monday through Thursday, 8:30 a.m. to 7:00 p.m., and Friday, 8:30 a.m. to 5:00 p.m.

The USC is located in the Michael B. Gilligan Student Union, 1<sup>st</sup> Floor.

Phone: (201) 200-2552; Fax: (201) 200-2551; e-mail: [USC@NJCU.edu](mailto:USC@NJCU.edu)

### 6. COURSE LOCATION

Students who cannot locate their scheduled class sections should report to the Registrar's Office, Hepburn Hall, Room 214.

### 7. WEB ACCESS

Visit [www.njcu.edu](http://www.njcu.edu) and click on “Registrar” for online information regarding course offerings, graduation clearance, grades, transcripts, office hours, and deadlines.

## NOTICE TO ALL STUDENTS

For your own benefit, please read all the directions before you attempt to complete your Advising/Registration Form. This is not the University Catalog. For information regarding the undergraduate curricula, refer to the appropriate catalog. The University reserves the right to cancel courses, change faculty assignments, make adjustments in course schedules and room assignments and change academic calendars. Students who expect to graduate or receive certification must apply in accordance with the procedures and deadlines outlined under Academic Regulations and Policies on pages 17 – 22.

## TO REGISTER

In order to register at NJCU, prior balances must be cleared:

1. Students with a declared major should report to their major departmental advisor for advisement.
2. Student without a major report as follows:
  - a. University Advisement Center, Vodra Hall, Room 101.
  - b. OSP students to Vodra, 2<sup>nd</sup> Floor.
  - c. Unclassified students (students who are not enrolling for a degree) report to the University Advisement Center, Vodra Hall, Room 101.
  - d. Visiting students (students visiting from another institution) do not need to meet with an advisor to register. They report directly to the Registrar's Office, Hepburn Hall, Room 214.
3. Read also page 8.

## IMMUNIZATION

The State of New Jersey requires all NJCU students to complete the Immunization Questionnaire provided by the Health and Wellness Center, Vodra Hall, Room 107. Failure to properly complete and return the questionnaire will result in your being prohibited from attending NJCU.

## TUITION WAIVER POLICY

Please be advised that NJCU employees who do not satisfactorily complete courses for which a tuition waiver had been granted or 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/hr/policies>.

# DIRECTORY

## 01. ACADEMIC ADVISEMENT:

Academic Majors ..... See below list  
 General Studies/Undeclared Majors  
 (201) 200-3300/3422 ..... Vodra Hall, Room 101  
 F-1 Visa Student  
 (201) 200-2089 ..... Professional Studies Building, Room 414  
 Placement Testing  
 (201) 200-3305 ..... Grossnickle Hall, Room 418

## 02. ADMISSIONS:

(201) 200-3234 ..... Hepburn Hall, Room 207

## 03. BURSAR/CASHIER:

(201) 200-3045 ..... Hepburn Hall, Room 106

## 04. CAREER DEVELOPMENT/COOPERATIVE EDUCATION:

Career Planning and Placement:  
 (201) 200-3005/3006 ..... Vodra Hall, Room 101

## 05. FINANCIAL AID:

(01) 200-3173 ..... Hepburn Hall, Room 215

## 06. GRADUATION CLEARANCE:

(201) 200-3483 ..... Hepburn Hall, Room 214

## 07. ONLINE LEARNING:

(201) 200-3449 ..... Hepburn Hall, Room 108

## 08. OPPORTUNITY SCHOLARSHIP PROGRAM:

(201) 200-3355 ..... Vodra Hall, Room 211

## 09. REGISTRATION:

(201) 200-3333 ..... Hepburn Hall, Room 214  
 Transcripts:  
 (201) 200-3333 ..... Hepburn Hall, Room 214  
 Or visit ..... <http://www.njcu.edu/registrar>

# DIRECTORY FOR ACADEMIC DEPARTMENTS

Department	Chairperson	Location	Telephone Email	Department	Chairperson	Location	Telephone Email
Accounting	Prof. Margaret Griffin	205J*	(201) 200-3353 mgriffin@njcu.edu	Management	Dr. Wanda Rutledge	243G*	(201) 200-3353 wrutledge@njcu.edu
African/African-American Studies*	Dean of Arts & Sciences	K605	(201) 200-3001	Marketing	Prof. Melissa Martirano	205D*	(201) 200-3353 mmartirano@njcu.edu
Art	Prof. Martin Kruck	A120	(201) 200-3214 mkruck@njcu.edu	Mathematics	Dr. Beimnet Teclezghi	K506	(201) 200-3201 bteclezghi@njcu.edu
Biology	Dr. John Grew	S335	(201)200-3054 jgrew@njcu.edu	Media Arts	Prof. Joel Katz	F106	(201) 200-3494 jkatz@njcu.edu
Chemistry	Dr. Kenneth Yamaguchi	G327	(201) 200-3066 kyamaguchi@njcu.edu	Modern Languages	Dr. Alberto Barugel	K202	(201) 200-3176 abarugel@njcu.edu
Computer Science	Dr. Jean-Claude Ngatchou	K405	(201) 200-3291 jngatchou@njcu.edu	Multicultural Education*	Dr. Alexis Kim	P209	(201)200-3380 akim@njcu.edu
Criminal Justice	Dr. David Chiabi	P220	(201) 200-3492 dchiabi@njcu.edu	Music, Dance & Theatre	Dr. Min Kim Dr. Ana Maria Rosado	R234	(201) 200-3151 mkim@njcu.edu arosado@njcu.edu
Early Childhood Education	Dr. Regina Adesanya	P329	(201) 200-2114 radesanya@njcu.edu	Nursing	Dr. Kevin Oneill	R405	(201) 200-3157 koneill@njcu.edu
Economics	Dr. Rubina Vohra	K606	(201) 200-3231 rvohra@njcu.edu	Philosophy/Religion	Dr. Sabine Roehr	K606	(201) 200-3204 sroehr@njcu.edu
Elementary and Secondary Education	Dr. Erik Morales	P329	(201) 200-3421 emorales2@njcu.edu	Physics	Dr. Christopher Herbert	K420	(201) 200-3448 cherbert@njcu.edu
English	Dr. Alina Gharabegian	K304	(201) 200-3337 agharabegian@njcu.edu	Political Science	Dr. Louise Stanton	K606	(201) 200-3231 lstanton@njcu.edu
ESL*	Dr. Steve Haber	K205	(201) 200-3087 shaber@njcu.edu	Professional Security Studies	Dr. Kathleen Rennie	P449	(201) 200-2275 krennie@njcu.edu
Ethnic and Immigration Studies*	Dr. Anna Cieslik	K505	(201) 200-3251 acieslik@njcu.edu	Psychology	Dr. Maria Lynn Dr. James Lennon	P426 G327	(201) 200-3062 mlynn@njcu.edu jlennon@njcu.edu
Finance	Prof. Marilyn Ettinger	205F*	(201) 200-3353 mettinger@njcu.edu	Sociology and Anthropology	Dr. Fred Andes	R539	(201) 200-3261 fandes@njcu.edu
Fire Science	Prof. Anthony Avillo	P451	(201) 200-3407 aavillo@njcu.edu	Special Education	Dr. Carol Fleres Dr. Charles Taylor	P350	(201) 200-3023 cfleres@njcu.edu rtaylor@njcu.edu
Fitness, Exercise & Sports*	Dr. Amy Rady	M218	(201) 200-3315 arady@njcu.edu	Women's & Gender Studies	Dr. Jacqueline Ellis	K505	(201) 200-3251 jellis@njcu.edu
Geography/Geoscience	Dr. Nurdan Aydin	R608	(201) 200-3161 naydin@njcu.edu	* These departments or programs are units without a major program of study leading to a degree program at NJCU. + School of Business location			
Health Sciences	Dr. Lillian Rosado	P219	(201) 200-3431 lrosado1@njcu.edu				
History	Dr. Rosemary Fox-Thurston	K505	(201) 200-3251 rthurston@njcu.edu	<b>Deans Offices:</b>			
International Studies*	Dr. Louise Stanton	K606	(201) 200-3231 lstanton@njcu.edu	William J. Maxwell College of Arts and Sciences (201) 200-3001			
Latin American, Caribbean Latino Studies*	Dean of Arts & Sciences	K605	(201) 200-3001	George Karnoutsos Hall, Room 605			
Literacy Education*	Dr. Mary McGriff/ Dr. Fran Levin	P345	(201) 200-3521 mmcgriff@njcu.edu flevin@njcu.edu	Dr. Anne Mabry, Interim Dean			
				College of Professional Studies and Deborah Cannon Partidge Wolfe College of Education (201) 200-2101			
				Professional Studies Building, Room 303			
				Dr. Allan A. De Fina, Dean			
				School of Business (201) 200-2001			
				Harborside Plaza 2, 147 Harborside Financial Center Platform			
				Jersey City, NJ 07311			
				Dr. Bernard McSherry, Interim Dean			
				Dean of Students (201) 200-3525			
				Michael Gilligan Student, Room 127			
				Dr. Lyn Hamlin			

# FALL 2016 UNDERGRADUATE ACADEMIC CALENDAR

<b>March 14</b>	Fall 2016 course list available online at <a href="http://gothicnet.njcu.edu">http://gothicnet.njcu.edu</a> or <a href="http://www.njcu.edu/registrar">www.njcu.edu/registrar</a> .
<b>March 14</b>	Advisement begins. Students are encouraged to schedule an appointment with advisor.
<b>March 22</b>	Fall 2016 registration begins for Continuing and re-admit students.
<b>April 5</b>	Fall 2016 Registration begins for news and transfer students.
<b>July 17</b>	Last day for continuing students to register and avoid the \$75.00 late registration fee.
<b>July 18</b>	\$75.00 late registration fee begins for continuing students.
<b>July 19</b>	2016 Fall bill available online in Gothicnet.
<b>August 1 to September 30</b>	Online Graduation Clearance application available for Seniors completing degree requirements during Fall 2016.
<b>August 17</b>	Fall 2016 bill due. Deadline to pay/clear tuition and fee charges.
<b>August 22</b>	\$75.00 late payment fee begins.
<b>September 5</b>	Labor Day: University Closed.
<b>September 6</b>	2016 Fall Semester classes begin. Payment deadline for students enrolled on August 8 or later.
<b>September 6 to 12</b>	Add/Drop for registered students, see page 8 for detailed directions and times.
<b>September 12</b>	Final day to drop course(s) for 100% refund of tuition online through self service on GothicNet or at the Registrar's Office, 9:00 a.m. to 7:00 p.m. Canceled courses are dropped by computer for 100% refund. See page 21 for refund of tuition and fees policy.
<b>September 13 to November 1</b>	Period to submit Pass/Fail forms at Registrar's Office, H-214. Forms available online and outside office. See page 21 for detailed information.
<b>September 30</b>	Deadline to file graduation clearance form for Seniors completing Bachelors degree requirements during 2016 Fall term. Read page 21, Graduation and Certification deadline date for specific directions.
<b>October 3</b>	Final day to withdraw from a course(s) for a 50% refund of tuition with a "W" grade at the Registrar's Office, H-214. See page 21 for Refund of Tuition and Fees policy.
<b>October 10</b>	2017 Winter/Spring Course List (MCL) available online at <a href="http://gothicnet.njcu.edu">http://gothicnet.njcu.edu</a> or <a href="http://www.njcu.edu/registrar">www.njcu.edu/registrar</a> .
<b>October 17</b>	Deadline for faculty to submit Fall 2016 midterm grades.
<b>October 18</b>	2017 Winter/Spring registration begins for Continuing and re-admit students.
<b>October 18</b>	Deadline: Incomplete grades for the 2016 Spring, Summer I and II semesters become "F" grades.
<b>November 1 to December 15</b>	Online Graduation Clearance application available for seniors completing Bachelors degree requirements during the 2017 Spring Semester. Read page 21, Graduation and Certification deadline date.
<b>November 1</b>	Final Day to withdraw from a course(s) for "W" grade(s) at the Registrar's Office, H-214. See page 21 for Refund of Tuition and Fees Policy.
<b>November 24, 25, 26</b>	Thanksgiving Recess: No Classes.
<b>December 13 to 19</b>	Final examinations for the 2015 Fall Semester.
<b>December 15</b>	Deadline to file graduation clearance form for seniors completing Bachelors degree requirements during 2017 Spring term. Read page 21, Graduation and Certification deadline date for specific directions.
<b>December 19</b>	End of 2016 Fall Semester.

# 2016 FALL REGISTRATION FOR CONTINUING STUDENTS

I. FALL SEMESTER	DATES	COMMENTS & EVENING HOURS
1. Course Listings (Master Course List) available online	beginning March 14	<a href="http://gothicnet.njcu.edu">http://gothicnet.njcu.edu</a> or <a href="http://njcu.edu/registrar">njcu.edu/registrar</a>
2. Early Registration – Continuing and re-admit students	begins March 22	Advisement by appointment only, until 7:00 p.m. on Mondays, Tuesdays, and Thursdays.
3. Registration – New and transfer students	begins April 5	
4. Registration – Visiting Students	April 5 to Sept. 12	Visiting Students report to Registrar's Office, Hepburn Hall, Room 214
5. \$75.00 late registration fee begins for continuing students	July 18	
6. Payment/Clearance of Tuition	July 19 to Aug. 17	until 7:00 p.m. on August 17.
7. University closed	September 5	Labor Day
8. Fall 2016 term begins	Tuesday, Sept. 6, 2016	
9. Registration/Add/Drop	Until September 12	Until 7:00 p.m. on September 12

## PLEASE NOTE:

1. Late registration fee for continuing students begins July 18.
2. Visiting students may register from April 5 to September 12.
3. Fall tuition is due at Bursar's Office, Hepburn Hall, Room 106, by Wednesday, August 17. \$ 75.00 late payment fee begins August 22.

## II. REGISTRATION (ADVISEMENT/SEAT-RESERVATION/PAYMENT-DEFERMENT)

Complete the following three steps for registration. Extra Registration/Add/Drop cards and Change of Address forms are available on the table outside the Registrar's Office, Hepburn Hall, Room 214.

### STEP 1

#### Advisement

All students, except Visiting Students, are encouraged to make an appointment with their academic advisor. Students who have a major should contact the major department for an appointment. Students without a declared major should visit the Academic Advisement Center, Vodra Hall, Room 101, or call (201) 200-3376/3422 for an appointment.

### STEP 2

#### Seat Reservation

Students can register online thru self service or can also register at the Registrar's Office service windows, Hepburn Hall, Room 214. The Registration schedule is as follows:

**Continuing and re-admit students: Begins March 22** **10:00 a.m.**

**New, transfers and visiting students: Begins April 5** **10:00 a.m.**

NOTE: After Registrar's Office hours, forms may be dropped in the Registrar's Office mail-slot, Hepburn Hall, Room 214, or mailed to the Registrar's Office, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597. All forms will be processed according to the above schedule.

### STEP 3

#### Payment/Deferment of Tuition Charges:

This must be completed at the Bursar's Office, Hepburn Hall, Room 106, by August 17. Students registering after August 7, please review charges on <http://gothicnet.njcu.edu> within 24 hours after registration. Payment in full or payment arrangements for registrations processed after August 7, 2016 are due by September 6, 2016.

**A. PAY ONLINE:** Go to <http://gothicnet.njcu.edu>, enter Gothic ID and password, from "My Menu," click "Students," then "Student Center," and select "Billing and Payment Account Center." All credit card payments must be done through GothicNet. Credit card payment is not taken at the Bursar's Service Window.

**B. PAY IN PERSON:** A student may pay by cash, check or money order at the Bursar's Office, Hepburn Hall, Room 106, from 9:00 a.m. to 4:30 p.m. daily. The office is open until 7:00 p.m. on Monday and Thursday during the regular semester.

#### C. BY MAIL:

**1.** Payment by check or money order. Print your tuition bill and returns along with payment. Include identification number of the student, undergraduate division, semester and year on the check number. Do not send cash. All prior debts must be paid. Mail to: Bursar's Office, Hepburn Hall, Room 106, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597.

**2.** Clearance: If you have received an Official award notification from the Financial Aid Office covering your Fall enrollment, check your gothicnet account to verify status of your award. Award must be sufficient to cover the amount of your charges. New students, and those who have not filed for aid must submit their Financial Aid Forms no later than six weeks before the payment deadline of August 17.

**D. TUITION PAYMENT PLAN:** Enroll online through GothicNet. Go to the Student Center and navigate to the "Bill and Payment Account Center," and click on the "Payment Plan" tab. Click on "Enroll Now" and select payment plan you wish to enroll. If you have questions, contact the Bursar's office at (201) 200-3045 or by email at [Bursar@njcu.edu](mailto:Bursar@njcu.edu).

## III. NOTE:

After clearance at the Bursar's Office you have completed the registration process. To print out a copy of your class schedule, go to <http://gothicnet.njcu.edu> and enter your Gothic ID and password. Click on the Student Dashboard tab to view the information.

The State of New Jersey requires all NJCU students to complete the Immunization Questionnaire provided by the Health and Wellness Center, Vodra Hall, Room 107. Failure to properly complete and return the questionnaire may result in your being prohibited from attending NJCU.

If you need an Identification Card, report to the University Service Center, Michael Gilligan Student Union 1<sup>st</sup> Floor, or call (201) 200-2233 for assistance. There is no charge for the first card. Replacement cards are \$25.00. Bring proof of registration or tuition payment/clearance.

# ACADEMIC ADVISING DATA FOR UNDERGRADUATE PROGRAMS

Program and related codes are for advisement purposes only.  
Official programs are determined at graduation clearance.  
Final selection of first major determines degree granted.

## 1. DEGREE CODES:

B.A.-Bachelor of Arts	B.S.-Bachelor of Science
B.F.A.-Bachelor of Fine Arts	B.S.N.-Bachelor of Science in Nursing
B.M.-Bachelor of Music	

## 2. NON-DEGREE STUDENTS:

Certification only	Visiting Student (Special Programs)
Unclassified Student, Non-Degree	Visiting Student (High School)
Visiting Student	

## 3. DEGREE STUDENTS WITHOUT A MAJOR:

Undeclared students without a major  
OSP students without a major  
The TRIO Learning Community (TLC)

## 4. JOINT DEGREE STUDENTS:

NJCU/Rutgers	NJCU/NJIT
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## 5. UNDERGRADUATE ALUMNI:

NJCU alumnus taking additional courses only

## 6. MINOR PROGRAMS:

Accounting  
African and African-American Studies  
Anthropology  
Applied Physics  
Art  
Biology  
Chemistry  
Cinema Studies  
Computer Information System  
Computer Science  
Criminal Justice  
Dance  
Economics  
English  
Entrepreneurship  
Ethnic and Immigration Studies  
Fire Science  
Fitness, Exercise and Sports  
General Business  
Geography  
Geoscience  
Health Sciences  
History  
International Studies  
Latin American, Caribbean, and Latino Studies  
Literacy Education  
Mathematics  
Media Arts  
Middle Eastern Studies  
Music  
National Security Studies  
Philosophy and Religion  
Political Science  
Pre-Law  
Psychology  
Sociology  
Spanish  
Theater  
Women's and Gender Studies

## 7. MAJOR PROGRAMS

### WILLIAM J. MAXWELL COLLEGE OF ARTS AND SCIENCES

#### ART DEPARTMENT

Art-Art History B.A.  
Art-Art Therapy B.A.  
Art-Communication Design: Digital Design and Illustration B.A., B.F.A.  
Art-Communication Design: Graphic Design B.A., B.F.A.  
Art-Communication Design: Illustration B.A., B.F.A.  
Art-Design & Crafts: Ceramics, B.A., B.F.A.  
Art-Design & Crafts: General Crafts B.A., B.F.A.  
Art-Design & Crafts: Jewelry and Metalsmithing B.A., B.F.A.  
Art-Fine Arts: Painting/Drawing B.A., B.F.A.  
Art-Fine Arts: Printmaking B.A., B.F.A.  
Art-Fine Arts: Sculpture B.A., B.F.A.  
Art-Photography: B.A., B.F.A.

#### BIOLOGY DEPARTMENT

Allied Health Technologies-Respiratory Care (Joint degree with Rutgers-SHRP) B.S.  
Biology - General B.A., B.S.  
Biology-Secondary Education (Biology Teaching Certification, B.A.)  
Biology-with Rutgers Advanced Certificate: Dental Hygiene Sciences B.A., B.S.  
Biology-with Rutgers Advanced Certificate: Imaging Sciences B.A., B.S.  
Biology-with Rutgers Advanced Certificate: Respiratory Care Sciences B.A., B.S.  
Biology-Pre Rutgers School of Dental Medicine (RSDM). Doctor of Dental Medicine B.A.  
Clinical Laboratory Sciences-Cytotechnology (Joint degree with Rutgers) B.S.  
Clinical Laboratory Sciences-Medical Laboratory Sciences (Joint degree with Rutgers) B.S.  
Medical Imaging Sciences-Diagnostic Medical Sonography (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Nuclear Medicine (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Vascular Sonography (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Cardiac Sonography (Joint degree with Rutgers-SHRP) B.S.

#### CHEMISTRY DEPARTMENT

Chemistry B.A., B.S.  
Chemistry-Secondary Education (Physical Science) Teaching Certification B.S.

#### COMPUTER SCIENCE DEPARTMENT

Computer Science B.S.  
Health Information Management (Joint degree with Rutgers-SHRP) B.S.

#### ENGLISH DEPARTMENT

English-Writing B.A.  
English-Journalism B.A.  
English-Literature B.A.  
English- Secondary Education (English) Teaching Certification B.A.

#### GEOSCIENCE/GEOGRAPHY DEPARTMENT

Geoscience-Environmental Science B.A., B.S.  
Geoscience-Geology B.A., B.S.  
Geoscience-Secondary Education (Earth Science) Teaching Certification B.A., B.S.

#### HISTORY DEPARTMENT

History B.A.  
History-Secondary Education (Social Studies) Teaching Certification B.A.

# ACADEMIC ADVISING DATA FOR UNDERGRADUATE PROGRAMS

## **MATHEMATICS DEPARTMENT**

Mathematics B.A.  
Mathematics-Secondary Education (Math) Teaching Certification B.A.

## **MEDIA ARTS DEPARTMENT**

Media Arts B.A.

## **MODERN LANGUAGES DEPARTMENT**

Spanish B.A.  
Spanish-Secondary Education (Modern Languages) Teaching Certification B.A.

## **MUSIC DEPARTMENT**

Music-B.A.  
Music-Music Business B.A.  
Music-Music Teaching Certification (K-12) B.A.  
Music-Music Theater B.A.  
Music-Performance: Classical/Instrumental B.M.  
Music-Performance: Classical/Voice B.M.  
Music-Performance: Jazz B.M.

## **PHILOSOPHY AND RELIGION DEPARTMENT**

Philosophy B.A.

## **PHYSICS DEPARTMENT**

Applied Physics B.A., B.S.  
Applied Physics-Secondary Education (Physical Science) Teaching Cert. B.A.  
Applied Physics / Electrical Engineering, Dual Degree with NJIT  
Physics-Engineering Prep (Two-year program)

## **POLITICAL SCIENCE DEPARTMENT**

Political Science B.A.  
Political Science-Secondary Education (Social Studies) Teaching Certification B.A.

## **PSYCHOLOGY DEPARTMENT**

Psychology B.A.

## **SOCIOLOGY AND ANTHROPOLOGY DEPARTMENT**

Sociology-Crime and Social Behavior B.A.  
Sociology-Family, Health and Youth Services B.A.  
Sociology-Human Services in Aging B.A.  
Sociology-Liberal Arts/Graduate School Preparation B.A.  
Sociology-Secondary Education (Social Studies) Teaching Certification B.A.

## **WOMEN'S AND GENDER DEPARTMENT**

Women's and Gender Studies B.A.

## **COLLEGE OF PROFESSIONAL STUDIES**

### **CRIMINAL JUSTICE DEPARTMENT**

Criminal Justice B.S.

### **FIRE SCIENCE DEPARTMENT**

Fire Science B.S.

### **HEALTH SCIENCES DEPARTMENT**

Health Sciences-Community Health B.S.  
Health Sciences-with Teacher of Health Education Certification B.S.  
Driver Education Certification (Non-degree)

### **NURSING DEPARTMENT**

Registered Nurse to B.S.N.  
Accelerated Nursing Program B.S.N. (Second degree)

## **PROFESSIONAL SECURITY DEPARTMENT**

National Security Studies B.S.

## **SCHOOL OF BUSINESS**

### **ACCOUNTING DEPARTMENT**

Accounting B.S.  
Accounting Dual Degree B.S./M.S.

### **ECONOMICS DEPARTMENT**

Economics B.A.  
Economics-Secondary Education (Social Studies) Teaching Certification B.A.

### **FINANCE DEPARTMENT**

Finance B.S.

### **MANAGEMENT DEPARTMENT**

Management B.S.

### **MARKETING DEPARTMENT**

Marketing B.S.

## **DEBORAH Cannon Partridge WOLFE COLLEGE OF EDUCATION**

### **EARLY CHILDHOOD EDUCATION DEPARTMENT**

Early Childhood/with dual certification B.A.  
Early Childhood Education must be taken with a co-major from the William J. Maxwell College of Arts and Sciences (See list below.)

Art	History	Political Science
Biology	Math	Psychology
Chemistry	Media Arts	Sociology
Economics	Music	Spanish
English	Philosophy	
Geoscience	Physics	

### **ELEMENTARY AND SECONDARY EDUCATION DEPARTMENT**

Elementary Education with Middle School Endorsement  
Elementary education must be taken with a co-major from the William J. Maxwell College of Arts and Sciences (See list below.)

Art	English	Music
Biology	Geoscience	Physics
Chemistry	History	Political Science
Economics	Math	Spanish

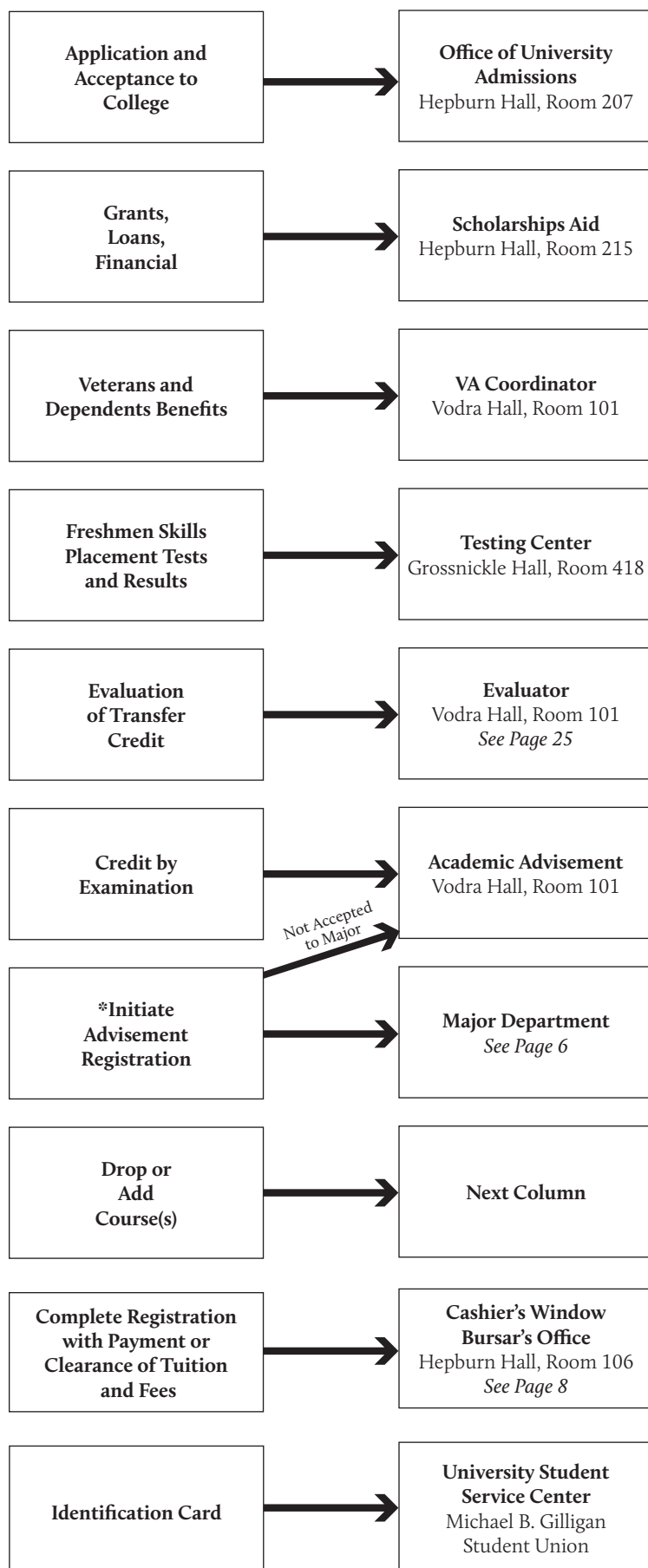
### **SPECIAL EDUCATION DEPARTMENT**

Elementary/Special Education B.A.  
Elementary/Special Education must be taken with a co-major from the William J. Maxwell College of Arts and Sciences (See list below.)

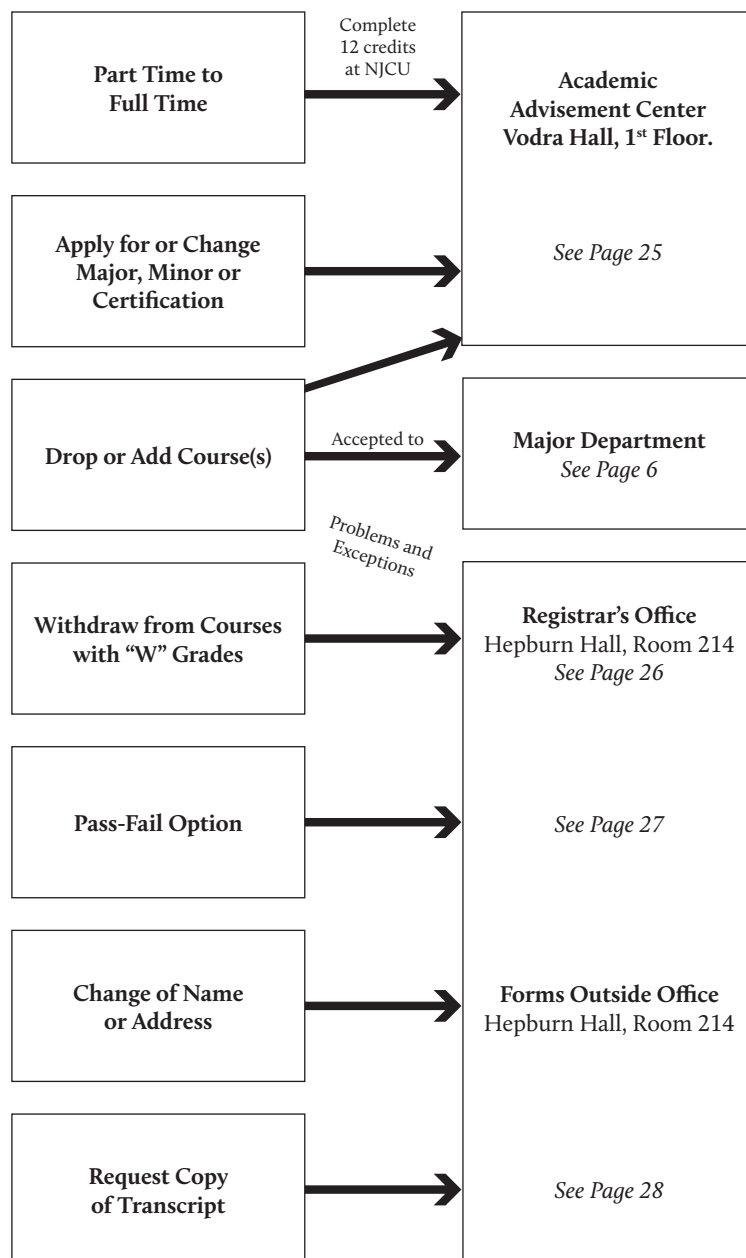
Art	Geoscience	Political Science
Biology	History	Spanish
Chemistry	Math	
Economics	Music	
English	Physics	

# ROADMAP FOR UNDERGRADUATES

## GETTING STARTED



## MAKING CHANGES



\* This may not apply to students in special programs of study: such as F-1 Visa, OSP, etc.

## WELCOME TO GENERAL EDUCATION AT NJCU!

- The General Education program prioritizes in-depth, active learning; it emphasizes essential skills-building for success in college and beyond.
- In theme-based courses and course clusters, students learn about fascinating topics from diverse disciplinary perspectives. In small learning communities of students who take two or more courses together, academic study becomes an integrative exploration of oneself and the world.
- In General Education, students gain knowledge through study and experience; they discover and pursue their chosen areas of interest in courses that explore distinct approaches to intellectual inquiry.

## HERE IS WHAT YOU NEED TO KNOW:

- All students who enter NJCU in Fall 2016 or later, and all non-transfer students who enter NJCU in Fall 2015 and later, must complete the new General Education program requirements.
- Continuing students who entered NJCU before Fall 2015 and transfer students who entered NJCU before Fall 2016 complete a reduced credit (51-53-credit) version of the former 66-credit General Studies program (see Academic Planning Sheet 3-GS on page 16 of the Master Course List).
- All of the program requirements are included on the new General Education Academic Planning Sheet (see page 13-15 of the Master Course List).
- Students complete the new Gen Ed program by moving through the Tiers in order - first Tier 1, then Tier 2, and finally Tier 3 - though some overlap may be necessary in some semesters.
- Tier 1 consists of a required English Composition and Math course plus either one or four seminars in the Modes of Inquiry, depending on initial English Composition course placement.
- Tier 2 consists of English Composition and six or nine seminar courses in the Modes of Inquiry, depending on initial English Composition course placement.
- Students who place into the English Composition course ENGL 095 take four Tier 1 seminars (12 credits), six Tier 2 seminars (1 credits), and one Tier 3 capstone course (3 credits); students who place into the English Composition course ENGL 101 without ENGL 095 take one Tier 1 seminar (3 credits), nine Tier 2 seminars (27 credits), and one Tier 3 capstone course (3 credits).
- All students take at least two seminars (at least 6 credits) in each of the four Modes of Inquiry for a total of ten seminar courses (at least 30 credits) across Tiers 1 and 2.
- Intermodal courses count toward the distribution requirements in two Modes of Inquiry; they provide greater flexibility in selecting future seminars but count only once toward the ten seminar courses (at least 30 credits) required across Tiers 1 and 2.
- All students take one Tier 3 capstone course (3 credits) in the final semester of Gen Ed.
- The seminars that count toward the distribution requirements in the Modes of Inquiry are listed in the Master Course List; this list will grow as new Gen Ed courses are added to the catalogue.
- If you have questions about the Gen Ed requirements, or about which Academic Planning Sheet to use, please see your academic advisor.

Date: _____ Student's Name: _____ Gothic ID: _____ Expected Date of Graduation: _____ Major (declared or intended): _____	<b>General Education Academic Planning Sheet</b> <b>New Jersey City University</b> <i>Effective for students entering NJCU in Fall 2015 or later</i>
	Students are responsible for maintaining and updating this advisement record and bringing it to meetings with advisors.

**IMPORTANT:** This sheet is for *all* students entering NJCU in Fall 2016 or later and *non-transfer* students entering in Fall 2015 or later. Continuing students who entered *before* Fall 2015 and transfer students who entered *before* Fall 2016 complete Academic Planning Sheet 3-GS. If you have questions regarding your major or minor requirements, please see your academic advisor.

CATEGORIES/COURSES		SEMESTER	YEAR	GRADE	CREDITS
<b>Academic Foundations Courses—Non-Degree Semester Hours</b>					
INTD 090 Reading and Writing across the Disciplines (w/INTD 105)	4 semester hours	_____	_____	_____	_____
ENGL 095 Developmental Writing (ALP) (w/ENGL 101)	2 semester hours	_____	_____	_____	_____
MATH 095 Basic College Math	3 semester hours	_____	_____	_____	_____
MATH 098 Algebra for College	4 semester hours	_____	_____	_____	_____
<b>Academic Foundations Courses—Degree Credits</b>					
INTD 105 Reading and Writing across the Disciplines (w/INTD 090)	2 credits	_____	_____	_____	_____
<b>Tier 1 English Composition and Math Courses (7-10 credits)</b>					
ENGL 101 English Composition I <u>OR</u>	4 credits	_____	_____	_____	_____
ESL 101 English Composition I – ESL <u>OR</u>	6 credits	_____	_____	_____	_____
ESL 115 English Composition I for Bilingual Students	6 credits	_____	_____	_____	_____
MATH 114 Contemporary Math <u>OR</u>	3 credits	_____	_____	_____	_____
MATH 140 Statistics I <u>OR</u>	3 credits	_____	_____	_____	_____
MATH 175 Enhanced Precalculus (for STEM majors) <u>OR</u>	4 credits	_____	_____	_____	_____
MATH 164 Precalculus for Business Students	4 credits	_____	_____	_____	_____
<b>Tier 2 English Composition Courses (4-6 credits)</b>					
ENGL 102 English Composition II <u>OR</u>	4 credits	_____	_____	_____	_____
ESL 102 English Composition II – ESL <u>OR</u>	6 credits	_____	_____	_____	_____
ESL 116 English Composition II for Bilingual Students	6 credits	_____	_____	_____	_____

- All students take ten seminars (30 credits) across Tiers 1 and 2 with at least two seminars in each of the four Modes of Inquiry.
- Intermodal seminars count toward two Modes of Inquiry but do not reduce the total number of required seminars in Tiers 1 and 2. (List Intermodal seminars twice, once under each Mode of Inquiry, but indicate the number of credits for each course only once.)
- All students also complete one Tier 3 Capstone course (3 credits) in the final semester of General Education.

**Students who place into INTD 090/105 or ENGL 095 take:**

- Four Tier 1 Seminar Courses (12 credits)
- Six Tier 2 Seminar Courses (18 credits)
- One Tier 3 Capstone Course (3 credits)

**Students who place into ENGL 101 without ENGL 095 take:**

- One Tier 1 Seminar Course (3 credits)
- Nine Tier 2 Seminar Courses (27 credits)
- One Tier 3 Capstone Course (3 credits)

See the semester course listing (MCL) for current General Education seminars that meet the Modes of Inquiry distribution requirements.

#### Modes of Inquiry Distribution Requirements (30 credits + Capstone)

COURSE #	TITLE	TIER	INTERMODAL	SEMESTER	YEAR	GRADE	CREDITS
<b>Creative Process and Production (at least 2 courses)</b>							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
<b>Language, Literary, and Cultural Studies (at least 2 courses)</b>							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
<b>Scientific and Quantitative Inquiries (at least 2 courses)</b>							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
<b>Social and Historical Perspectives (at least 2 courses)</b>							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
<b>Tier 3 Capstone Course (1 course/3 credits)</b>							
_____	_____	_____	3	_____	_____	_____	_____

Total General Education Credits: 44-49 credits

v.2/26/2016

General Education Seminar Courses Listed by Mode(s) of Inquiry and Tier		
Department/Course #	Seminar Course Title	Counts Toward Second Mode of Inquiry
<b>Tier 1—Creative Process and Production</b>		
ART 114	The Passion for Painting	
ART 125	Ceramics & Civilization	
ART 145	Websites for Everyone	
ART 150	Empower Tools: Art for Social Change	
ART 170	Time Travel: Intro to Time-Based Art	
MDT 109	Musical Improvisation	
MDT 110	Music & the City	
MDT 165	Billings to Tupac & Beyond	Social and Historical Perspectives
<b>Tier 2—Creative Process and Production</b>		
ART 241	Self: I as Body	Scientific and Quantitative Inquiries
ART 242	Self: I as Image	Language, Literary, and Cultural Studies
ART 255/ENGL 255	Cut, Copy, Paste, Write	Language, Literary, and Cultural Studies
ART 270	Acts of Resistance: DIY + Making	Social and Historical Perspectives
ART 271	Body Adornment	Social and Historical Perspectives
ART 286	Info Graphics for the Sciences	
WGST 225	Women, Hip Hop, Social Change	Social and Historical Perspectives
<b>Tier 1—Language, Literary, and Cultural Studies</b>		
ENGL 125	Stories of the University	Social and Historical Perspectives
ENGL 130	Reading the Environment	Social and Historical Perspectives
ENGL 133	Dark Stories for Young Adults	
ENGL 135	Place in US Immigrant Lit	
ESL 130	American Myths	
ESL 140	The Language of Science	Scientific and Quantitative Inquiries
LTED 160	Languages of Power and Social Justice	
MEDI 120	Understanding Movies	
PHIL 125	Ethics in Everyday Life	
PHIL 140	The Examined Life	
POLI 130	Debating Current Controversies	Social and Historical Perspectives
WGST 101	Telling Women's Lives	Social and Historical Perspectives
WGST 109	Gender, Sexuality, & Culture	Social and Historical Perspectives
<b>Tier 2—Language, Literary, and Cultural Studies</b>		
ART 225	Illustration, War & Identity	Social and Historical Perspectives
ART 226	Representation & Illusion in Art	Social and Historical Perspectives
ART 242	Self: I as Image	Creative Process and Production
ART 255/ENGL 255	Cut, Copy, Paste, Write	Creative Process and Production
ART 263	Activists, Interlopers, and Pranksters	Social and Historical Perspectives
ENGL 235	Reading Hip Hop	Social and Historical Perspectives
HIST 233	Beyond Boundaries	
MDT 209	Music Now	
MEDI 260	The Fantastic in Film & TV	
PHIL 246	Food, Philosophy, Global Health	Social and Historical Perspectives
PHIL 260	Philosophy of Education	Social and Historical Perspectives
<b>Tier 1—Scientific and Quantitative Inquiries</b>		
CHEM 130	Chemistry of Everyday Things	
CHEM 140	Forensic Science	
CS 120	Computers and Info Tech	
ESL 140	The Language of Science	Language, Literary, and Cultural Studies
GEOG 120	Mapping the City	
GEOS 120	Water Explorer	Social and Historical Perspectives
GEOS 135	Our Planet Earth	
PHYS 108	Physics of Sports	
PHYS 114	Why Things Move	
PSYC 120	Social Psychology of Everyday Life	
PSYC 140	Exploring Human Sexual Behavior	
<b>Tier 2—Scientific and Quantitative Inquiries</b>		
ART 241	Self: I as Body	Creative Process and Production
BIOL 225	Human Sexual Biology for GEP	
ECON 210	Personal Finance Practices	
FINC 250	Financial Literacy	Social and Historical Perspectives
GEOG 225	Earth 360: Integrated Geography	
GEOS 231	Water Chronicles	Social and Historical Perspectives

Department/Course #	Seminar Course Title	Counts Toward Second Mode of Inquiry
GEOS 235	Global Climate Change	Social and Historical Perspectives
GEOS 250	Plunder: Race for Natural Resources	
MATH 215	Problem Solving in Math	
MATH 225	Math on Global Climate Change	
PHYS 240	Digital Electronics and Applications	
POLI 230	Business & Politics by the Numbers	Social and Historical Perspectives
<b>Tier 1—Social and Historical Perspectives</b>		
ECON 103	Current Economic Issues	
ECON 115	Money & Markets	
ENGL 125	Stories of the University	Language, Literary, and Cultural Studies
ENGL 130	Reading the Environment	Language, Literary, and Cultural Studies
GEOS 120	Water Explorer	Scientific and Quantitative Inquiries
GEOS 130/ETHN 130	Understanding Ethnic Conflict	
HIST 131	Metropolitan New York	
HIST 133	Cranks & Critics	
MDT 165	Billings to Tupac & Beyond	Creative Process and Production
MDT 180	Music by Women Composers	
MEDI 130	History of Media	
POLI 120	Global Challenges	
POLI 130	Debating Current Controversies	Language, Literary, and Cultural Studies
POLI 140	American Politics	
SOCI 121	Sociology of Families	
WGST 101	Telling Women's Lives	Language, Literary, and Cultural Studies
WGST 109	Gender, Sexuality, & Culture	Language, Literary, and Cultural Studies
WGST 110	Diversity & Difference	
<b>Tier 2—Social and Historical Perspectives</b>		
ART 200	Art Now	
ART 263	Activists, Interlopers, and Pranksters	Language, Literary, and Cultural Studies
ART 271	Body Adornment	Creative Process and Production
ART 225	Illustration, War & Identity	Language, Literary, and Cultural Studies
ART 226	Representation & Illusion in Art	Language, Literary, and Cultural Studies
ART 270	Acts of Resistance: DIY + Making	Creative Process and Production
ENGL 235	Reading Hip Hop	Language, Literary, and Cultural Studies
FINC 250	Financial Literacy	Scientific and Quantitative Inquiries
GEOG 220	Geographies of Immigration	
GEOS 231	Water Chronicles	Scientific and Quantitative Inquiries
GEOS 235	Global Climate Change	Scientific and Quantitative Inquiries
HIST 231	The US in the World	
HIST 245	Cities in History	
MEDI 255	The Media Revolution of 1960s	
PHIL 246	Food, Philosophy, Global Health	Language, Literary, and Cultural Studies
PHIL 260	Philosophy of Education	Language, Literary, and Cultural Studies
PHIL 245	Social Justice	
POLI 217	Globalization and Governance	
POLI 230	Business & Politics by the Numbers	Scientific and Quantitative Inquiries
POLI 250	International Political Economy	
SOCI 230	Cities of Industry	
SOCI 237	Refugees and Forced Migration	
WGST 220	Women & Leadership	
WGST 225	Women, Hip Hop, Social Change	Creative Process and Production

v.2.26.2016

Date: _____ Student's Name: _____ Identification Number: _____ Expected Date of Graduation: _____ First Major: _____ Second Major/Minor: _____	<p style="text-align: center;">New Jersey City University</p> <h2 style="text-align: center;">Academic Planning Sheet 3-GS</h2> <p style="text-align: center;">Applies to students who entered NJCU before fall 2015 and transfer students who entered before fall 2016</p> <p style="text-align: center;"><b>Revised spring 2016</b></p> <p style="text-align: center;">Students are responsible for maintaining and updating their advisement record and bringing it to meetings with advisors.</p>	
<p><b>IMPORTANT:</b> This sheet outlines a 51-53-credit General Studies Program that replaces the former 66-credit Program. Students who entered NJCU before fall 2015 and transfer students who entered before fall 2016 follow this Planning Sheet. Starting in spring 2016, Area A-F requirements may be met by the new General Education courses. Please see <a href="http://www.njcu.edu/gened">www.njcu.edu/gened</a> or your academic advisor for details.</p>		
<b>Categories/Courses</b>		<b>Semester / Year</b>
<b>Academic Foundations Courses—Non-Degree Semester Hours</b> INTD 0090 Reading and Writing across the Disciplines      4 semester hours INTD 0091 Reading and Writing across the Disciplines      2 semester hours ENGL 0095 Developmental Writing      3 semester hours MATH 0095 Basic College Math      3 semester hours MATH 0098 Algebra for College      4 semester hours		_____ _____ _____ _____ _____
<b>Academic Foundations Courses—Degree Credits</b> INTD 0105 Reading and Writing across the Disciplines      2 credits INTD 0106 Reading and Writing across the Disciplines II      2 credits INTD 0120 Computer as a Tool; INTD 0101 Orientation to College      1 elective credit each LTED 0101 Reading and Study Skills      3 credits		_____ _____ _____ _____
<b>All Undergraduate Requirements (AUR)—15-17 required credits:</b> Tier #1 classes must be completed within the first 30 degree credits earned; and Tier #2 classes must be completed prior to earning 60 degree credits. ENGL 0101 English Composition I      Tier #1    3-4 credits ENGL 0102 English Composition II      Tier #1    3-4 credits MATH 0102 Fundamentals of Math OR MATH 0112 Intermediate Algebra OR higher level math course      Tier #1    3 credits GS 0101 Civilizations I      Tier #2    3 credits GS 0102 Civilizations II      Tier #2    3 credits <i>Note: First Year Experience (FYE) courses are listed in Areas A-F below for area credit.</i>		_____ _____ _____ _____ _____ _____
<b>Areas (A-F):</b> <i>Students must earn a total of 36 credits in Area courses: 6 credits in each of the six Areas.          Additional credits in an Area count as elective credits. Students who have certification          requirements of 9 credits in certain Areas may take only 3 credits in up to two Areas.</i>		<b>Semester / Year / Credits</b>
<b>Area A: Natural Sciences</b> <i>6 credits from any of the following courses:</i> Biology: 100, 103, 104, 106, 130, FYE 115 Chemistry: 105, 111, 112, 117, 118, FYE 121 Geoscience/Geography (Physical): GEOG 111; GEOS 109, 111, 112, 115, FYE 104 Physics: 101, 113, 130, 131, 240, FYE 110, FYE 114, FYE 117		6      _____ cr. _____ cr.
<b>Area B: Social Sciences</b> <i>6 credits with 3 credits from Group 1 and 3 credits from Group 2.</i> <u>Group 1:</u> Economics: 101, 102, 110, 207, 208, FYE 108, FYE 118 Political. Science: 102, 109, 110, 116, 205, FYE 106 <u>Group 2:</u> Geography (Cultural): 112, 113 Psychology: 100, 110, 150, 152, 160 Sociology/Anthropology: 111, 113, 114, 141, 225		6      _____ cr. _____ cr.
<b>Area C: Arts &amp; Media</b> <i>6 credits with a maximum of 3 credits from a single department.</i> Art: 102, 104, 105, 130, 131, FYE 112 Media: 100, 102, 103, 119, 215, FYE 111/1111 Music, Dance, Theater: 101, 102, 103, 104, 106, FYE 105, FYE 113		6      _____ cr. _____ cr.
<b>Area D: Humanities</b> <i>6 credits with a maximum of 3 credits from a single department.</i> English: 187, 188, 190, 192, 199, FYE 107, FYE 120 History: 150, 152, 154, 158, 160, FYE 109 Philosophy/Religion: 101, 102, 103, 106, 110, FYE 103, FYE 122		6      _____ cr. _____ cr.

<p><b>Area E: Multicultural Disciplines &amp; Languages</b>  <i>6 credits with a maximum of 3 credits from a single department.</i>          African/African American Studies: 101, 106, 108, 118, 164, FYE 101          ESL: FYE 102          Ethnic Studies: 114, 115          Interdisciplinary: 149          Latin American/Caribbean/Latino Studies: 105, 120, 125, 201, 209          Modern Languages: 103, 104, 105, 106, 107, 108, 117, 118, 119, 120, 123, 124, 131, 132, 141, 142, 215, 216          Women's and Gender Studies: 100, 103, 108, 190, 202, FYE 116, FYE 119</p>	6	Semester / Year / Credits  _____ _____ cr.  _____ _____ cr.
<p><b>Area F: Quantitative and Computer Literacy</b>  <i>6 credits from any of the following.</i>          Computer Science: 115, 214, 215          Mathematics: 140, 165, 175, 190, 192, 205, 1165          Economics: 215, 220          Geography: 250, 350          Interdisciplinary: 180          Media: 205          Physics: 103          Political Science: 208</p>	6	_____ _____ cr.  _____ _____ cr.
<p><b>Total General Studies</b> <span style="float: right;"><b>51-53 credits minimum</b></span></p>		

**Total Degree Credits (120 minimum)**

Semester hours/non-degree credits are not applicable toward the minimum. A minimum of 32 credits must be completed at NJCU. Courses that are repeated count only once toward the minimum.

v.2-17-2016

**SIDE 2 (OVER)**

## Attention Students Completing Planning Sheet 3-GS

*The following new General Education courses now fulfill your Area A-F requirements*

*Choose from the courses listed below for credit in Areas A-F on Planning Sheet 3-GS*

Area A: Natural Sciences		
BIOL 225	Human Sexual Biology	This course provides students an opportunity to demonstrate basic knowledge of human reproductive anatomy and physiology, pregnancy and in utero development, contraception and reproductive disorders, and to explore the evolution of research into human sexual expression.
CHEM 130	The Chemistry of Everyday Things	This course is an elective for non-science majors that will present chemical phenomena using basic concepts of chemistry. Students will learn how matter forms and changes in qualitative fashion, Course will focus on the comprehension of concepts and the application of the concepts of everyday things.
CHEM 140	Making the Case: Forensic Science	Course is intended to provide students with practical experience in forensic science including collection techniques and the characterization of physical evidence paramount to the prosecution process. The qualitative and quantitative evaluation of physical evidence will be examined by classical and instrumental methods.
GEOG 120	Mapping the City	Mapping the City is a place-based course focusing upon important themes in our local, urban environment. Students will use high technology (GIS/GPS) in an activity-based, hands-on atmosphere to GATHER, ANALYZE, and SYNTHESIZE data about their communities that will provide new insights, especially when paired or clustered with other disciplines.
GEOG 225	Earth 360: Integrated Geography	Course explores Earth's deep and surface processes, and examines landscapes of human activities. It focuses on global patterns and processes, and their spatial and temporal variations at specific locations throughout the world. Students also encompass environmental aspects of interactions between humans and their natural settings.
GEOS 120	Water Explorer	Water is essential for humans and all life on Earth. This course is designed to introduce the interdisciplinary aspects of water. Students will learn about the basic scientific principles of water resources, water quality, and water pollution, as well as social and economic issues related to water.
GEOS 135	Our Planet Earth	Planet Earth is home to human beings and millions of living species. The Earth consists of the geosphere, the hydrosphere, the atmosphere, and the biosphere, which are interconnected. This course will explore the basic principles of dynamic Earth processes, as well as complex interactions of the Earth's spheres.
GEOS 231	Water Chronicles	Water scarcities due to economic growth, ecosystem demands and climate change require integrative approaches to water use and management. This class introduces students to the science of surface, ground and coastal waters as well as taking a case study approach to human and ecological needs for water and sustainable water management.
GEOS 235	Global Climate Change	This course introduces principles of Earth's climate systems, and discusses evidence for past, present and future climate changes. Students examine natural and anthropogenic climate forcing agents, negative and positive feedback mechanisms. The course focuses on social, historical and environmental aspects of climate change, and thus aims to promote climate-science literacy.
GEOS 250	Plunder: Race for Natural Resources	The race for natural resources has driven human civilization and conquest. Raw materials are found in different geological and geographical areas. This course will explore the geology behind these deposits and the ensuing environmental consequences of resource exploitation as a consequence of the rise and fall of empires.
PHYS 108	The Physics of Sports	The Physics of Sports is a one-semester conceptual physics and biomechanical course, examining general principles of physics in the context of sporting events and activities. Students will learn fundamental principles of classical mechanics and fluid dynamics. At the conclusion of the course, students will demonstrate their understanding of the course material in a final project based on a sports physics topic of their choosing at the end of the semester. The final project will consist of a research paper and an oral presentation.
PHYS 114	Why Things Move	This course introduces students to basic scientific reasoning. Starting out from real-life situations, experiments and demonstrations, students collect and analyze data to deduce general physical principles. Starting with common sense observations, they develop methods to build scientific theories to describe nature.
PHYS 204	Digital Electronics and Applications	This course deals with logical design and optimization of digital computers devices. It offers an introduction to number systems, Boolean algebra and machine language. The course explores electronics and solid-state components- gates, flip-flops, shift registers, counters-arithmetic circuits, memory and the 8085 microprocessor.
ETH 130	Understanding Ethnic Conflict	This course will investigate competing theories on the cause of conflict, examine the political behavior of ethnic groups, and analyze how domestic and international actors influence a country's ethnic divisions. The students will analyze documentary and drama films to supplement class material.

GEOG 220	Geographies of Immigration	Course investigates the multiple linkages between people and their surroundings. In particular, it focuses on immigrant communities and the ways in which immigrants relate to places. It considers the relationship between place and identity, the meaning of home, the division between public and private spaces, architecture and power relations.
<b>Area B: Social Sciences (Group 1)</b>		
ECON 103	Current Economic Issues	This course discusses the way economic theory applies to important issues in the world today. It focuses on issues such as education, textbook cost, international trade and American jobs, healthcare, discrimination, the housing bubble, minimum wages, poverty and welfare, legal and illegal goods.
ECON 115	Money and Markets	This course will provide the student with an overview of Micro and Macroeconomics. Issues to be discussed will include the function of the market process and it's relation to the consumer and the firm. Fiscal and Monetary policy will be reviewed and the impact of these two policies on both domestic and international issues will be discussed.
FINC 250	Financial Literacy	Students will explore behaviors necessary to make ethical and realistic financial decisions in changing situations and evaluate their collective societal impact. In a cultural and civic context, learners will develop lifelong strategic financial management skills to grow into responsible citizens, smart consumers and successful economic units.
POLI 120	Global Challenges	This survey course is designed to expose students to the leading global issues confronted by the "global village." It provides students with the knowledge, skills, attitudes, and service learning opportunities to explore solutions to global challenges that will shape our world in the next 25-30 years.
POLI 130	Debating Current Controversies	Debating Current Controversies teaches the formats and techniques of debate and simultaneously introduces students to rhetoric and argumentation. Policy, Lincoln-Douglas and parliamentary debate formats are introduced. Students also analyze contemporary public policy questions and participate in several debates.
POLI 140	American Politics	This course examines current political events as vehicles for understanding the major functions, structures, participants, and processes of the United States government and their impact on day-to-day life. Students will analyze current events as cases for understanding issues of liberty, equality, governance, and democracy in U.S. domestic politics.
POLI 217	Globalization and Governance	Globalization, citizenship, and governance are the central ideas explored in this course. Students are introduced to globalization and the consequences for governance. By examining citizenship, students explore their role and place in the global community. The central ideas are viewed in the context of political science, history, and geography.
POLI 230	Business and Politics	Course studies the relationship between business and politics in the US by using, interpreting and applying data. Topics include corporate power, government relations, interest groups and associations, public opinion, lobbying, and campaign activities.
POLI 250	International Political Economy	This course provides an introduction to the interplay of politics and economics in the international and domestic arenas. Within the general historical and theoretical frameworks that guide the study of international political economy (IPE), it examines the interaction of states, markets, and social forces across various issue areas of IPE.
<b>Area B: Social Sciences (Group 2)</b>		
PSYC 120	Social Psychology of Everyday Life	By integrating core social psychology theories and concepts and enhancing the student's ability to engage in scientific inquiry, The Social Psychology of Everyday Life will show how social psychologists apply knowledge toward understanding and solving real-world problems. Special attention will be paid to socially and personally relevant topics, such as responding to and reducing prejudice, increasing health and happiness, interpersonal attraction and close relationships.
PSYC 140	Exploring Human Sexual Behavior	Discover what you always wanted to know about sex, but were afraid to ask. In Exploring Human Sexual Behavior, you will learn about the complexity of human sexuality, the variety of human sexual behaviors, and the techniques psychologists use to study sexual behavior.
SOCI 121	Sociology of Families	This course examines the current state of American families and the sociological perspective facing families and the institution of marriage. It also looks at how singles cope with everyday life and alternative life-styles.
SOCI 237	Refugees and Forced Migration	The UN counts 51 million refugees and forcibly displaced people in the world, a number that may quadruple by 2050. they flee from war, genocide, gender violence, political and religious persecution, but seldom find a home. This class examines their circumstances, human rights, and the struggle to escape and survive.
<b>Area C: Arts and Media</b>		
ART 114	The Passion for Painting	Through learning the personal histories of master artists, students will examine why painting persists as an art form and remains relevant in contemporary culture. Class will include research writing, lectures, museum field trips, oral presentation, instruction and completion of hands-on studio activities.

ART 125	Ceramics and Civilization	Course introduces the history of ceramics while concurrently presenting the technical and aesthetic aspects of working with clay. It examines how ceramic objects reflect the cultural beliefs and practices of the society that produced them while emphasizing the creation of personally and culturally relevant objects.
ART 145	Websites for Everyone	Using open source Content Management Systems such as Wordpress, students will create a website. They will analyze the requirements for their site, design and compose original content, prepare digital media, customize code, and optimize for effective delivery.
ART 150	Empower Tools: Art for Social Change	This course investigates the cultural significance of art-making, as a means to create positive social change. Students will develop a practical understanding of ceramics, college and new media through the lens of artistic activism to become practicing conceptual artists, as well as active and engaged citizens.
ART 170	Time Travel: Intro to Time-Based Art	This introductory course surveys time-based art since the early twentieth century, including an overview of experimental film, video art, installation, and performance. Through writing, discussion, and presentations, students will analyze moving images and develop critical awareness of how time-based art is a tool for communication and expression.
ART 200	Art Now	This course explores the intersections of art, music, and popular culture throughout the late twentieth and twenty-first centuries with an introduction on modernism as the foundation. Students will investigate the creative process and socio-political and cultural contexts of art. The course also visits to galleries/museums or artists' studios as required.
ART 225	Illustration, War and Identity	Course examines cultural responses to three decisive wars in American history that helped shape a collective sense of national identity, as delineated by illustrators working as journalists, political propagandists, or who employed themes related to these wars in mass media of the late nineteenth and early twentieth century.
ART 226	Representation and Illusion in Art	Course examines how the system of linear perspective, first developed during the Renaissance, is in actuality a culturally-bound way of seeing and representing reality. Through drawing exercises, oral presentations and writing assignments, linear perspective is contrasted with traditional Chinese methods for creating a convincing illusion of three dimensional space.
ART 241	Self: I as Body	Course is divided into two broad components that bridge a creative and scientific approach to understanding self-identity and the human form. Students study anatomy, the human nude and engage in physical activity. This course connects knowledge, creativity and somatic experience to explore the human form and identity.
ART 242	Self: I as Image	Through the use of photography, computer graphics and mixed media, this course will think about the increasing complex relationship between our hyper-visual world of imagery and how we constantly navigate our own visual identity.
ART 263	Activist, Interlopers and Pranksters	This course is about media subversives: people working outside of mainstream media institutions who nonetheless find creative and provocative ways to use the media for cultural, political, and/or economic critique and resistance. Over the course of the semester, we will examine a range of "alternative" media phenomena.
ART 270	Acts of Resistance: DIY+Making	This is a course about media subversives: people working outside of mainstream media institutions who nonetheless find creative and productive ways to use the media for cultural, political, and/or economic critique and resistance. Over the course of the semester, we will examine a range of "alternative" media phenomena.
ART 271	Body Adornment	Body adornment has always played a significant role in human history and culture. Students in this course will create studio jewelry and examine body adornment through diverse cultural perspectives and how it informs cultural standards of beauty, social and religious obligations and serves as a form of personal communication.
ART 286	Information Graphics for Sciences	With this design course you will be introduced to the field of information design. You will learn how to build a visual "argument" with quantitative information by locating relevant data, interpreting the data, and choosing the correct visual structure to fit the data. Finally, you will create and display your original quantitative research with a designed information poster supported by your informed oral presentation.
MDT 109	Musical Improvisation	This course provides students with an opportunity to explore the fundamentals, techniques, and creative qualities of musical improvisation. Regular classroom meetings will be enhanced by museum tours, live performances, and presentations by guest artists. Additionally, students will investigate and discuss the historical, philosophical, political, psychological, scientific and social aspects of the creative process and aesthetic experiences as they relate to the arts in general.
MDT 110	Music and the City	This course explores the artistic, cultural, historical, and social aspects of music development and performance in the contexts of urban environments. Students will be introduced to the craft of musical composition, performance, and aesthetic interpretation through readings and live performances of music in the city.

MDT 165	Billings to Tupac and Beyond	Billings to Tupac and Beyond examines U.S. composers and performers who ameliorated the art form. From musical, sociological, and historical perspectives, it analyses their creative process, effect on society, and how historians view them. Students evaluate historical documents, textbooks and music artifacts, and create projects in their areas of interest.
MDT 180	Music by Women Composers	This course will examine the musical achievements of some prominent women composers and the social attitudes of various historical periods, ethnic influences on Western cultures, as well as the physical and psychological obstacles women composers have endured in order to win recognition in their artistic endeavors.
MDT 209	Music Now	This course illustrates the theories behind noise, avant-garde classical music, pop, jazz, ambient, and electronic music. Students will examine the interconnections among such forms as minimalism, indeterminacy, musique concrete, experimental music, avant-rock, dub reggae, ambient music, HipHop, Techno, and other current trends through writings by philosophers, cultural theorists, and composers.
MEDI 130	The History of Media	In this course, students will analyze the history of media from the beginnings of speech up until the introduction of television in the 1950s and 1960s. Through lecture, video illustration, interactive role play activities and discussions, students will become familiar with some of the major developments in the history of media and of their consequences on society.
MEDI 255	Media Revolution of the 1960s	In this course, students will examine the impact of electronic media on the social and political climate of the 1960s. Through lecture, video illustration, workshops, written reflections and discussions, students will become familiar with the salient issues of the decade and of the profound impact new media had in framing those issues and contributing to accompanying changes in perspectives, understandings and behavior.
MEDI 260	The Fantastic in Film and Television	This course examines a variety of films and television programs identified as "fantastic" by traditional inclusion in modes such as Science Fiction, fantasy, and horror. Topics for analysis may include fairytales, folklore, comic books, television programs, and films which encourage the audience to question the "reality" of events, locations, and characters.
ART 255	Cut, Copy, Paste, Write: Creative Approaches to Writing and Design	Bringing together verbal and visual creative work, students will analyze and practice written forms that use visual elements. They will study traditional and experimental book and magazine design and production. Students will create book and digital media projects, like zines, featuring the class's own writing and visual productions.
ENGL 255	Cut, Copy, Paste, Write: Creative Approaches to Writing and Design	Bringing together verbal and visual creative work, students will analyze and practice written forms that use visual elements. They will study traditional and experimental book and magazine design and production. Students will create book and digital media projects, like zines, featuring the class's own writing and visual productions.
<b>Area D: Humanities</b>		
ART 255	Cut, Copy, Paste, Write: Creative Approaches to Writing and Design	Bringing together verbal and visual creative work, students will analyze and practice written forms that use visual elements. They will study traditional and experimental book and magazine design and production. Students will create book and digital media projects, like zines, featuring the class's own writing and visual productions.
ENGL 125	Stories of the University	How did universities begin? How have they evolved? Who benefits from university, and who pays? What explains the peculiar traditions, status, and structure of universities? And how will they change in the future? Students will explore the history, culture, and politics of higher education through fiction, essays, and other texts.
ENGL 130	Reading the Environment	Students will read ecotexts (texts from environmental literature and ecological criticism) to explore the history, politics, economics, science, ethics, and spirituality of humanity's relationship with the natural world; they will develop reading, writing, and critical thinking skills through personally and socially relevant inquiry into representations of the environment.
ENGL 133	Dark Stories for Young Adults	In this course, students will analyze dystopian literature for young adults. These dark and edgy works explore repressive societies and contemporary challenges like environmental disasters, technological dependency, bioengineering catastrophes, and social inequality. Students will use these texts to cultivate their own ideas about social change and responsible citizenship.
ENGL 135	Place in US Immigrant Lit	This course examines geographies of immigration through an analysis of the trajectory of the immigrant journey-departure, arrival, settlement, and literal and imaginary return. Exploring cross-generational ideas of "home" enacted by immigrant texts, it considers "place" as a locus of memory in connection to social and historical issues and events.

ENGL 235	Reading Hip Hop	This course introduces students to the study of hip hop as a literary genre that is rooted in the vernacular languages and cultural practices of the African diaspora. Students will engage literary and critical works and examine the genre's connection to movements such as the Harlem Renaissance and Black Arts Movement.
ENGL 255	Cut, Copy, Paste, Write: Creative Approaches to Writing and Design	Bringing together verbal and visual creative work, students will analyze and practice written forms that use visual elements. They will study traditional and experimental book and magazine design and production. Students will create book and digital media projects, like zines, featuring the class's own writing and visual productions.
ESL 130	American Myths	The American cultural landscape is populated with myths spread by high school textbooks, Hollywood, and mass media: Immigrants went from "rags to riches" (therefore, everyone can), and higher education is the great equalizer, for example. This course examines and critically assesses the myths (partially-true beliefs) that underlie many American values.
ESL 140	The Language of Science	This course explains and exemplifies for undergraduates from the humanities and the sciences what differentiates scientific from non-scientific thinking. Ominous developments in Artificial Intelligence add depth to articles carefully written by scientists who are keenly aware of the limitations of their readers.
HIST 131	Metropolitan New York	This course examines the history of NYC and its surroundings, beginning with Native Americans and ending with 9/11. Focusing on topography, trade, and transit, this history course challenges students to think regionally using G.I.S. software. Students will engage with rich primary sources representing women, Native-Americans, African-Americans, immigrants, and many others.
HIST 133	Cranks and Critics	This course looks at various efforts to create and live the perfect life. Were the people behind these efforts cranks and weirdos? Absolutely. But their nonconformity and critique of materialism gives us a chance to reflect on what it means to be happy and live on one's own terms.
HIST 231	The US in the World	What happens in the United States affects people, governments and institutions outside the nation. The reverse is also true. This course explores the value of a global approach to US history, especially in terms of political democracy, capitalism, and human rights.
HIST 233	Beyond Boundaries: Historical Narrative in the Global Age	This course explores globalization as a cultural interchange subject to divergence, convergence, contagion, and systemization. Students build empathy skills and detect biases in sources through reading, writing, and historical inquiry. In final oral history projects, students research the conditions of local refugee and immigrant communities and develop civic action plans.
HIST 245	Cities in History	In this course students will analyze case studies of ancient, Greek and Roman, medieval, renaissance, imperial, industrial and global cities. Spanning continents and centuries, and case-study cities correlating to the instructor's expertise, this course helps students explore city influence through natural resources, cultural and political imperialism, economics, and natural disasters.
LTED 160	Language of Power and Social Justice	How does academic language provide opportunities for socioeconomic mobility? Students will investigate specific ways in which languages used in different academic disciplines can either limit or broaden prospects for advancement.
MEDI 120	Understanding Movies	This course introduces the student to films, filmmakers, and the vocabulary of the movies. The course will explore the techniques specific to film-from script to screen-and the functions of directors, actors, producers, writers, etc. Students will analyze and view films from historical, social, and critical contexts.
PHIL 125	Ethics in Everyday Life	This course introduces students to basic ethical reasoning. Starting out from real-life situations, students analyze ethical problems by conceptualizing the moral intuitions and beliefs they already possess. With the help of short philosophical readings, they develop methods of applying ethical theories to moral decision-making in their disciplines and own lives.
PHIL 140	The Examined Life	This course teaches students to identify and evaluate those beliefs that guide their thoughts and actions. Reflecting on different sources, students identify those philosophical beliefs that play a role in their own lives. By developing their critical thinking skills, they learn how to clarify, systematize, and assess these beliefs.
PHIL 245	Social Justice	This course will provide an overview of social justice topics including: poverty, unemployment, the welfare state, racial discrimination, gender discrimination, and income inequality. The readings for the course will include contemporary philosophic, sociological, and economic writings. Contemporary data sources will also be utilized.
PHIL 246	Food, Philosophy, and Global Health	Food, Philosophy and Global Health explores our relationship with food through the lens of philosophy. Using ethics, logic and critical thinking, we investigate current debates and examine how collective choices impact the health of the planet. Using these insights, we develop a community action program that empowers an underserved community.
PHIL 260	Philosophy of Education	This course will introduce students to the essential concepts, precepts and methods of philosophy of education. Students will use these foundations to reflect on the basic aspects of human learning as well as become effective participants within the milieu of modern education.

SOCI 230	Cities of Industry	This course utilizes sociological perspectives to help students understand the rise, fall, and recent transformation of industrial cities in the New Jersey/New York Metropolitan area. Students will explore the industrial origins of these cities and examine the challenges faced by these cities in the contemporary post-industrial era.
<b>Area E: Multicultural Disciplines and Languages</b>		
ETH 130	Understanding Ethnic Conflict	This course will investigate competing theories on the cause of conflict, examine the political behavior of ethnic groups, and analyze how domestic and international actors influence a country's ethnic divisions. The students will analyze documentary and drama films to supplement class material.
GEOG 220	Geographies of Immigration	Course investigates the multiple linkages between people and their surroundings. In particular, it focuses on immigrant communities and the ways in which immigrants relate to places. It considers the relationship between place and identity, the meaning of home, the division between public and private spaces, architecture and power relations.
WGST 101	Telling Women's Lives	In this course, students will use feminist analysis to examine the cultural processes of telling and hearing women's stories and to consider how these narratives create knowledge within multiple disciplines. Students will hear, read and re-tell the life experiences of women using oral and written texts drawn from various genres.
WGST 109	Gender, Sexuality and Culture	This course explores key concepts in gender studies, including our understanding of the social construction of gender, by examining assumptions about gender roles and relations in contemporary society. Drawing primarily from literature, art, music, and sociology, the course focuses on questions regarding gendered experiences in political, social, and cultural contexts.
WGST 110	Diversity and Difference	This course is designed to explore how culture shapes individual and community identities. It provides students with social, political, cultural, psychological, and historical frameworks for understanding differences and resolving conflicts. Students will build a repertoire of skills for identifying, researching, analyzing, navigating, and valuing diversity.
WGST 220	Women and Leadership	Students will explore the experiences, strategies, and gendered dynamics affecting women in leadership roles. Beginning with historical examples of political leaders, social activists, and business entrepreneurs, students will examine contemporary issues facing women leaders in workplace and community settings and create toolkits for exploring and enacting their own leadership potential.
WGST 225	Women, Hip Hop, and Social Change	This course will examine the socio-political and cultural role Hip Hop and spoken word plays in social activism in a global context. Students will examine the intersection of race, class, gender and sexuality within the genre of spoken word and Hip Hop in social transformation.
<b>Area F: Quantitative and Computer Literacy</b>		
CS 120	Computers and Information Technology	Course provides an intermediate coverage of PC technology and problem solving. Topics include computer hardware, operations, ethics, and operating systems and environments. Students will gain hands-on skills with applications such as desktop and file management; word processing; spreadsheets; presentation graphics; and Internet browsing, searching, and publishing. One of the goals is to provide students with the basic computers and technological skills to find and evaluate information from the internet, bibliographic and database sources in library. It will explore the promises and challenges of information technology, along with its effect on businesses, people, society, and the future.
ECON 210	Personal Finance Practices	This course will use, interpret and apply quantitative data and inferences to the world beyond the classroom. This course focuses on concepts, decision-making tools, and applications of financial planning. Students will master the concepts that will prepare them to enhance their personal wealth. This course will guide their decisions today and in years to come. The course is also designed as a means of reinforcing University-Wide Student Learning Goals/General Education Goals [UWG], especially: quantitative literacy skills and effective information and technology literacy skills.
MATH 215	Problem Solving in Mathematics	Course provides elementary education majors a deeper understanding of the mathematics they will teach through an exploration of number systems and place value, arithmetic algorithms, and mathematical structures using a problem solving approach. Students will be required to reason and communicate mathematically with various representations, models, and procedures.
MATH 225	Math on Global Climate Change	The main objectives of this course are: to examine scientific facts of global climate change with abstract mathematical expressions, to process real data and evaluate evidence to see patterns, and to apply math skills to understand real-life issues and problems. Basic algebraic functions and statistics will be included.

# ACADEMIC REGULATIONS & POLICIES

## ACADEMIC HONORS

Students with a semester average of 3.50 or better (minimum of 12 credits of computable grades) will be placed on the Dean's List. Students who have a cumulative average of 3.65 or better as they begin the spring semester at the University will be officially identified for honors in the Commencement program and designated as follows:

- 3.65-3.79 cum laude
- 3.80-3.89 magna cum laude
- 3.90-4.00 summa cum laude

based on a minimum of 32 credit hours in residence at New Jersey City University. Only graduates with a cumulative average of 3.65 or higher will have an honors notation on their permanent records.

## ACADEMIC STANDARDS

1. Academic standing is determined by a student's cumulative G.P.A. Failure to attain minimum G.P.A. levels will lead to suspension, probation or academic dismissal from the University.
2. A student will be placed on probation for the next semester for which the student enrolls if the cumulative grade point average falls below the following levels:
  - 1.60 cumulative G.P.A. after a minimum of 13 credit hours attempted
  - 1.75 cumulative G.P.A. after a minimum of 24 credit hours attempted
  - 1.85 cumulative G.P.A. after a minimum of 48 credit hours attempted
  - 2.00 cumulative G.P.A. after a minimum of 72 credit hours attempted
  - 2.00 cumulative G.P.A. is required for graduation
- A. A student on probation may not enroll for more than 13 credits during a semester or the 11 credits maximum allowed in the combined summer sessions. Students can enroll in Summer sessions.
- B. A student on probation who achieves a semester average of 2.00 or higher during the probationary semester may continue with his/her studies.
- C. Probation is removed when the student's cumulative grade point average reaches the appropriate level.
3. When a student fails to meet the prescribed academic standards at the mid-year point, s/he will be notified as to his/her continued probationary status and given an academic warning. Depending upon the student's C.G.P.A. at the end of the academic year, the Office of the Dean of Students may implement additional sanctions (continued probation, suspension, and/or dismissal).
4. At the end of the spring semester, a student who has been on probation for two consecutive semesters or more and who receives a semester C.G.P.A. lower than 2.00 maybe suspended or dismissed from the University.
5. Any appeal of this suspension must be made to the Dean of Students within two weeks of

receipt of the official notice by completing the appeals application available in the Office of the Dean of Students, Michael B. Gilligan Student Union, Room 127 or online at [njcu.edu/academicappealform](http://njcu.edu/academicappealform). The Academic Appeals Committee, will review the appeal and make a recommendation to the Dean. The decision of the Dean of Students is final.

6. Any student who is suspended from the University may not be considered for readmission for at least one calendar year after the date of suspension.
7. Any reinstated student who does not maintain a semester average of 2.0 or higher will be dismissed for a final time.
8. The academic dismissal is final; it cannot be appealed; and the student cannot apply for readmission to the University for the future.

## TRANSFER STUDENT GRIEVANCE/APPEALS

In accordance with the Comprehensive Statewide Transfer Agreement\* (hereafter known as the "Agreement"), A transfer student can appeal a decision that he/she believes to be inconsistent with the Agreement.

NOTE: Neither the Agreement nor the accompanying appeals procedure initiate a request for course substitutions. Students wishing to make such a request must file a "Request to Substitute General Studies Area Requirements" form.

## APPEALS PROCEDURE

Appeals must include the reason for appeal as well as all supporting documentation verifying course credit and placement.

The transfer student must file a written complaint with the Director of The University Advisement Center within 30 days of any evaluation decision that the student is disputing: [jduff@njcu.edu](mailto:jduff@njcu.edu).

Upon receipt of the Director's decision, which is due to the student within 15 days of receipt of the complaint, the student may appeal directly to the Provost within ten days. The Provost's decision is final and is due to the student within ten days of receipt.

All decisions will be communicated via the student's NJCU e-mail and mailing addresses. Students should have a GothicNet ID and updated mailing address prior to submitting the complaint.

## ACADEMIC GRIEVANCE/APPEAL PROCEDURES

(Effective spring 2004)

To resolve grievances regarding grading, course requirements, attendance, academic integrity, and other academically-related complaints:

**Step 1.** Meet and discuss the complaint with the faculty member involved to resolve the situation within 45 days of the last day of the semester during which the grievance took place. At the conclusion of the meeting, the faculty member will inform the student of a decision.

**Step 2.** The student may submit a written appeal to the faculty member within 10 calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within 10 calendar days, the student may submit a written appeal to the next level of review, the department chairperson, with ten calendar days.

**Step 3.** Written appeal to the appropriate department chairperson within 10 calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed 10 calendar days.

**Step 4.** Written appeal to the appropriate Academic Dean within ten (10) calendar days of notification of a decision pursuant to the previous step. The appropriate dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

**Step 5.** Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step.

Grievances that are not resolved at the Dean's level may be referred to the Student Affairs Committee of the University Senate. Within 20 days of receipt of a written appeal from a student, the Committee shall determine that the appeal has basis in fact; inform the complainant of the legal and administrative limitations of the Committee in resolving grievances; and determine that all normal avenues of appeal resolution between the parties involved and the applicable department chair and dean have been exhausted. The Committee may choose to meet with the parties involved. The Committee will provide notice of its decision to the Provost, who will render a final decision within 30 calendar days of receiving the Committee's recommendation.

## FINAL APPEAL

Only expulsion cases may be appealed to the President. The student will have ten calendar days from the date of the Provost's decision to file a written appeal with the President. The President shall render a final decision within 20 calendar days of receiving the appeal. The President's decision is final and there is no further recourse at the University.

## ADVISORS

First-semester freshmen, and new transfer students, undeclared/unclassified students will be assigned to a general studies advisor by the University Advisement Center. They will report to Vodra Hall, Room 101 for advisement. Each student must meet with his/her advisor prior to registration.

1. Students accepted into a major report to their major department for advisement.
2. OSP students report to Vodra Hall, 2<sup>nd</sup> floor.
3. TLC Students report to Hepburn Hall, Room 113 for advisement.
4. Students receiving V.A. educational benefits (i.e. veterans or dependents of veterans)

must schedule an appointment with the Coordinator of Veteran's Affairs at the University Advisement Center, Vodra Hall, Room 101.

### **ADVANCE CREDIT**

#### **1. Advance Credit by Examination and Experience, Advanced Placement High School Courses, and Other Courses or Programs Recognized by the American Council on Education.**

A student may achieve advance standing by presenting evidence of knowledge gained through experiential learning outside the classroom, which is evaluated through the following examination programs: the University-Level Examination Program (CLEP), American University Testing Program (ACT/PEP), University Proficiency Examination Program (CPEP), and departmental challenge examinations. The student must submit examination scores that meet the criteria for credit.

A student may also achieve advanced standing by presenting evidence of knowledge gained through the successful completion of Advanced Placement high school courses, United States Armed Forces Institute courses, and military, non-collegiate courses and training programs recognized by the American Council on Education.

#### **2. Advance Credit by Transfer.**

Transfer credit is granted for courses completed at another institution with a minimum grade of "C". Generally, transfer students are expected to satisfy their major program requirements in-residence at New Jersey City University. Under the recommendation of a department chairperson, may approve the application of some transfer credits to the major requirements. Transfer credit will only be accepted as satisfying major requirements if the department chairperson or appropriate department committee approves the transfer credit.

A student seeking to transfer to New Jersey City University must submit official transcripts of all credits completed at other institutions prior to the time of application to the University. The only exception to this are credits being earned elsewhere at the time of NJCU application. For these credits, a student must submit a final official transcript no later than October 15 for fall applicants and February 28 for spring applicants.

**3. Advance credit by transfer with an A.A. or A.S. degree from an Accredited Two or Four-Year College in the State of New Jersey.** Graduates from accredited two or four-year colleges in New Jersey with an A.A. or A.S. degree, who earned a C.G.P.A. of at least 2.0 (on a scale of 4.0) may transfer a maximum of 66 credits to New Jersey City University, thereby satisfying the University's general studies requirements.

### **DECLARATION OF MAJOR PROGRAM OF STUDY**

Degree students applying for acceptance into their major program, must file the form online. Once application is submitted, an advisor will review the application and inform the student of

its approval via the NJCU e-mail account. New transfer students should apply for admission to a major program at the beginning of their first semester at the University. Freshmen should apply for acceptance into a major after following completion of all undergraduate required courses, approximately 35 degree credits. Prospective music majors must audition in person before music faculty.

A minimum cumulative average of 2.0 is generally required for admission to a major; department may refuse to accept if a student's work in core courses is below a "C". Specific admission are available from individual departments. No student is accepted to a major until he/she passes and/or been tested out of the Academic Foundations Program.

Veterans or dependents of veterans receiving VA benefits who have completed 32 semester hours and have an acceptable grade point average, must declare a major once granted admission to the major program. The student will receive a copy of the provisionally approved application and assigned to an advisor for the major program. Students are approved conditionally for admission to the major; continuation in the major is contingent upon satisfactory progress in the major program.

Students interested in education major may be provisionally accepted into the major as early as the second semester provided they have a G.P.A. of 2.75 or higher. Other requirements for formal admission are available from the department or the Advisement Center.

### **APPLICATION FOR MINOR PROGRAM OF STUDY**

Students who wish to pursue a minor program of study must file an Application for Admission to Undergraduate Minor Program at the University Advisement Center, Vodra Hall, Room 101.

### **ATTENDANCE POLICY**

Each faculty member determines attendance requirements for the courses he or she teaches. At the first meeting of each class, students shall receive a written statement of the attendance requirements. Attendance records may be factored into the evaluation of the student's performance and achievement for the course.

Students are required to take all examinations announced by the faculty on the days scheduled for them.

To comply with federal and state aid requirements, instructors are required to keep attendance records, complete Mid-Semester Audit Report Forms, and certify the last date of attendance of students receiving aid.

Financial aid recipients who never attend one or more of their classes or who stop attending all of their classes will be paid a reduced amount of aid and are subject to forfeiture of their financial aid.

Students enrolled in Joint Programs (NJCU/Rutgers) and (NJCU/NJIT) shall at all times be required to follow the rules and regulations established by affiliated clinical, governmental, accreditation agencies, professional associations

and any other institution, agency, or organization participating in the Joint Program.

They shall do so under the specific instruction of the supervisory staff of those agencies.

### **CANCELLATION OF COURSE AND STAFFING**

The University reserves the right to cancel any course for insufficient enrollment. Any student registered for a cancelled course is eligible for a 100% refund provided he or she is registered for less than 12 credits. The student can accept the refund or substitute another course. Adding the other course must be completed before the end of the Add/Drop period. The University reserves the right to change faculty assignments and therefore cannot guarantee students faculty of their choice.

### **CHANGE OF MAJOR**

To change a major students must complete and file the Application to Change Major Program of Study Form. Forms are available at the University Advisement Center, Vodra Hall, Room 101.

### **CHANGE OF ENROLLMENT STATUS**

**1.** A currently-enrolled, degree-seeking, part-time student, who wishes to change to full-time enrollment status for the next semester is eligible to do so once he or she has:

- A.** completed a minimum of 12 college level credits at NJCU
- B.** achieved a minimum cumulative G.P.A. of 2.0
- C.** completed and filed change of Enrollment for Continuing Students Form at the University Advisement Center, Vodra Hall, Room 101.

**2.** A currently-enrolled, "unclassified", part-time student, who wishes to change to degree study is eligible to do so once he or she has:

- A.** completed a minimum of 12 college-level credits at NJCU
- B.** achieved a minimum C.G.P.A. of 2.0
- C.** completed and filed change of Enrollment for Continuing Students Form at the University Advisement Center, Vodra Hall, Room 101.
- D.** Taken the University's basic skills test. (Arrangements for the test may be made at the University Advancement Center)

### **COURSE LOAD AND OVERLOAD OPTIONS**

Each full-time, undergraduate student must register for at least 12 credits each regular semester. This is the course load required of full-time undergraduates.

Overload is defined as registering for more than 12 credits for a regular semester. Various restrictions apply:

- 1.** Full-time undergraduates on academic probation may register for a maximum of 13 credits.

**2.** Full-time undergraduates who have not passed, all the required courses below the 100 level, may register for a maximum of 16 credits.

**3.** Full-time undergraduates who have passed the All University Requirement courses and all Required courses below the 100 level are eligible to register for more than 16 credits if below criteria is met:

- A.** Students with a C.G.P.A.:
- B.** between 2.5 and 3.5 Maximum of 18 credits with permission from a dean\*
- C.** >3.5 Maximum of 22 credits, with permission of the dean.

Permission of the dean of the college of the student's major, or, intended major for over 18 credits.

Summer Session: A maximum of 6 credits is allowed per summer session. \*

Winter session: A maximum of 3 credits is allowed for winter session.\*

\*Dean's permission required for

-Summer more than 6 credits

-Winter more than 3 credits

## COURSES AT ANOTHER INSTITUTION

Any NJCU student wishing to take a course at another institution, must obtain permission, in the form of a signed waiver, prior to taking the course. Waiver forms are available at the University Advisement Center, Vodra Hall, Room 101.

Any student wishing to substitute a course from another institution for a general studies requirement, must submit an Application for Waiver of General Studies Requirement, signed by his/her advisor to the Dean of the William J. Maxwell College of Arts and Sciences, for approval. If approved, the waiver will be forwarded to the University Advisement Center.

Any student wishing to substitute a course from another institution for a requirement in his/her major, must submit a Waiver of Major Requirement signed by his/her faculty advisor and major department chairperson to the University Advisement Center.

The student must obtain a grade of "C" or better to receive transfer credit for a course taken at another institution.

An NJCU-matriculated student cannot receive financial aid as a visiting student at another school. However, the student should check with the financial aid office of the school he/she is visiting to determine whether there can be (or is) a consortium agreement with NJCU for purposes of enrollment there. Such an agreement must be reviewed and processed by the financial aid offices at each school. Supporting statements indicating that the course(s) will be credited toward a student's degree requirements must also be submitted.

## COURSE SUBSTITUTION

Substitution of a General Studies Requirement. If an advisor wishes to substitute a non-general studies NJCU course for a general studies requirement, the

student must submit a waiver, signed by the advisor, to the Dean of Arts and Sciences for approval. If approved, the waiver will be forwarded to the University Advisement Center.

Substitution of Major Requirement. Any student wishing 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 (major) department chairperson. If the Waiver is signed by both these parties, it must be brought, by the student, to the University Advisement Center, Vodra Hall, Room 101.

## DEGREE REQUIREMENTS

To be eligible for graduation from New Jersey City University with the degree of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science in Nursing, or Bachelor of Science, a student must fulfill the following requirements:

**1.** Earn a minimum of 120 credits: of these, at least 32 credits must be at NJCU.

**2.** Maintain a minimum C.G.P.A. of 2.00 (C average).

**A.** complete the University's general education requirements as described in the University catalog and Academic Planning sheet

**B.** completion of at least 36 credits and achieve at least a 2.0 C.G.P.A. in an approved major as outlined in the catalog by the department offering the major

**C.** be recommended for graduation by University faculty.

NOTE: *Academic Foundations courses: Students admitted to NJCU who are deficient in English, reading and/or mathematics are required to take certain Academic Foundations courses (below 100 level). Although these courses are credit bearing, they do not count toward the required 120 credits needed for graduation.*

**3.** Any candidate who already holds a bachelor's degree from a college recognized by an American accrediting agency may apply for admission to NJCU for a second baccalaureate degree. Those accepted must complete at least 36 credits in residence beyond the first degree. These credits must fulfill all the requirements for the new degree.

If the candidate is a graduate of New Jersey City University or another accredited American College, prior credits earned will be recognized as having satisfied all General Studies and elective requirements.

## CLASS STATUS

For purposes of general operations of the University:

Freshman: 0-29.5 credits\* completed

Sophomore: 30-59.5 credits\* completed

Junior: 60-89.5 credits\* completed

Senior: 90+ credits\* completed

\*Credits for courses above the 100 level.

## GRADING SYSTEM

The standing of each student at the completion of each course is determined by the instructor and recorded at the end of each semester.

A	(4.0)	D	(1.0)
A-	(3.7)	P	(Pass)
B+	(3.3)	F	(0.0)
B	(3.0)	W	(Withdrawal)
B-	(2.7)	IN	(Incomplete) Foundation Course only
C+	(2.3)	R	(Academic-Repeat)
C	(2.0)		
C-	(1.7)		

**Grade Point Averages:** The numbers in parentheses represent the index values used to compute grade point averages. The number of credits/semester hours assigned to the course multiplied by the grade index received gives the grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's G.P.A.

**IN (Incomplete) Grade** Used only in extraordinary circumstances, the "IN" grade grants a student further time to complete required course work. The deadline for revision of "IN" is six weeks after the beginning of the next semester. "IN" grade for Fall semester or winter session must be satisfied by the sixth week of the following Spring semester. "IN" grade for the Spring or Summer session must be satisfied by the sixth week of the following Fall semester. "IN" grades that are not resolved by the deadline will automatically be converted to "F" grades.

**W (official withdrawal) Grade:** This grade is used when a student officially withdraws from a course by filing a withdrawal form with the Office of the Registrar. Deadlines for filing are November 1 for the fall semester; April 1 for the spring semester; And the mid-semester point for summer sessions. Any student who does not complete course work and does not officially withdraw will receive the grade of "F". In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate academic dean for an official withdrawal after the deadline date. Such request must be accompanied by appropriate documentation of the time and nature of the circumstances. Decisions by the Academic Dean's are final. To obtain a refund, students must file an official form and follow the Registrar's Refund Schedule. A partial refund is available only within the first third of each semester or summer session.

**R Grade:** This grade, is only used for Academic Foundations courses, used for student's who demonstrate progress in a course but not sufficient progress to warrant a passing grade. Any student who receives an "R" grade must either repeat the course or demonstrate the ability to advance to the next level of course work. Students may receive one "R" grade per course. When the course is repeated, an "F" grade leads to dismissal from the University. Letter grades (A through F) issued for Academic Foundation courses (catalog number less than 100) are not calculated in the grade point average.

**Grade Access:** Final grades are posted to the transcript file approximately three weeks following the last day of the semester. Grades can be accessed via the Internet at GothicNet.  
**Change of Grade:** A Grade change must be

submitted to the Registrar's Office prior to posting of the degree. A Grade change will not be approved once degree is posted.

**NOTE:** The grades "W" (Withdrawal), "P" (Pass) and "R" (Repeat-Academic Foundations) do not affect the grade point average; however, an excessive number of "W" grades can adversely affect a student's eligibility for various types of financial aid. "R" grades do not count toward degree requirements.

### GRADE RECOMPUTATION POLICY

1. Effective Fall 2014, an automatic grade recomputation process will no longer require the student to file a form with the Registrar's office to enact the recomputation of the GPA.
2. All grades will remain on the official transcript. An explanation of this policy appears on the transcript.
3. Any course may be repeated subject to department policies restricting students from repeating an elementary course once a more advanced course has been completed. No substitutions are allowed.
4. The maximum grade recomputation allowed is 16 credits.
5. This policy is not retroactive. Courses repeated prior to the effective date(Spring 1992) of this policy are not eligible for grade recomputation.
6. Students must submit a recomputation form to the Registrar's office for courses repeated prior to Fall 2014.
7. This policy does not apply to students who have graduated.
8. Credit for courses repeated is applicable only once toward the degree.
9. Foundation courses are excluded from the recomputation policy.
10. Course coded with plagiarism are excluded from the recomputation policy.

Please note that Veterans Administration education benefits are not payable for courses previously completed, unless the completed course has a grade of "F" and/or the course has a minimum grade requirement for the student's major program of study. For additional information on the above policy or veterans affairs, please contact the Coordinator of Veterans Affairs in the University Advisement Center, Vodra Hall, Room 101, or call (201) 200-3005.

### GRADUATION AND CERTIFICATION DEADLINE DATES AND FORMS FOR UNDERGRADUATES

A senior eligible for graduation must complete the online Graduation Clearance form. Log to your GothicNet account. Click on the Student Dashboard tab, then click on "Apply for Graduation" link. Students with a co-major of Education/certification must complete the Intent To Graduate Form and if applicable, the Application for Certification: both are available at the Registrar's Office Hepburn Hall, Room 214, 9:00 a.m. – 5:00 p.m., Monday – Friday, p.m. during the Fall and Spring semesters and until 7:00 p.m. Mondays and Thursdays during the Fall and Spring semester. Deadlines are:

1. May 15 to June 15 if the student expects

to complete all requirements by the end of the Summer I or II Sessions. Transcripts and diplomas will be dated August 15 and diplomas will be available by October 15.

Students applying for graduation clearance and completing degree requirements in summer 2016 sessions/s are eligible to participate in the May 2017 commencement ceremonies.

2. August 1 to September 30 if the student expects to complete all requirements by the end of the fall semester. Transcripts and diplomas will be dated January 31 and diplomas will be available by March 15.
3. November 1 to December 15 if the student expects to complete all requirements by the end of the spring semester. Transcripts and diplomas will be dated the date of Commencement. Finalized transcripts will be available by June 15. Diplomas will be available by mid July. Students who apply for graduation clearance in the spring semester and are denied because of a short fall of six credits or less may request permission from the University Registrar to participate in the Spring commencement ceremonies after registering for the summer session. Permission to participate form must be submitted between April 4 through April 15, 2016.
4. All graduating seniors will receive a letter from the Dean of Students in March regarding participation in the May Commencement.
5. Effective July 2010, a \$75.00 non-refundable graduation clearance fee will be charged to all students filing for graduation clearance.

### INDEPENDENT STUDY

Independent study consists of problem centered projects undertaken on a variable credit basis. The William J. Maxwell College of Arts and Sciences, College of Professional Studies, School of Business, and the Deborah Cannon Partridge Wolfe College of Education limit undergraduates to six credits of independent study.

### MAJOR REQUIREMENTS

All students must complete a major program of at least 36 credits, as determined by the department administering the program.

Students majoring in an approved Program should consult the chairperson to obtain a printed copy of specific courses and requirements. Also, students interested in Teacher Education programs should consult with the appropriate chairperson to obtain a printed copy of specific courses and requirements.

### MATRICULATION

Matriculation is admission to the University as a degree student.

### PASS/FAIL OPTION

Pass/Fail Forms are available on a table located in the hallway opposite the Registrar's Office Service Window, Hepburn Hall, Room 214. Forms may be submitted at the service window during office hours or through the door mail slot after office hours. Students may request a final grade of PASS or FAIL instead of a letter grade in

an elective, non-major, general studies (not an AUR or core course), or academic minor course. The Pass/Fail Option is limited to nine credits and no more than one course per semester. A grade of "Pass" is given for satisfactory completion of course requirements and a grade of "Fail" for unsatisfactory completion of course requirements. When the "Pass" grade is achieved, the credits assigned to a course are indicated as earned but the student's C.G.P.A. remains unaffected. Only the grade of "F" negatively affects the cumulative average. Students must complete a Pass/Fail form at the Registrar's Office, Hepburn Hall, Room 214.

An elective is any course outside the major and not specifically required in the student's program. At the discretion of any department, certain courses within the major field can be designated "Pass/Fail." The Pass/Fail option may be exercised following the add-drop period. Deadline to apply for P/F option: Fall semester is November 1, Spring Semester is April 1, mid semester for summer.

### REFUND OF TUITION AND FEES

Students who withdraw from courses will receive a refund of tuition charges and fees according to the schedule listed below. For specific dates, see the Undergraduate Academic Calendar on the back cover of this booklet. IN COMPUTING REFUNDS, THE DATE OF WITHDRAWAL IS THE DATE ON WHICH THE OFFICE OF THE REGISTRAR RECEIVES AN OFFICIAL DROP OR WITHDRAWAL FORM FROM THE STUDENT.

- A. Withdrawal from course(s) before the end of add/drop results in a 100% reduction of charges for each credit below 12 credits.
- B. Withdrawal from course(s) during the first third of the semester but after add/drop results in a 50% reduction of charges for each credit below 12 credits.
- C. Withdrawal from course(s) after the first third of the semester does not result in any reduction of charges.

If classes are canceled by the University, tuition and mandatory fees are fully refunded.

#### *Late fee charges are not refunded.*

Requests or recommendations for refunds of tuition and fees after deadline dates must be forwarded in writing to the Office of Registrar Hepburn Hall, Room 214.

### REPEATED COURSES

A student MUST repeat any course that he/she has failed if the specific course is required for graduation. When a course is repeated, both the original course and grade and the subsequent course and grade are reflected on the transcript, BUT the credits are counted ONLY ONCE TOWARD DEGREE REQUIREMENTS. Effective Fall 2014, computation of the lower grade of a repeated course may be omitted from the GPA. For more details, see Grade Recomputation Policy on this page.

### RESIDENCE FOR TUITION PURPOSES

Tuition is assessed according to a student's legal and permanent residence at the time of admission to the University. A student who becomes a legal and permanent resident of New Jersey subsequent to his admission to the University must directly

contact the Registrar, Hepburn Hall, Room 214, and submit the required documentary evidence prescribed by law.

### SENIOR CITIZENS

1. Senior citizens, 65 years or older, who are residents of New Jersey may attend courses without charge on a non-credit, space-available basis by obtaining a letter of introduction to the course instructor from the Registrar's Office, H-214.
2. Senior citizens, 65 years or older, who are residents of New Jersey and meet the admissions requirements may enroll in courses space-available basis for credit with a tuition waiver. Interested senior citizens may contact the Registrar's Office, Hepburn Hall, Room 214, for details. As of spring 2013, senior citizens using a tuition waiver cannot enroll until the 3<sup>rd</sup> day of the fall and spring semester or 2nd day of the summer and winter session.

### SUMMER SESSIONS AT NJCU

During Summer Session I and Summer Session II a student may register for a maximum of 6 credits for each five-week session.

### TRANSCRIPTS

There are three ways to request a transcript:

1. In person: Fill out a form at the Registrar's Office Hepburn Hall, Room 214.
2. By mail: Send a signed letter to Transcripts, c/o Registrar's Office, New Jersey City University, 2039 Kennedy Boulevard Jersey City, N.J. 07305.
3. Via the Internet: Visit <http://www.njcu.edu/registrar> or <http://gothicnet.njcu.edu>.

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 NJCU 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 provide copies of transcripts from other institutions. To obtain such transcripts, the student must contact the institution previously attended. Transcripts should be requested at least ten days prior to the time needed.

The University will not issue an official academic transcript if a student owes a past due balance on a student account or has defaulted on repayment of a student loan. A one-time transcript fee of \$25.00 is charged to all new students.

Regular transcript requests are limited to ten annually. Regular service is provided within four working days. A one-hour transcript service is available weekdays until 4:00 p.m. for a \$10.00 processing fee.

### VISITING STUDENTS

- A. DURING THE FALL AND SPRING SEMESTERS, a formal application to NJCU is not required for visiting students. Visiting students present to NJCU Registrar an authorized permission letter from the university he or she is attending listing the course titles.
- B. DURING THE SUMMER SESSIONS, formal application to New Jersey City University is not required for visiting students. The visiting student presents to the Registrar:
  1. an authorized permission letter from the university he or she is attending listing the course titles.
  2. a copy of a university transcript, or
  3. a photostat of the student's high school diploma.Graduating high school seniors must submit a signed letter from their high school certifying their status as a senior and their expected graduation date.
- C. GRADES FOR VISITING STUDENTS Grades will be posted to the official transcript three weeks after the last day of the semester. Visiting students may request on official transcripts be sent to the University of their choice by writing to Transcripts c/o Registrar's Office New Jersey City University, 2039 Kennedy Blvd., Jersey City, N.J. 07305.
- D. FINANCIAL AID FOR VISITING STUDENTS. A visiting student cannot receive financial aid from New Jersey City University. Visiting students should check with their college or university's financial aid office about a consortium agreement with NJCU for purposes of the student's enrollment at NJCU. All requests for these agreements are reviewed and processed by the Financial Aid Offices at each institution. Supporting statements indicating that these courses will be credited toward the student's degree requirements must also be submitted to the home school.

### VETERANS AFFAIRS

The office of the Coordinator of Veterans Affairs is located in the University Advisement Center, Vodra Hall, Room 101. The Coordinator assists veterans and eligible dependents of veterans with:

- The certification of veterans to the Veterans Administration for education benefits.
- Processing of Veterans Tuition Credit Programs forms (VTCP) for students eligible to receive such grants from the State of New Jersey.
- The processing of tuition credit waiver for members of the New Jersey National Guard.
- Veterans should schedule an appointment with the Coordinator of Veterans Affairs each semester to discuss their benefits and academic status.

Effective Fall 2014, all active service members and veterans of the United States Armed Forces will be eligible to receive in state tuition rates for undergraduate and graduate courses at New Jersey City University. This policy applies to all programs offered at the institution.

For additional information on veterans' affairs, contact the Coordinator of Veterans Affairs at (201) 200-3300.

### ACADEMIC FRESH START

The Academic Fresh Start facilitates the return to NJCU of students who left because of academic difficulty. The policy addresses students who want to return to NJCU after one year or more and have demonstrated the potential for success by having completed 12 credits or more with a cumulative GPA of 2.5 or better at another institution, or have received an Associate's Degree from a community college.

1. Academic Fresh Start may be granted one time and only for courses taken at NJCU;
2. An undergraduate student must be separated from the college for minimum of 12 months;
3. Current students who were readmitted after a 12-month separation from NJCU are eligible for Academic Fresh Start policy;
4. Application for Academic Fresh Start must be submitted to the Dean of Arts and Sciences unless there is a declared major in one of the other colleges. This application will be submitted by July 1 for the next fall semester readmits, or by November 1 for the next spring semester readmits;
5. Upon return to NJCU, a readmitted student will be placed on academic probation until the completion of 15 credits with no grade below C. The student can withdraw from a course only with permission of the new program advisor and the Dean.
6. Appeals may be made to the appropriate Dean (as stated in Policy #4) and then to the Provost.
7. Courses omitted from the recalculation will remain on the transcript and will be identified by "\*\*\*" and will not be counted towards graduation requirements. Up to 30 credits may be omitted prior to recalculation, subject to departmental policies. Only courses with a grade lower than C will be eligible for omission;
8. W records will remain on the transcript;
9. An academic probation contract with the new program advisor is required prior to registration;
10. Financial aid policies are independent of the Academic Fresh Start Policy;

### ADMINISTRATIVE WITHDRAWAL

The University reserves the right to administratively withdraw or deny registration to any student who fails to comply with institutional policies and regulations.

### VOLUNTARY WITHDRAWAL

Students who find it necessary to withdraw from the University must schedule an appointment with a counselor in the Counseling Center in the Michael Gilligan Student Union (201) 200-3165. Any student who withdraws from the University must also OFFICIALLY withdraw from courses at the Registrar's Office, Hepburn Hall, Room 214. See directions below.

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

## WITHDRAWAL FROM A COURSE

Students cannot drop or withdraw from Academic Foundation Courses without the approval of the Office of the Dean of William J. Maxwell Arts and Sciences. Any student who has earned 30 credits or more cannot drop or withdraw from an All University Requirement (Tier I) course, unless he or she is substituting a different section of the same course or has the approval of the Office of the Dean of Arts and Sciences. Any student who has earned 60 credits or more cannot drop or withdraw from an All University Requirement (Tier II) course, unless he or she is substituting a different section of the same course, or has the approval of the Office of the Dean of Arts and Sciences, or this action is a result of the placement test. Withdrawal forms are available on a table in the hallway across from the Registrar's Office service window, Hepburn Hall, Room 214. Forms may be submitted at the window during regular working hours; after hour forms may be placed in the door mail slot.

- 1. DURING ADD/DROP PERIOD:** Students may Add/Drop classes through self service by login to GothicNet, or at the Registrar's Office Hepburn Hall, Room 214 on days assigned for add/drop. Any dropped course(s) will not be recorded on the student's transcript and a 100% refund of tuition and fees will be granted for each credit below 12 credits.
- 2. BETWEEN ADD/DROP AND THE FIRST THIRD OF THE SEMESTER:** Students must complete an official Withdrawal Form, at the Registrar's Office Hepburn Hall, Room 214. These course(s) will receive a "W" grade on transcripts and the student will receive a 50% refund of applicable tuition and fees for each credit below 12 credits.
- 3. AFTER THE FIRST THIRD OF SEMESTER TO NOVEMBER 1 FOR FALL SEMESTER TO APRIL 1 FOR SPRING SEMESTER OR TO MID-SEMESTER FOR SUMMER SESSIONS I and II:** Students must complete an official Withdrawal Form, at the Registrar's Office, Hepburn Hall, Room 214. These course(s) will receive a "W" grade on the transcript and the student is not entitled to any refund.
- 4. AFTER NOVEMBER 1 FOR FALL SEMESTER; APRIL 1 FOR SPRING SEMESTER; AND MID-SEMESTER FOR SUMMER SESSIONS I and II:** For any course(s) a student ceases to attend after these dates he/she will receive an "F" grade on his/her transcript and there will be no refund.

After the deadline (paragraph 4 above), a student may no longer receive a "W" grade except in an extraordinary situation, and only with the written authorization of the appropriate academic dean. Request for appeal of the deadline must be made in writing, and must be accompanied by appropriate documentation about circumstances that prevented the student from withdrawing within the required time limits. The academic dean, either grant or deny the "W" grade. Regarding refund of tuition charges and fees after the deadline dates, see Refund of Tuition and Fees policy stated on page 20.

**NOTE:** Non-attendance does not constitute drop or withdrawal. The student will not receive a refund and will receive a grade of "F" for the course(s) in question.

An official drop or withdrawal can only be transacted by completing the appropriate forms by the date and locations noted on page 20.

## FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations require institutions to establish minimum standards of satisfactory academic progress for students receiving federal, state/and or institutional financial aid. These standards include "qualitative" as well as "quantitative" components. Students must maintain a certain cumulative grade point average (qualitative) and successfully earn minimal numbers of degree credits at each evaluation (quantitative). In determining satisfactory academic progress, all course work is considered, whether or not the student received financial aid at the time the work was completed.

Academic progress is measured annually after spring grades are posted. Students who do not meet the standards of satisfactory academic progress are notified by the Office of Financial Aid.

### QUANTITATIVE MEASURE

The quantitative component measures the pace at which the student must progress through his/her program of study to ensure completion within the maximum time frame allowed. Pace is calculated by dividing the cumulative number of credit hours the student successfully completed by the number of cumulative credit hours the student has attempted. The completion ratio must be 67% or greater.

For example, a student attempted 12 credit hours in the fall semester and earned 8 credits and in the spring semester s/he attempted 14 credits and earned 11.8 credits + 11 credits = 19 credits earned.  $12 \text{ credits} + 14 \text{ credits} = 26 \text{ credits attempted}$ .  $19/26 = 73\%$  which is greater than the completion ratio of 67%.

**Transfer Credits:** Credits accepted by NJCU from prior institution(s) are totaled and divided by 15. The result, which is rounded down to the nearest whole semester, is the official measurement of the number of semesters spent at other institution(s). Transfer credits accepted toward the student's educational program are counted as both attempted and completed hours.

**Incomplete and Withdrawals:** Incomplete and withdrawn grades do not earn credits to meet the academic year minimum or influence the GPA in the term the course was attempted, but the credits are counted for time frame determination. Repeated courses count toward determination of enrollment status and maximum time frame.

## MAXIMUM TIME FRAME

The maximum time frame a student may attend and continue financial aid eligibility cannot exceed 150% of the published length of the student's academic program measured in academic years. The published length of a four-year undergraduate program is eight semesters; therefore a full time student has a maximum of twelve semesters to complete the program. The length of a graduate program is based on the published length for each individual program; in no case will the graduate student's enrollment exceeds the 150% point in time. If a student enrolls part-time, the semester will be prorated accordingly. When the student's enrollment exceeds the 150% point, the student is no longer eligible for financial aid.

### QUALITATIVE MEASURE

The qualitative component measures the student's cumulative grade point average (CGPA). Consistent with the University's academic standing policy; undergraduate students must achieve the stated CGPA as follows:

- 1.60 CGPA after a minimum of 13 credits hours attempted.
- 1.75 CGPA after a minimum of 24 credit hours attempted.
- 1.85 CGPA after a minimum of 48 credit hours attempted.
- 2.0 CGPA after a minimum of 72 credit hours attempted.

Consistent with the general academic requirements of the Graduate School, graduate students must maintain a cumulative grade point average of at least 3.0 to retain their eligibility for financial aid.

## SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

A student notified of their failure to meet Satisfactory Academic Progress is no longer eligible for federal, state or institutional financial aid. The student may appeal for additional eligibility by completing a SAP appeal form. As part of the appeal the student must explain:

- Why they failed to make academic progress, and
- What has changed that will allow the student to make SAP during the upcoming academic year.

All appeals are submitted to the Office of Financial Aid and reviewed by a committee.

If an appeal is granted the student will be placed on a status of Financial Aid Probation and given an academic plan. The Probation status will last for one term. At the end of that term the student will again be evaluated to determine either;

- The student is now making SAP; or
- The student is making progress under the specified academic plan.

# FALL 2015, SPRING AND SUMMER 2016 UNDERGRADUATE TUITION & FEE SCHEDULE

Total Credits	In-State** Tuition	General Service Fee	Student Activity Fee	Student Center Fee	Technology Fees	Facility Fee	In-State Total Charges	Non Resident/ Out of State Charges
1.0	264.50	52.60	2.55	21.75	17.70	11.00	370.10	664.15
2.0	529.00	105.20	5.10	43.50	35.40	22.00	740.20	1,328.30
3.0	793.50	157.80	7.65	65.25	53.10	33.00	1,110.30	1,992.45
4.0	1,058.00	210.40	10.20	87.00	70.80	44.00	1,480.40	2,656.60
5.0	1,322.50	263.00	12.75	108.75	88.50	55.00	1,850.50	3,320.75
6.0	1,587.00	315.60	15.30	130.50	106.20	66.00	2,220.60	3,984.90
7.0	1,851.50	368.20	17.85	152.25	123.90	77.00	2,590.70	4,649.05
8.0	2,116.00	420.80	20.40	174.00	141.60	88.00	2,960.80	5,313.20
9.0	2,380.50	473.40	22.95	195.75	159.30	99.00	3,330.90	5,977.35
10.0	2,645.00	526.00	25.50	217.50	177.00	110.00	3,701.00	6,641.50
11.0	2,909.50	578.60	28.05	239.25	194.70	121.00	4,071.10	7,305.65
<b>Full Time Student (12 or more credits), per semester:</b>								
12.0+	3,968.00	788.85	76.10	325.40	265.60	165.35	5,589.30	10,003.90

Fall 2016 rates will be available in July 2016.

Revised 7/15

\* Tuition and fees are subject to change without notice by action of the Board of Trustees of New Jersey City University.

\*\* A student shall be classified as a "New Jersey Resident" for tuition purposes upon admission to a public institution of Higher Education in the State of New Jersey if the student or the parent(s) or guardian(s) upon whom the student is financially dependent, has been a bonafide domiciliary of New Jersey for at least one year before first enrolling at a public higher education institution in the State. Visa students must become permanent resident aliens before they can be considered New Jersey residents.

\*\*\* Students who meet the "Dream Act" in-state tuition requirement, must submit documentation to:  
New Students: Admissions Office, Hepburn Hall, Room 207, (201) 200-3234.  
Continuing Students: Registrar's Office, Hepburn Hall, Room 214, (201) 200-3143.

## ALL FEES LISTED BELOW ARE MANDATORY FEES AT THE UNIVERSITY AND ARE USED TO SUPPORT SERVICES FOR ALL NJCU STUDENTS.

**Student Center Fee:** Students pay a student center fee to support the Michael Gilligan Student Union programs, operations and maintenance.

**Student Activity Fee:** This fee is collected by the University and is used to support the Student Government Organization, clubs and entertainment events throughout the school year. A portion of this fee is also used to support the athletic programs at the University.

**Technology Fee:** This fee supports the computing infrastructure throughout the University including maintaining and updating the labs, student computer

accounts, and internet/networking connections including wireless connections.

**Facility Fee:** This fee supports the acquisition of capital assets, including new buildings and infrastructure, as well as the improvement, repair and renovation of existing University buildings and grounds.

**General Service Fee:** This fee supports University programming and a range of other student services including student I.D. cards and shuttle services to and from the parking lots.

### PLEASE NOTE:

- A.** Students must check billing information on GothicNet. Students paying by credit card or e-check must pay their tuition and fees online using GothicNet. If paying by cash, check, or money order, report to the Bursar's Office, Hepburn Hall, Room 106. Bills are no longer mailed.
- B.** New accepted students who have paid the \$50.00 tuition deposit will receive a tuition credit for this amount in their first semester.
- C.** A \$50.00 one time mandatory orientation fee is charge to all new students.
- D.** A \$25.00 one time mandatory transcript fee is charge to all new students
- E.** Late Registration Fee is \$75.00, not refundable, and begins July 18, 2016 for continuing students.
- F.** Late Payment/Reinstatement Fee is \$75.00, not refundable, and begins August 22, 2016.

### G. Internship Fees:

- 1. Student Teaching Internship: \$150.00.
- 2. Museum Internship: \$150.00.
- 3. School Nursing Internship: \$150.00.
- 4. Practicum Fee: \$65.00.

### H. Lab Fees: Fees are determined by the academic departments

### I. Transcript fee

- 1. Regular service, no fee, provided within 4 working days.
- 2. Same day service, provided until 4:00 p.m., \$10.00 per transcript.
- 3. Call (201) 200-3333 for detailed instructions.
- 4. Internet, <http://www.njcu.edu/registrar> or <http://gothicnet.njcu.edu>

# HOW TO READ THE COURSE OFFERINGS SECTION

The following is an example:

DEPT.	CAT#	CLASS#	COURSE TITLE	SEM HOURS	DAYS	TIME BEGIN-END	BLDG ROOM	INSTRUCTOR	PREREQUISITES & COMMENTS
D PSYC (1) (2)	301 (3)	1807 (4)	Abnormal Psych (5)	3 (6)	M,W (7)	8:30-9:45 (8)	H-213 (9)	JONES (10)	PR PSYCH 10 (11)

**(1) SCHEDULING CODE:**

D - Day Course, 8:30 a.m. - 3:25 p.m.

E - Evening Course, 4:00 - 9:45 p.m.

S - Weekend Course, 8:30 a.m. - 5:15 p.m.

**(2) ACADEMIC DEPARTMENT CODE:** ART, BIOL, CHEM.

**(3) COURSE CATALOG NUMBER:** The catalog number as it appears in the College Catalog, which provides a description of the course and the level of the course, i.e., 100, 200 are lower and 300, 400 are advanced.

**(4) CLASS NUMBER:** This four digit number is placed in the registration/add/drop card. It indicates the specific course section the student is enrolled in for the semester.

**(5) TITLE:** This is the title of the course.

**(6) CREDITS:** This is the number of credits received for the course.

**(7) DAY CODES:** These are the days the course section meets:

M – Monday      W – Wednesday      F – Friday

T – Tuesday      R – Thursday      S – Saturday      U – Sunday

**(8) TIMES:** This is the time the course meets.

**(9) MAIN CAMPUS BUILDING/ROOM BUILDING CODES:**

A Visual Arts Building

K George Karnoutsos Arts and Sciences Hall

R Rossey Hall

C University Charter High School

L Congressman Frank J. Guarini Library

S Science Building

F Fries Hall

M John J. Moore Athletic & Fitness Center

U Gilligan Student Union

G Grossnickle Hall

P Education and Professional Studies Bldg

V Vodra Hall

H Hepburn Hall

Room Number: First digit of the room number indicates the floor of the building.

**(10) OFF CAMPUS:** School of Business–SCBUS

Harborside Plaza 2, 147 Harborside Financial Center Platform

Jersey City, NJ

**(11) INSTRUCTOR:** Name of instructor scheduled to teach the course.

**(12) COMMENTS AND PREREQUISITES:** This is the notes area. Abbreviations which are found in this column are:

A. PR or PREREQ. Prerequisite for a course.

B. Perm Instr. or Perm Chairperson. Instructor or department chair permission required.

C. WW- Course delivered via the world wide web which requires no face-to-face meetings. WE- Face-to-face course which utilizes blackboard CE (formerly Web CT) component to enhance regularly schedule course meetings. BL- Course in which course content is distributed between online and face to face instruction.

D. DLTK. Dual Track: These courses are scheduled for identical lectures twice in one day for students who are employed for round-the-clock hours.

E. LAB FEE. Fee determined by the academic department.

F. AUR. All Undergraduate Requirements.

G. PRE AUR. Non-degree credit courses.

H. OFF CAMPUS. Courses are not taught at the NJCU Main Campus.

I. TBA. To be announced by the Academic Department offering the course. See Page 6 for department offices.

J. TAKE WITH, CONCUR. The course is offered concurrently with another course. You must register for both courses.

*Day, Evening, and Weekend courses are listed separately under each academic department.*

# GET YOUR REFUND CHECK FAST!

## BILL & PAYMENT ACCOUNT CENTER

### ✓ **E - PAYMENT PLAN**

Online access to set-up your payment plan, receive email reminders and notifications. Schedule automatic payments for future installments.

### ✓ **E - BILLS**

A paperless and earth-friendly way to handle tuition payments

### ✓ **E - PAYMENTS**

Fast and secure automated payments

### ✓ **E - REFUNDS**

Direct deposit of refunds into your account

### ✓ **AUTHORIZED USERS**

Authorized users are students, and can also include parents, guardians, or employers

To take advantage of the **BILL & PAYMENT ACCOUNT CENTER** services, students must have an active NJCU e-mail account.

To receive account notifications you must check your NJCU e-mail and/or opt in for text messages to be sent directly to your mobile phone.





# Study Abroad

**Bring more than a bachelor's degree to your next job interview!**

Employers are looking for candidates who have more than a bachelor's degree.

They want college graduates who can communicate with people from different backgrounds, view problems from different perspectives, and function successfully in new and challenging environments.

New Jersey City University's Study Abroad Program helps you develop and demonstrate that you have these characteristics. It is a once in a lifetime opportunity to experience another country's culture, earn up to 24 credits toward graduation, and acquire skills that are essential for a successful career.


**For more information, contact the  
Office of International Education at (201) 200-3022**



## Are you a student and looking for on-campus child care?

We have Pre-K, Preschool, and  
After School Programs available  
for children ages 2 ½ - 8 years.

**The Children's Learning Center  
is the place for you!**



Come visit us in Hepburn Hall 101!

Telephone: (201) 200-3342

<http://www.njcu.edu/ecdc>

### **HOURS:**

#### **Spring and Fall Semester**


Mondays–Fridays: 7:30 a.m. - 5:00 p.m.

#### **Summer I**

Mondays–Thursdays: 7:30 a.m. - 5:00 p.m.

#### **Summer II**

Mondays–Thursdays: 8:00 a.m. - 5:00 p.m.



# SCHEDULE FOR CLASS WORKSHEET

PERIOD	TIME	(M)	(T)	(W)	(R)	(F)	(S)
	STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
(1)	8:30-9:45						
(2)	9:55-11:10						
(3)	11:20-12:35						
(4)	12:45-2:00						
(5)	2:10-3:25						
(6)	4:00-5:15						
(7)	5:30-6:45						
(8)	7:00-8:15						
(9)	8:30-9:45						

PERIOD	TIME	(M)	(T)	(W)	(R)	(F)	(S)
	STANDARD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
(1)	8:30-9:45						
(2)	9:55-11:10						
(3)	11:20-12:35						
(4)	12:45-2:00						
(5)	2:10-3:25						
(6)	4:00-5:15						
(7)	5:30-6:45						
(8)	7:00-8:15						
(9)	8:30-9:45						

# FINAL EXAM SCHEDULE FOR UNDERGRADUATE DAY COURSES FALL 2016

## EXAM DATES

## EXAM TIME

Tuesday, Dec. 13	For Classes with First or Only Meeting on M,W, or F at 9:55 a.m.: For Classes with First or Only Meeting on T or R at 11:20 a.m.: For Classes with First or Only Meeting on, W, or F at 2:00 p.m. or 2:10 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:00 p.m. 1:30 p.m. or 3:30 p.m.
Wednesday, Dec. 14	For Classes with First or Only Meeting on T or R at 8:30 a.m.: For Classes with First or Only Meeting on M, W, or F at 11:20 a.m.: For Classes with First or Only meeting on T or R at 2:00 p.m. or 2:10 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:00 p.m. 1:30 p.m. - 3:30 p.m.
Thursday, Dec. 15	For Classes with First or Only Meeting on M, W, or F at 8:30 a.m.: For Classes with First or Only Meeting on T or R at 12:10 p.m.: For Classes with First or Only Meeting on T or R at 12:45 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. to 1:00 p.m. 1:30 P.m. - 3:30 p.m.
Friday, Dec. 16	For Classes with First or Only Meeting T or Th at 9:55 a.m. or 10:20 a.m.: For Classes with First or Only Meeting M, W, or F at 12:45 p.m.: Conflicts: Conflicts:	8:30 a.m. - 10:30 a.m. 11:00 p.m. - 1:00 p.m. 1:30 p.m. - 3:30 p.m. 4:00 p.m. - 6:00 p.m.
Monday, Dec. 19	For Classes with First or Only Meeting M, W, or F at 10:20 a.m.: For Classes with First or Only Meeting M, W, or F at 12:10 p.m.: Conflicts:	8:30 a.m. - 10:30 a.m. 11:00 a.m. to 1:00 p.m. 1:30 p.m. - 3:30 p.m.

**Rooms:** All exams are held in the room in which the course met during the semester.

# FINAL EXAM SCHEDULE FOR UNDERGRADUATE EVENING COURSES FALL 2016

CLASS MEETING	TIME	EXAM DATE	DAY	EXAM TIME
Tuesday	4:00	Dec. 13	Tuesday	4:00 p.m. - 6:00 p.m.
Tuesday	4:25	Dec. 13	Tuesday	4:00 p.m. - 6:00 p.m.
Tuesday	5:30	Dec. 13	Tuesday	6:00 p.m. - 8:00 p.m.
Tuesday	7:00	Dec. 13	Tuesday	8:00 p.m. - 10:00 p.m.
Tuesday	8:30	Dec. 13	Tuesday	8:00 p.m. - 10:00 p.m.
Wednesday	4:00	Dec. 14	Wednesday	4:00 p.m. - 6:00 p.m.
Wednesday	4:25	Dec. 14	Wednesday	4:00 p.m. - 6:00 p.m.
Wednesday	5:30	Dec. 14	Wednesday	6:00 p.m. - 8:00 p.m.
Wednesday	7:00	Dec. 14	Wednesday	8:00 p.m. - 10:00 p.m.
Wednesday	8:30	Dec. 14	Wednesday	8:00 p.m. - 10:00 p.m.
Thursday	4:00	Dec. 15	Thursday	4:00 p.m. - 6:00 p.m.
Thursday	4:25	Dec. 15	Thursday	4:00 p.m. - 6:00 p.m.
Thursday	5:30	Dec. 15	Thursday	6:00 p.m. - 8:00 p.m.
Thursday	7:00	Dec. 15	Thursday	8:00 p.m. - 10:00 p.m.
Thursday	8:30	Dec. 15	Thursday	8:00 p.m. - 10:00 p.m.
Friday	4:00	Dec. 16	Friday	4:00 p.m. - 6:00 p.m.
Friday	4:25	Dec. 16	Friday	4:00 p.m. - 6:00 p.m.
Friday	5:30	Dec. 16	Friday	6:00 p.m. - 8:00 p.m.
Friday	7:00	Dec. 16	Friday	8:00 p.m. - 10:00 p.m.
Friday	8:30	Dec. 16	Friday	8:00 p.m. - 10:00 p.m.
Monday	4:00	Dec. 19	Monday	4:00 p.m. - 6:00 p.m.
Monday	4:25	Dec. 19	Monday	4:00 p.m. - 6:00 p.m.
Monday	5:30	Dec. 19	Monday	6:00 p.m. - 8:00 p.m.
Monday	7:00	Dec. 19	Monday	8:00 p.m. - 10:00 p.m.
Monday	8:30	Dec. 19	Monday	8:00 p.m. - 10:00 p.m.

**Rooms:** All exams are held in the room in which the course met during the semester.

**Final Exam for Saturday courses will be given on December 17**

# UNDERGRADUATE ACADEMIC CALENDAR

## 2016 SPRING SEMESTER

<b>March 14</b>	2016 Summer and Fall Course List (MCL) available online at <a href="http://gothicnet.njcu.edu">http://gothicnet.njcu.edu</a> or <a href="http://www.njcu.edu/registrar">www.njcu.edu/registrar</a> .
<b>March 17</b>	Deadline for faculty to submit Spring 2016 mid term grades.
<b>March 22</b>	Early Registration/Add/Drop for continuing students and re-admit for 2016 Summer I, Summer II and Fall Semester. Read page 8 for detailed directions and hours.
<b>March 25, 26</b>	Good Friday and Saturday: No Classes.
<b>April 1</b>	Final day to withdraw from a course(s) for a "W" grade(s) at the Registrar's Office, H-214.
<b>April 1</b>	Recommended filing date for Financial Aid Applicants for 2016 Fall Semester.
<b>April 5 to September 12</b>	Registration/add/drop for new, transfer and visiting students. Visiting students report to the Registrar's Office, H-214.
<b>July 17</b>	Last day for continuing students to register for Fall 2016 and avoid the \$75.00 late registration fee.
<b>July 19</b>	2016 Fall billing available online in gothicnet.
<b>July 19 to August 17</b>	Payment/Deferment of tuition at Bursar's Office, H-106. Read Page 8, for specific directions. All prior indebtedness must be paid. \$75.00 late payment fee begins August 22.
<b>August 1 to September 30</b>	Online Graduation Clearance Forms available for seniors completing Bachelor degree requirements during the 2016 Fall semester. Read page 20, Graduation and Certification Deadline Dates for directions.
<b>August 17</b>	Deadline to pay/clear tuition charges online through self service on GothicNet or at the Bursar's. All prior indebtedness must also be paid. \$75.00 late payment/reinstatement fee begins August 22.

## 2016 FALL SEMESTER

<b>September 5</b>	Labor Day. University Closed.
<b>September 6</b>	2016 Fall Semester classes begin.
<b>September 6 to 12</b>	Add/Drop for registered students, see page 8 for detailed directions and times.
<b>September 12</b>	Final day to drop a class(es) for 100% refund of tuition online through self service on GothicNet or at the Registrar's Office, H-214 9:00 a.m. to 7:00 p.m. Canceled courses are dropped by computer for 100% refund. See page 21 for Refund of Tuition and Fees Policy.
<b>September 13 to November 1</b>	Period to submit Pass/Fail Forms at Registrar's H-214. Forms available outside office See page 21 for Pass/Fail detailed information.
<b>September 30</b>	Deadline to file graduation clearance form for seniors completing Bachelors degree requirements during the 2016 Fall term. Read pages 21 Graduation and Certification Deadline Dates for specific directions.
<b>October 3</b>	Final day to withdraw from a course(s) for a 50% refund of tuition with a "W" grade(s) at the Registrar's Office, H-214. See page 21 for Refund and Tuition and Fees policy.
<b>October 10</b>	2017 Winter/Spring Course list (MCL) available online at <a href="http://Gothicnet.njcu.edu">http://Gothicnet.njcu.edu</a> or <a href="http://www.njcu.edu/registrar">www.njcu.edu/registrar</a>
<b>October 17</b>	Deadline for faculty to submit mid-term grades.
<b>October 18</b>	2017 Winter/Spring regeistration begins.
<b>October 18</b>	Deadline: Incomplete grades for the 2016 Spring, Summer I and II Semester become "F" grades.
<b>November 1 - December 15</b>	Graduation Clearance forms for seniors completing Bachelor degree requirements during the 2017 Spring semester. Read page 21, Graduation and Certifications deadline dates for specific directions. \$75.00 non-refundable graduation clearance fee will be charge upon filing for Graduation Clearance.
<b>November 1</b>	Final Day to withdraw from a course(s) for a "W" grade(s) at the Registrar's H-214. See page 21 for Refundof Tuition and Fees Policy.
<b>November 24, 25, 26</b>	Thanksgiving Recess. No classes.
<b>December 13-19</b>	Final examinations for the 2016 Fall Semester.
<b>December 15</b>	Deadline to file graduation clearance form for seniors completein bachelors degree requirements during the 2017 spring term. Read page 21 Graduation and certification deadline dates for specific directions.
<b>December 19</b>	End of 2016 Fall Semester.
<b>January 13, 2017</b>	Deadline to apply for Practicum and Internship for Fall 2017.

NOTE: Forms are available outside Registrar's Office, Hepburn Hall, Room 214. After office hours, use door mail-slot. University reserves the right to cancel courses, change calendar, modify tuition and fees, and change instructors.

UNDERGRADUATE ADVISEMENT/REGISTRATION FORM

Last Name		First Name		ID Number	
NEW JERSEY CITY UNIVERSITY UNDERGRADUATE ADVISEMENT/REGISTRATION FORM				STUDENT COURSE REQUEST	
		SELECTION 1	CLASS NO.	COURSE TITLE	CREDITS
MAILING ADDRESS: 1. Complete address in this section 2. If mailing address is new, complete: "Change of Address Form" outside of Registrar's Office, H-214.		SELECTION 2			
NUMBER & STREET		SELECTION 3			
CITY		SELECTION 4			
STATE		SELECTION 5			
( ) - - - - - ( ) - - - - - DAY PHONE EVENING PHONE		SELECTION 6			
REGISTRATION FOR: 20 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER		ADVISERS SIGNATURE: _____ DATE _____			
FOR NJCU UNDERGRADUATE DEGREE STUDENTS: (Check one) <input type="checkbox"/> General Studies, Major Undecided <input type="checkbox"/> Accepted to Major: _____ Specify: _____		OVERLOAD APPROVAL: _____ DATE _____			
ENROLLMENT STATUS AT NJCU (Check only one): <input type="checkbox"/> Degree Student (Undergraduate) <input type="checkbox"/> Certification Only <input type="checkbox"/> Unclassified (Undergraduate) <input type="checkbox"/> Visiting Student <input type="checkbox"/> Special Program <input type="checkbox"/> Alumni		This is to certify that I have complied with the policies and procedures of the college. The student is responsible to keep a copy of this form for future reference.			
		STUDENT SIGNATURE _____ DATE _____			