



FALL 2018

UNDERGRADUATE SCHEDULE

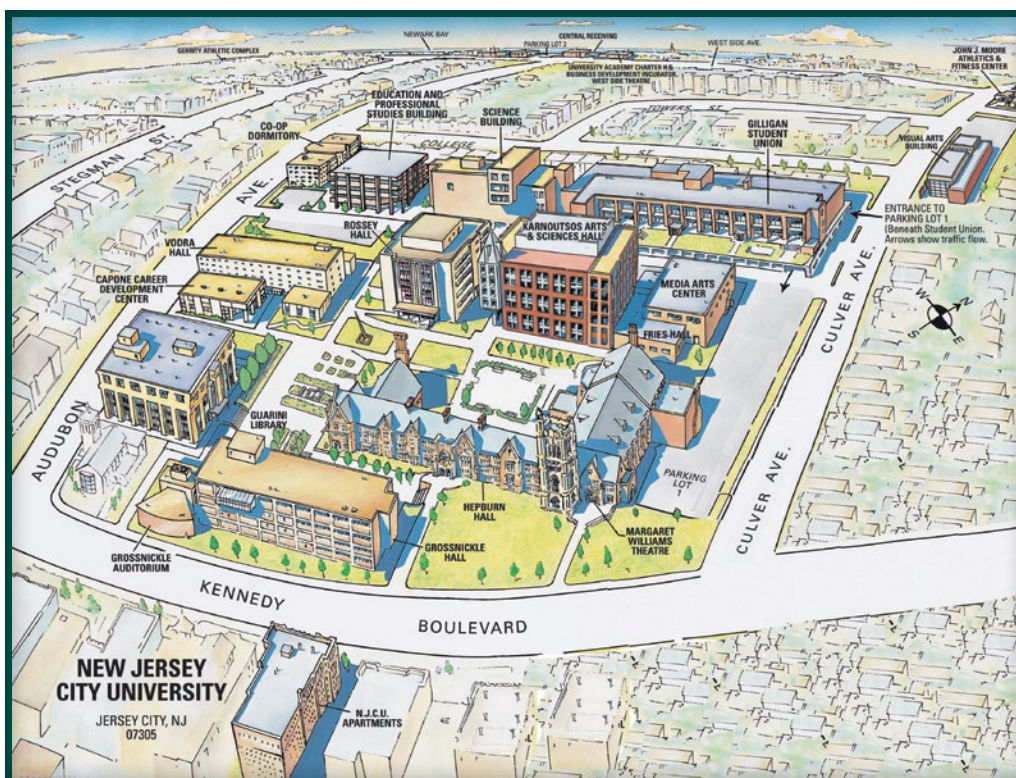
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GRADUATING SENIORS:

READ PAGE 28 FOR GRADUATION CLEARANCE
PROCEDURES AND DEADLINE DATES

LOCATION



BUILDING/ROOMCODES

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

Off Campus Locations/ Other Instructional Sites:

NJCU School of Business (SCBUS) Harborside 2, 200 Hudson Street Jersey City, NJ 07311
Brookdale (BRKDCC1) 765 Newman Springs, Lincroft, NJ 07738
Middlesex (MIDCC1) 2600 Woodbridge Ave, Edison, NJ 08816
Wall Township (WALL TWP) 800 Monmouth Blvd, Wall Township, NJ 07719

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

DIRECTIONS

From NJCU Main Campus

Head northeast on John F. Kennedy Blvd toward Culver Avenue for 1.5 miles. Turn right onto Montgomery Street and travel 2 miles. Turn left onto Greene St., right at the first cross street onto Christopher Columbus Dr. then left onto Hudson St. Harborside's main entrance will be on the right.

From the New Jersey Turnpike North or South

Take exit 14-14A-14B-14C for I-78 toward US-1/US-9/US-22/ Newark Airport/ Holland Tunnel. Take exit 14A-14B-14C for I-78 E toward Bayonne/Jersey City/Holland Tunnel. Merge onto I-78 E and drive 6.2 miles. Take the exit toward Jersey City/Columbus Drive. Continue for 1.2 miles on Christopher Columbus Drive. Turn left onto Hudson St. (at light passed Greene Street), crossing over the rail tracks and travel 0.1 miles north. Harborside main entrance is on the right.

From Interstate 280

Take I-280 East via the ramp on the left towards New Jersey Turnpike. Merge onto I-78 E and drive 6.2 miles. Take the exit toward Jersey City/Columbus Drive. Continue for 1.2 miles on Christopher Columbus Drive. Turn left onto Hudson St. (at light passed Greene Street), crossing over the rail tracks and travel 0.1 miles north. Harborside main entrance is on the right.

From The Lincoln Tunnel

Follow Lincoln Tunnel, crossing into New Jersey. Take the exit towards Willow Ave/Weehawken/Hoboken. Merge onto Park Ave/County Rd 675/ Willow Ave. Turn right onto 14th Street/County Rd 670. Make a left onto Manhattan Ave/Paterson Plank Road and travel 1 mile south. Turn right onto Harrison, left onto Newark Ave, and right onto Marin Blvd. Travel 1.2 miles south on Marin Blvd then turn left onto Christopher Columbus Dr. and travel four blocks east. Turn left onto Hudson St. (the light passed Greene Street), crossing over the rail tracks and travel 0.1 miles north. Harborside main entrance is on the right.

From the Holland Tunnel

Follow Holland Tunnel, crossing into New Jersey. Immediately upon exiting make first right onto Marin Blvd. Turn right onto 18th Street. Continue onto Washington Blvd. Travel approximately 1.2 mile south. Turn left onto Christopher Columbus Dr. and travel four blocks east. Turn left onto Hudson St. (at light passed Greene Street), crossing over the rail tracks and travel 0.1 miles north. Harborside main entrance is on the right.



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

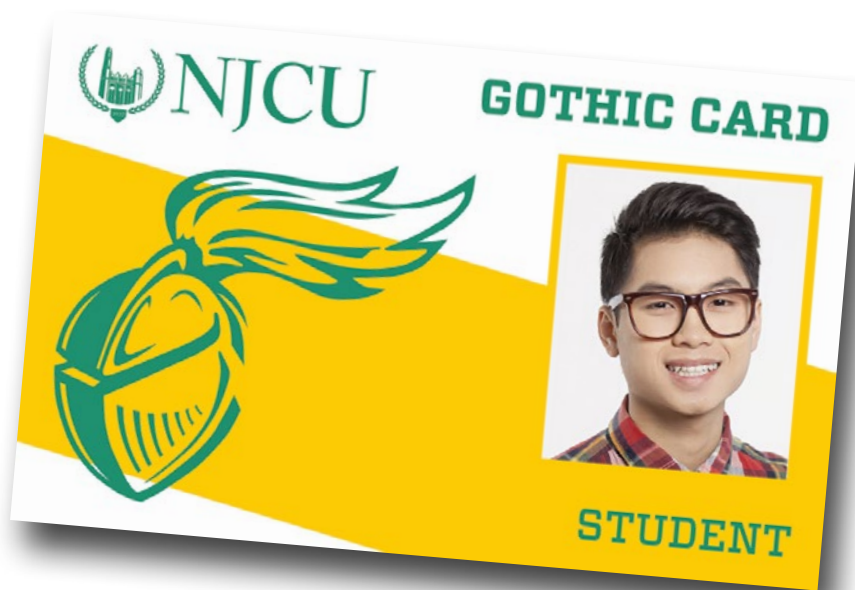
Gothic Net (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

- University e-mail
- Test scores and 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
- View your enrollment appointment and contact your advisor
- 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 photo identification card for New Jersey City University. All registered students, faculty and staff are issued Gothic Cards. The Gothic Card is used to access your account, make on campus purchases and gain entry into the campus parking lots, dorms and buildings, such as the Congressman Frank J. Guarini Library and the John J. Moore Athletics and Fitness Center, as authorized.

Funds deposited into your Gothic Card account may be used to purchase meals at campus dining locations, vending machines, purchase books and supplies from the NJCU bookstore, and to pay for parking access.

To add funds to your Gothic Card please visit <https://gothiccard.njcu.edu>

You may also add funds by visiting Campus Card Services Hepburn Hall - Room 114.

For more information, please call 201-200-2552 or visit www.njcu.edu/gothiccard

GENERAL INFORMATION

1. SNOW AND OTHER EMERGENCIES

For information regarding cancellation of classes for emergencies log to 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 2½–8 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. Contact the OSS/SI at 201-200-2091 or visit the office in Karnoutsos Hall, Room 105 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, 1st 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.

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 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 25 – 30.

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, 2nd 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 Employee Tuition Waiver Policy" online at <http://www.njcu.edu/about/human-resources/benefits-and-compensation>.

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:

201-200-3173 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>

10. TRANSFER RESOURCE CENTER:

201-200-3418 Hepburn Hall, Room 201

DIRECTORY FOR ACADEMIC DEPARTMENTS

Department	Chairperson	Location	Telephone Email
Accounting	Prof. Marguerite Griffin	205J*	201-200-3353 mgriffin1@njcu.edu
African/African-American Studies*	Dr. Jermaine McCalpin	K505	201-200-2253 jmccalpin@njcu.edu
Art	Prof. Martin Kruck	A120	201-200-3214 mkruck@njcu.edu
Biology	Dr. John Grew	S335	(201)200-3054 jgrew@njcu.edu
Chemistry	Dr. Robert Aslanian	S423	201-200-3066 raslanian@njcu.edu
Computer Science	Dr. Jean-Claude Ngatchou	K405	201-200-3291 jngatchou@njcu.edu
Criminal Justice	Dr. David Chiabi	P220	201-200-3492 dchiabi@njcu.edu
Early Childhood Education	Dr. Regina Adesanya	P329	201-200-2114 radesanya@njcu.edu
Economics	Prof. Marilyn Ettinger	205F	201-200-3232 mettinger@njcu.edu
Elementary and Secondary Education	Dr. Erik Morales	P329	201-200-3421 emorales2@njcu.edu
English	Dr. Michael Rotenberg-Schwartz	K304	201-200-3337 mrotenbert@njcu.edu
ESL*	Dr. Steve Haber	K205	201-200-3087 shaber@njcu.edu
Ethnic and Immigration Studies*	Dean, Arts & Sciences	K605	201-200-3001
Finance	Prof. Marilyn Ettinger	205F*	201-200-3353 mettinger@njcu.edu
Fire Science	Prof. Patrick Boyle	P451	201-200-3407 pboyle@njcu.edu
Fitness, Exercise & Sports*	College of Professional Studies		201-200-2101
Earth and Environmental Sciences	Dr. Deborah Freile	R609	201-200-3161 dfreile@njcu.edu
Health Sciences	Dr. Erin O'Neil	P219	201-200-3431 eoneil@njcu.edu
History	Dr. Rosemary Fox-Thurston	K505	201-200-3251 rthurston@njcu.edu
International Studies*	Dr. Louise Stanton	K606	201-200-3231 lstanton@njcu.edu
Latin American, Caribbean Latino Studies*	Dr. David Blackmore	K304	201-200-3442 dblackmore@njcu.edu
Literacy Education*	Dr. Mary McGriff	P345	201-200-3521 mmcgriff@njcu.edu
Management	Dr. John Donnellan	243G*	201-200-3353 jdonnellan@njcu.edu
Marketing	Dr. Susan Williams	205D*	201-200-3353 swilliams2@njcu.edu

Department	Chairperson	Location	Telephone Email
Mathematics	Dr. Beimnet Teclezghi	K506	201-200-3201 bteclezghi@njcu.edu
Media Arts	Prof. Marcin Ramocki	F106	201-200-3494 mramocki@njcu.edu
Modern Languages	Dr. Aixa Said-Mohand	K202	201-200-3176 asaidmoha@njcu.edu
Multicultural Education*	Dr. Alexis Kim	P339	(201)200-3380 akim@njcu.edu
Music, Dance & Theatre	Dr. Min Kim	R234	201-200-3151 mkim@njcu.edu
Nursing	Dr. Kevin O'Neill	R405	201-200-3157 koneill@njcu.edu
Philosophy/Religion	Dr. Sabine Roehr	K606	201-200-3204 sroehr@njcu.edu
Physics	Dr. Alberto Pinkas	S115	201-200-3464 apinkas@njcu.edu
Political Science	Dr. Louise Stanton	K606	201-200-3231 lstanton@njcu.edu
Professional Security Studies	Dr. Michael Krantz Dr. Craig Klein	P449	201-200-3504 mkrantz@njcu.edu gklein@njcu.edu
Psychology	Dr. Maria Lynn Dr. James Lennon	P426 G327	201-200-3062 mlynn@njcu.edu jlennon@njcu.edu
Sociology and Anthropology	Dr. Fred Andes	R539	201-200-3261 fandes@njcu.edu
Special Education	Dr. Carol Fleres Dr. Charles Taylor	P350	201-200-3023 cfleres@njcu.edu rtaylor@njcu.edu
Women's & Gender Studies	Dr. Jacqueline Ellis	K505	201-200-3251 jellis@njcu.edu

Deans Offices:

William J. Maxwell College of Arts and Sciences 201-200-3001
 George Karnoutsos Hall, Room 605
 Dr. João Sedycias, Dean

College of Professional Studies and 201-200-2101
 Deborah Cannon Partidge Wolfe College of Education
 Professional Studies Building, Room 303
 Dr. Deborah Woo, Interim Dean

School of Business 201-200-2001
 Harborside 2, 200 Hudson Street
 Jersey City, NJ 07311
 Dr. Bernard McSherry, Dean

Dean of Students 201-200-3525
 Michael Gilligan Student, Room 127
 Dr. Lyn Hamlin

* These departments or programs are units without a major program of study leading to a degree program at NJCU.

+ School of Business location

FALL 2018 UNDERGRADUATE ACADEMIC CALENDAR

March 20	Fall 2018 registration begins for Degree/matriculated students.
April 3	Fall 2018 Registration begins for new and transfer students.
July 16	\$75.00 late registration fee begins for continuing students.
July 17	2018 Fall bill available online in Gothicnet.
August 1 to September 30	Online Graduation Clearance application available for Seniors completing degree requirements during Fall 2018.
August 15	Deadline to pay tuition/fees/room/board.
September 3	Labor Day: University Closed.
September 4	2018 Fall Semester classes begin. Payment deadline for students enrolled on August 6 or later.
September 4 to 10	Add/Drop for registered students, see page 8 for detailed directions and times.
September 10	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 27 for refund of tuition and fees policy.
September 11 to November 1	Period to submit Pass/Fail forms at Registrar's Office, H-214. Forms available online and outside office. See page 27 for detailed information.
September 25	Deadline for faculty to submit Fall 2018 attendance rosters
September 30	Deadline to file graduation clearance form for Seniors completing Bachelors degree requirements during 2018 Fall term. Read page 27, Graduation and Certification deadline date for specific directions.
October 1	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 27 for Refund of Tuition and Fees policy.
October 16	Deadline for faculty to submit Fall 2018 midterm grades.
October 17	Deadline: Incomplete grades for the 2018 Spring, Summer I and II semesters become "F" grades.
November 1 to January 15	Online Graduation Clearance application available for seniors completing Bachelors degree requirements during the 2019 Spring Semester. Read page 21, Graduation and Certification deadline date.
November 1	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.
November 6	2019 Winter/Spring registration begins for continuing students.
November 22, 23, 24	Thanksgiving Recess: No Classes.
December 11	Reading Day
December 12 to 18	Final examinations for the 2018 Fall Semester.
December 18	End of 2018 Fall Semester.
January 15	Deadline to file graduation clearance form for seniors completing Bachelors degree requirements during 2018 Spring term. Read page 21, Graduation and Certification deadline date for specific directions.

2018 FALL REGISTRATION FOR CONTINUING STUDENTS

I. FALL SEMESTER	DATES	COMMENTS & EVENING HOURS
1. Registration – Continuing and re-admit students	begins March 20	Advisement by appointment only, until 7:00 p.m. on Mondays, Tuesdays, and Thursdays.
2. Registration – New and transfer students	begins April 3	
3. Registration – Visiting Students	April 3 to Sept. 10	Visiting Students report to Registrar's Office, Hepburn Hall, Room 214
4. \$75.00 late registration fee begins for continuing students	July 16	
5. Deadline to pay tuition/fees/room/board	August 15	until 7:00 p.m.
6. University closed	September 3	Labor Day
7. Fall 2018 term begins	Tuesday, September 4	
8. Registration/Add/Drop	Until September 10	Until 7:00 p.m. on September 10

PLEASE NOTE:

1. Late registration fee for continuing students begins July 16.
2. Visiting students may register from April 3 to September 10.

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 20	10:00 a.m.
New, transfers and visiting students:	Begins April 3	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 15. Students registering after August 6, please review charges on <http://gothicnet.njcu.edu> within 24 hours after registration. Payment in full or payment arrangements for registrations processed after August 6, 2018 are due by September 4, 2018.

- A. Pay Online:** Go to <http://gothicnet.njcu.edu>, enter Gothic ID and password, from "Student Dashboard" click "View Bill/Make Payment" and select "Go to Bill and Payment Account Center". All credit card payments must be made through GothicNet. Payments are **not** accepted in person or via telephone at the Office of Student Accounts. Please note, all credit/debit card transactions are subject to a 2.75% surcharge fee.
- B. Pay in Person:** Cash, check, or money order payment can be made at the Bursar's Office, Hepburn Hall, Room 106, from 8:30 a.m. to 5:00 p.m. daily. The office is open until 7:00 p.m. on Monday and Thursday during the Fall and Spring semesters.
- C. By Mail:** Payment by check or money order. Print your tuition bill and return along with payment. Include identification number of the student, 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
- D. Financial Aid:** If you have received an Official award notification from the Financial Aid Office covering your Fall enrollment, check your GothicNet account to verify the status of your award. The 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 15.
- E. Tuition Payment Plan:** Enroll online through GothicNet. Go to the "Student Dashboard" tab and click "View Bill/Make Payment." Select "Go to Bill and Payment Account Center." Click on the "Payment Plans" tab. Click on "Enroll Now" and select semester from the drop down box. If you have questions, contact the Bursar's Office at 201-200-3045 or by email at 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 Campus Card Services, Hepburn Hall, Room 114, or call 201-200-2273 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
Astronomy
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
Geography
Geoscience
Health Sciences
History
International Studies
Latin American, Caribbean, and Latino Studies
Literacy Education
Mathematics
Marketing
Media Arts
Middle Eastern Studies
Military Science
Music
National Security Studies
Philosophy and Religion
Political Science
Pre-Law
Psychology
Public Relations
Social Media Marketing
Sociology
Spanish
Theatre
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-Pre Rutgers School of Dental Medicine (RSDM). Doctor of Dental Medicine B.A.
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-Literature B.A.
English- Secondary Education (English) Teaching Certification B.A.

EARTH AND ENVIRONMENTAL SCIENCES DEPARTMENT

Geoscience-Environmental Science B.A., B.S.
Geoscience-Geology B.A., B.S.
Geoscience-Earth Science B.A.
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.

MATHEMATICS DEPARTMENT

Mathematics B.A.
Mathematics-Actuarial Science 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.

ACADEMIC ADVISING DATA FOR UNDERGRADUATE PROGRAMS

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-Public Health Education 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.
 Global Business B.S.
 Logistics, Supply Chain and Maritime Part 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 (See list below.)

Art	History	Psychology
Biology	Math	Sociology
Chemistry	Media Arts	Spanish
Computer Science	Music	Women & Gender
Economics	Philosophy	Studies
English	Physics	
Geoscience	Political Science	

ELEMENTARY AND SECONDARY EDUCATION DEPARTMENT

Elementary Education with Middle School Endorsement
 Elementary education must be taken with a co-major (See list below.)

Art	Geoscience	Physics
Biology	History	Spanish
Chemistry	Math	
English	Music	

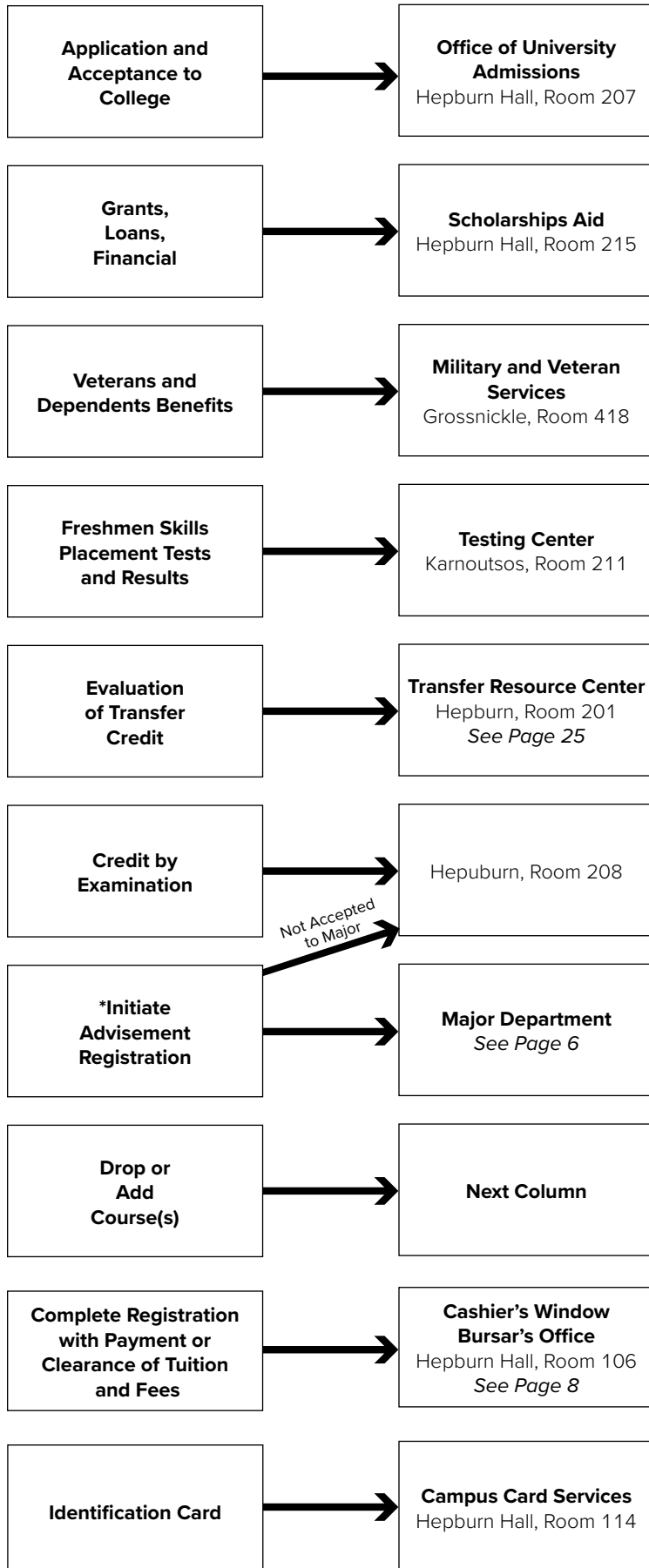
SPECIAL EDUCATION DEPARTMENT

Elementary/Special Education B.A.
 Elementary/Special Education must be taken with a co-major (See list below.)

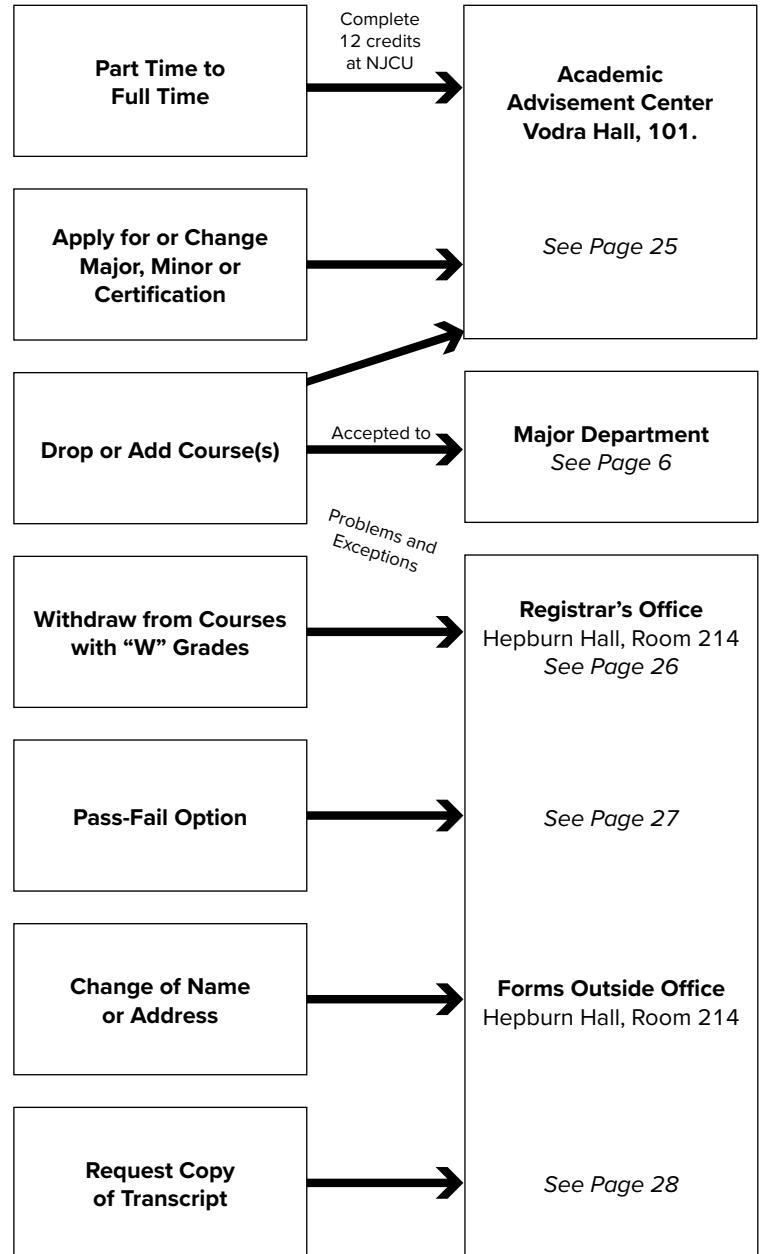
Art
 Biology
 Chemistry
 English
 Geoscience
 History
 Math
 Music
 Physics
 Spanish

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!

All students who enter NJCU in Fall 2016 or later and non-transfer students who entered NJCU in Fall 2015 or later complete the General Education program requirements. To view the Gen Ed requirements and track your progress, download the General Education Academic Planning Sheet ([page 14](#)).

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 old General Studies program. The requirements of this program are detailed on Academic Planning Sheet 3-GS ([page 18](#)). IMPORTANT: Planning Sheet 3-GS requirements in Area A-F are now fulfilled by the new Gen Ed courses. If you are completing Planning Sheet 3-GS, be sure to consult the list of Fall 2018 Gen Ed courses for Area A-F ([page 21–24](#)).

WHAT IS GEN ED?

The General Education program provides students with invaluable learning experiences across a wide range of academic fields on topics of general interest. While major and minor programs focus on specific disciplines, the Gen Ed program ensures that all students, regardless of major, explore a range of scholarly approaches in a variety of fields. While its scope is broad, Gen Ed prioritizes in-depth, active learning and emphasizes essential skills building for success in college and beyond.

- In the Gen Ed Learning Communities, students take two or more thematically linked courses together, learning about fascinating topics from diverse disciplinary perspectives.
- 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.
- Academic study becomes an integrative exploration of oneself and the world.

GEN ED: HOW IT WORKS

Students complete the 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 four seminar courses in the Modes of Inquiry.
- Tier 2 consists of English Composition and six seminar courses in the Modes of Inquiry.
- All Gen Ed 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.
- All students take one Tier 3 capstone course (3 credits) in the final semester of Gen Ed.
- 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.

If you have questions about the Gen Ed requirements, or about which Academic Planning Sheet to use, please see your academic advisor.

THE UNIVERSITY-WIDE STUDENT LEARNING GOALS

In addition to discipline-specific skills defined for each Gen Ed course, at least two University-wide Student Learning Goals are also covered and assessed in every Gen Ed course. Students strive to achieve the University-wide Student Learning Outcomes throughout the three Tiers of Gen Ed. These skills are assessed on end-of-semester signature assignments in Gen Ed courses. The University-wide Student Learning Outcomes Organized by Tier are adapted from the Gen Ed University-wide Learning Goals Rubrics, based on the AAC&U VALUE Rubrics, which are used to score end-of-semester signature assignments for program assessment. The University-wide Student Learning Goals are:

- Civic Engagement and Intercultural Knowledge
- Critical Thinking and Problem Solving
- Information and Technological Literacy
- Oral Communication
- Quantitative Literacy
- Written Communication

THE MODES OF INQUIRY

THE MODES OF INQUIRY

Creative Process and Production

Courses in this category focus on creative expression and provide students with opportunities to develop their own forms of creative expression and to interpret and appraise those of others. Students are expected to learn to communicate ideas and information through art, design, performance, media, or creative writing; to develop particular artistic or creative skills or examine the historical development and social functions of the creative arts.

Language, Literary, and Cultural Studies

Courses in this category explore ideas, systems of thought, or culture(s) through language, literature, and other texts (including historical, political, and cultural narratives). Students will begin to interpret and analyze a range of texts and to recognize and question the various contexts in which particular narratives are produced and received. They are expected to compare different cultural and literary histories and traditions; use texts to analyze contemporary questions and issues; and evaluate diverse identities, experiences, and perspectives in relation to their own.

Scientific and Quantitative Inquiries

Courses in this category provide opportunities to examine the natural and physical world through disciplined systematic inquiry. Students will learn how science investigates the world, asking certain types of questions, generating empirical evidence, then applying logical rigor in answering those questions. Students may also interpret and apply quantitative data and inferences to the world beyond the classroom.

Social and Historical Perspectives

Courses in this category addresses the historical, economic, political, psychological, and social factors that shape and influence people's thoughts and behavior. During their course of study in this area, students may examine the historical roots and contemporary workings of social institutions and structures; the interconnections among and within diverse nations, cultures, and populations; and the artifacts associated with them.

Please email gened@njcu.edu with questions about the General Education program.

Date: _____ Student's Name: _____ Gothic ID: _____ Expected Date of Graduation: _____ Major (declared or intended): _____	General Education Academic Planning Sheet New Jersey City University <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
Academic Foundations Courses—Non-Degree Semester Hours					
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	_____	_____	_____	_____
ENGL 096 Developmental Writing (ALP) (w/ENGL 102)	2 semester hours	_____	_____	_____	_____
MATH 090 Developmental Mathematics	4 semester hours	_____	_____	_____	_____
MATH 096 Beginning Algebra	2 semester hours	_____	_____	_____	_____
Academic Foundations Courses—Degree Credits					
INTD 101 Orientation to College	1 credit	_____	_____	_____	_____
INTD 105 Reading and Writing across the Disciplines (w/INTD 090)	2 credits	_____	_____	_____	_____
Tier 1 English Composition and Math Courses (7-10 credits)					
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	_____	_____	_____	_____
Tier 2 English Composition Courses (4-6 credits)					
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	_____	_____	_____	_____

- Students complete four Tier 1 seminars (12 credits) and six Tier 2 seminars (18 credits) with at least two seminars in each of the four Modes of Inquiry; they take a total of ten seminars (30 credits) across Tiers 1 and 2.
- Intermodal seminars count toward two Modes of Inquiry; however, they do not reduce the total number of seminars required in Tiers 1 and 2.
- Students also complete one Tier 3 Capstone (3 credits) in the final semester of Gen Ed.

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
Creative Process and Production (at least 2 courses)							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
Language, Literary, and Cultural Studies (at least 2 courses)							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
Scientific and Quantitative Inquiries (at least 2 courses)							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
Social and Historical Perspectives (at least 2 courses)							
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____	_____
Tier 3 Capstone Course (1 course/3 credits)							
_____	_____	_____	3	_____	_____	_____	_____

Total General Education Credits: 44-49 credits

v.5.26.2016

Date: _____ Student's Name: _____ Identification Number: _____ Expected Date of Graduation: _____ First Major: _____ Second Major/Minor: _____		New Jersey City University Academic Planning Sheet 3-GS Applies to all students who entered NJCU before Fall 2015 and transfer students who entered NJCU before Fall 2016 Revised Spring 2016 Students are responsible for maintaining and updating their advisement record and bringing it to meetings with advisors.	
IMPORTANT: This document outlines a 51-53-credit General Studies Program that satisfies requirements of the formerly 66-credit Program. Students who entered NJCU before Fall 2015 and transfer students who entered before Fall 2016 use Planning Sheet 3-GS. Others use the General Education Planning Sheet. Students should choose the appropriate Planning Sheet in consultation with an academic or major advisor.			
Categories/Courses		Semester / Year	
Academic Foundations Courses—Non-Degree Semester Hours 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		_____ _____ _____ _____ _____	
Academic Foundations Courses—Degree Credits 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		_____ _____ _____ _____	
All Undergraduate Requirements (AUR)—15-17 required credits: Tier #1 classes must be completed within the first 30 degree credits earned; and 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>			
Areas (A-F): Students must earn a total of 36 credits in Area courses: 6 credits in each Area. Additional credits count as elective credits. Students with major program requirements of 9 credits in certain Areas may take as few as 3 credits in up to two Areas.		Semester / Year / Credits	
Area A: Natural Sciences <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits from any of the following courses:</i> Biology: 140, 224, 225, 240 Chemistry: 130, 140 Geography: 225 Geoscience: 120, 135, 231, 235, 250 Physics: 108, 114		6	_____ cr. _____ cr.
Area B: Social Sciences <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits with 3 credits from Group 1 and 3 credits from Group 2.</i> <u>Group 1:</u> Economics: 103, 115 Finance: 250 Political Science: 120, 130, 140, 217, 230, 250 <u>Group 2:</u> Ethnic Studies: 130 Geography (Cultural): 220 Geoscience: 130 Psychology: 120, 140 Sociology/Anthropology: 121, 237		6	_____ cr. _____ cr.

<p>Area C: Arts & Media <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i> Art: 114, 125, 145, 150, 170, 200, 225, 226, 241, 242, 255, 263, 270, 271, 286 English: 255 Media: 120, 130, 255, 260 Music, Dance, Theater: 109, 110, 165, 180, 209</p>	6	<p>_____ cr. _____ cr.</p>
<p>Area D: Humanities <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i> Art: 255 English: 125, 130, 133, 135, 235, 255, 319, 344 ESL: 130, 140 History: 131, 133, 231, 233, 245 Literacy Education: 160 Philosophy/Religion: 102, 125, 135, 140, 245, 246, 260 Sociology/Anthropology: 230</p>	6	<p>_____ cr. _____ cr.</p>
<p>Area E: Multicultural Disciplines & Languages <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i> Ethnic Studies: 130 Geography (Cultural): 220 Geoscience: 130 Women's and Gender Studies: 101, 109, 110, 220, 225, 310</p>	6	<p>_____ cr. _____ cr.</p>
<p>Area F: Quantitative and Computer Literacy <i>Prior to Fall 2016: 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 <i>Fall 2015 and later: 6 credits from any of the following.</i> Computer Science: 120 Economics: 210 Geography: 120 Math 215, 225</p>	6	<p>_____ cr. _____ cr.</p>
Total General Studies		51-53 credits minimum

MAJOR	Semester/Yr	Course Title	Credits	Semester/Yr	Course Title	Credits
	/		/	/		/
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Minor (Optional; 18-24 credits)	Semester/Yr	Course Title	Credits	Semester/Yr	Course Title	Credits
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	/		/	/		/
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	/		/	/		/
Electives (0-31 credits) Total electives depend upon curricula selected by the student, i.e., minor, second major, or teacher certification requirements, etc. It is possible for a student to have very few or no elective credits.	Semester/Yr	Course Title	Credits	Semester/Yr	Course Title	Credits
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	/		/	/		/
	/		/	/		/
	/		/	/		/
	/		/	/		/
	/		/	/		/

Total Degree Credits (120 minimum)

Semester hours/non-degree credits are not applicable toward the minimum. A minimum of 30 credits must be completed at NJCU. Courses that are repeated count only once toward the minimum.

General Education Courses by Mode of Inquiry** and Tier***			Fulfills Area A-F* (Planning Sheet 3-GS)
Creative Process & Production**			
ART	114	The Passion for Painting	Area C
ART	125	Ceramics and Civilization	Area C
ART	145	Websites for Everyone	Area C
ART	150	Empower Tools	Area C
ART	170	Time Trav: Intro Time-Based Art	Area C
ART	241	Self: I as Body	Area C
ART	242	Self: Image	Area C
ART	255	Cut, Copy, Paste, Write	Area C
ART	271	Body Adornment	Area C
ART	286	Inf Graphics for Sciences	Area C
CS	125	Game Programming	Area F
CS	252	Programming for All	Area F
ENGL	150	From Game Play to Creat Writ	Area D
ENGL	255	Cut, Copy, Paste Write	Area C or D
FES	241	Self: I as Body	Area C
HIST	233	Beyond Bound: Global History	Area D
MDT	109	Musical Improvisation	Area C
MDT	110	Music and the City	Area C
MDT	165	Billings to Tupac and Beyond	Area C
MDT	250	Sing with Swing	Area C
WGST	225	Women, Hip Hop & Social Change	Area E
Language, Literary, & Cultural Studies**			
ART	225	Illustration, War & Identity	Area C
ART	226	Represent & Illusion in Art	Area C
ART	242	Self: Image	Area C
ART	255	Cut, Copy, Paste, Write	Area C or D
ART	263	Activist, Interlop & Pranksters	Area C
ART	270	Acts of Resistance: DIY+Making	Area C
BIOL	240	Scientific Reasoning	Area A
ENGL	125	Stories of the University	Area D
ENGL	130	Reading the Environment	Area D
ENGL	133	Dark Stories for Young Adults	Area D
ENGL	135	Place in US Immigrant Lit	Area D
ENGL	150	From Game Play to Creat Writ	Area D
ENGL	235	Reading Hip Hop	Area D
ENGL	255	Cut, Copy, Paste Write	Area D
ESL	130	American Myths	Area D
ESL	140	The Language of Science	Area D
HIST	233	Beyond Bound: Global History	Area D
LANG	255	Violence & Resistance Latin Ame	Area E
LANG	275	Islam Today	Area E
LATI	250	Portugal Brazil North America	Area E
LTED	160	Lang of Power & Social Justice	Area D
MDT	167	World Music	Area C
MDT	209	Music Now	Area C
MEDI	120	Understanding Movies	Area C
MEDI	260	Fantastic in Film & Television	Area C

PHIL	102	Critical Thinking	Area D
PHIL	109	Bioethics	Area D
PHIL	113	Environmental Ethics	Area D
PHIL	125	Ethics in Everyday Life	Area D
PHIL	135	World Religions Today	Area D
PHIL	140	The Examined Life	Area D
PHIL	236	Self: I as Mind	Area D
PHIL	246	Food, Philosophy&Global Health	Area D
PHIL	260	Philosophy of Education	Area D
POLI	130	Debating Current Controversies	Area B, Group 1
WGST	101	Telling Women's Lives	Area E
WGST	109	Gender, Sexuality and Culture	Area E
Scientific & Quantitative Inquiries**			
ART	241	Self: I as Body	Area C
ART	286	Inf Graphics for Sciences	Area C
BIOL	140	Scientific Inquiry	Area A
BIOL	224	The Human Body	Area A
BIOL	225	Human Sexual Biology	Area A
BIOL	240	Scientific Reasoning	Area A
CHEM	130	Chem of Everyday Things	Area A
CHEM	140	Forensic Science	Area A
CS	120	Computers & Info. Technology	Area F
CS	252	Programming for All	Area F
ECON	210	Personal Finance Practices	Area B, Group 1
EESC	120	Water Explorer	Area A
EESC	121	Mapping the City	Area F
EESC	135	Our Planet Earth	Area A
EESC	226	Earth 360:Integrated Geography	Area A
EESC	231	Water Chronicles	Area A
EESC	235	Global Climate Change	Area A
EESC	250	Plunder:Race Natural Resources	Area A
ESL	140	The Language of Science	Area D
FES	241	Self: I as Body	Area C
FINC	250	Financial Literacy	Area B, Group 1
MATH	200	Calculus for Business	Area F
MATH	215	Problem Solving in Mathematics	Area F
MATH	225	Math on Global Climate Change	Area F
MGMT	110	Life is Good Business	Area B, Group 1
PHYS	108	The Physics of Sports	Area A
PHYS	114	Why Things Move	Area A
PHYS	204	Digital Elect & Applications	Area A
POLI	230	Business and Politics	Area B, Group 1
PSYC	120	Social Psych of Everyday Life	Area B, Group 2
PSYC	140	Exploring Human Sexual Behav	Area B, Group 2
Social & Historical Perspectives**			
AFRO	101	The African Diaspora	Area E
AFRO	125	From Africa to Emancipation	Area E
AFRO	140	From Emancipation to Present	Area E
AFRO	215	American Civil Rights Movement	Area E
ART	200	Art Now	Area C

ART	225	Illustration, War & Identity	Area C
ART	226	Represent & Illusion in Art	Area C
ART	263	Activist, Interlop & Pranksters	Area C
ART	270	Acts of Resistance: DIY+Making	Area C
ART	271	Body Adornment	Area C
ECE	212	Human Devel: Prenatal to Adol	Area B, Group 2
ECON	103	Current Economic Issues	Area B, Group 1
ECON	110	History of Economic Thought	Area B, Group 1
ECON	115	Money and Markets	Area B, Group 1
EESC	120	Water Explorer	Area A
EESC	130	Understanding Ethnic Conflict	Area B, Group 2
EESC	220	Geographies of Immigration	Area B, Group 2
EESC	231	Water Chronicles	Area A
EESC	235	Global Climate Change	Area A
ENGL	125	Stories of the University	Area D
ENGL	130	Reading the Environment	Area D
ENGL	235	Reading Hip Hop	Area D
ETHN	130	Understanding Ethnic Conflict	Area E
FINC	250	Financial Literacy	Area B, Group 1
HIST	131	Metropolitan New York	Area D
HIST	133	Cranks and Critics	Area D
HIST	231	The US in the World	Area D
HIST	245	Cities in History	Area D
HIST	255	The Emergence of Modern Europe	Area D
LANG	255	Violence&Resistance Latin Ame	Area E
LANG	275	Islam Today	Area E
LATI	105	Studying Lat.Am.Carib.Lat USA	Area E
LATI	122	Archaeology of Mesoamerica	Area E
LATI	201	Peoples & Cul of Caribbean	Area E
LATI	202	Ethn,Racial&Cul Mex,&CentAmer	Area E
LATI	209	Sex & Gender in Latin America	Area E
LATI	212	Drugs in Latin America	Area E
LATI	220	Issues in Latin America	Area E
MDT	165	Billings to Tupac and Beyond	Area C
MDT	180	Music by Women Composers	Area C
MEDI	130	The History of Media	Area C
MEDI	255	Media Revolution of the 1960s	Area C
MGMT	110	Life is Good Business	Area B, Group 1
PHIL	245	Social Justice	Area D
PHIL	246	Food, Philosophy&Global Health	Area D
PHIL	260	Philosophy of Education	Area D
POLI	120	Global Challenges	Area B, Group 1
POLI	130	Debating Current Controversies	Area B, Group 1
POLI	140	American Politics	Area B, Group 1
POLI	217	Globalization & Governance	Area B, Group 1
POLI	230	Business and Politics	Area B, Group 1
POLI	250	International Poli Economy	Area B, Group 1
PSYC	100	Self Development	Area B, Group 1
SOCI	121	Sociology of Families	Area B, Group 2
SOCI	230	Cities of Industry	Area B, Group 2

SOCI	237	Refugees and Forced Migration	Area B, Group 2
WGST	101	Telling Women's Lives	Area E
WGST	109	Gender, Sexuality and Culture	Area E
WGST	110	Diversity and Difference	Area E
WGST	130	Rebel Girls	Area E
WGST	220	Women and Leadership	Area E
WGST	225	Women, Hip Hop & Social Change	Area E
Tier 1***			
AFRO	101	The African Diaspora	Area E
AFRO	125	From Africa to Emancipation	Area E
AFRO	140	From Emancipation to Present	Area E
ART	114	The Passion for Painting	Area C
ART	125	Ceramics and Civilization	Area C
ART	145	Websites for Everyone	Area C
ART	150	Empower Tools	Area C
ART	170	Time Trav: Intro Time-Based Art	Area C
BIOL	140	Scientific Inquiry	Area A
CHEM	130	Chem of Everyday Things	Area A
CHEM	140	Forensic Science	Area A
CS	120	Computers & Info. Technology	Area F
CS	125	Game Programming	Area F
ECON	103	Current Economic Issues	Area B, Group 1
ECON	110	History of Economic Thought	Area B, Group 1
ECON	115	Money and Markets	Area B, Group 1
EESC	120	Water Explorer	Area A
EESC	121	Mapping the City	Area F
EESC	130	Understanding Ethnic Conflict	Area B, Group 2
EESC	135	Our Planet Earth	Area A
ENGL	125	Stories of the University	Area D
ENGL	130	Reading the Environment	Area D
ENGL	133	Dark Stories for Young Adults	Area D
ENGL	135	Place in US Immigrant Lit	Area D
ENGL	150	From Game Play to Creat Writ	Area D
ESL	130	American Myths	Area D
ETHN	130	Understanding Ethnic Conflict	Area E
HIST	131	Metropolitan New York	Area D
HIST	133	Cranks and Critics	Area D
LATI	105	Studying Lat.Am.Carib.Lat USA	Area E
LATI	122	Archaeology of Mesoamerica	Area E
LTED	160	Lang of Power & Social Justice	Area D
MDT	109	Musical Improvisation	Area C
MDT	110	Music and the City	Area C
MDT	165	Billings to Tupac and Beyond	Area C
MDT	167	World Music	Area C
MDT	180	Music by Women Composers	Area C
MEDI	120	Understanding Movies	Area C
MEDI	130	The History of Media	Area C
MGMT	110	Life is Good Business	Area B, Group 1
PHIL	102	Critical Thinking	Area D
PHIL	109	Bioethics	Area D

PHIL	113	Environmental Ethics	Area D
PHIL	125	Ethics in Everyday Life	Area D
PHIL	135	World Religions Today	Area D
PHIL	140	The Examined Life	Area D
PHYS	108	The Physics of Sports	Area A
PHYS	114	Why Things Move	Area A
POLI	120	Global Challenges	Area B, Group 1
POLI	130	Debating Current Controversies	Area B, Group 1
POLI	140	American Politics	Area B, Group 1
PSYC	100	Self Development	Area B, Group 2
PSYC	120	Social Psych of Everyday Life	Area B, Group 2
PSYC	140	Exploring Human Sexual Behav	Area B, Group 2
SOCI	121	Sociology of Families	Area B, Group 2
WGST	101	Telling Women's Lives	Area E
WGST	109	Gender, Sexuality and Culture	Area E
WGST	110	Diversity and Difference	Area E
WGST	130	Rebel Girls	Area E
Tier 2***			
AFRO	215	American Civil Rights Movement	Area E
ART	200	Art Now	Area C
ART	225	Illustration, War & Identity	Area C
ART	226	Represent & Illusion in Art	Area C
ART	241	Self: I as Body	Area C
ART	242	Self: Image	Area C
ART	255	Cut, Copy, Paste, Write	Area C
ART	263	Activist, Interlop & Pranksters	Area C
ART	270	Acts of Resistance: DIY+Making	Area C
ART	271	Body Adornment	Area C
ART	286	Inf Graphics for Sciences	Area C
BIOL	224	The Human Body	Area A
BIOL	225	Human Sexual Biology	Area A
BIOL	240	Scientific Reasoning	Area A
CS	252	Programming for All	Area F
ECE	212	Human Devel: Prenatal to Adol	Area B, Group 2
ECON	210	Personal Finance Practices	Area B, Group 1
EESC	220	Geographies of Immigration	Area B, Group 2
EESC	226	Earth 360: Integrated Geography	Area A
EESC	231	Water Chronicles	Area A
EESC	235	Global Climate Change	Area A
EESC	250	Plunder: Race Natural Resources	Area A
ENGL	235	Reading Hip Hop	Area D
ENGL	255	Cut, Copy, Paste Write	Area D
ESL	140	The Language of Science	Area D
FES	241	Self: I as Body	Area C
FINC	250	Financial Literacy	Area B, Group 1
HIST	231	The US in the World	Area D
HIST	233	Beyond Bound: Global History	Area D
HIST	245	Cities in History	Area D
HIST	255	The Emergence of Modern Europe	Area D
LANG	255	Violence&Resistance Latin Ame	Area E

LANG	275	Islam Today	Area E
LATI	201	Peoples & Cul of Caribbean	Area E
LATI	202	Ethn,Racial&Cul Mex,&CentAmer	Area E
LATI	209	Sex & Gender in Latin America	Area E
LATI	212	Drugs in Latin America	Area E
LATI	220	Issues in Latin America	Area E
LATI	250	Portugal Brazil North America	Area E
MATH	200	Calculus for Business	Area F
MATH	215	Problem Solving in Mathematics	Area F
MATH	225	Math on Global Climate Change	Area F
MDT	209	Music Now	Area C
MDT	250	Sing with Swing	Area C
MEDI	255	Media Revolution of the 1960s	Area C
MEDI	260	Fantastic in Film & Television	Area C
PHIL	236	Self: I as Mind	Area D
PHIL	245	Social Justice	Area D
PHIL	246	Food, Philosophy&Global Health	Area D
PHIL	260	Philosophy of Education	Area D
PHYS	204	Digital Elect & Applications	Area A
POLI	217	Globalization & Governance	Area B, Group 1
POLI	230	Business and Politics	Area B, Group 1
POLI	250	International Poli Economy	Area B, Group 1
SOCI	230	Cities of Industry	Area B, Group 2
SOCI	237	Refugees and Forced Migration	Area B, Group 2
WGST	220	Women and Leadership	Area E
WGST	225	Women, Hip Hop & Social Change	Area E
Tier 3***			
EDU	305	Power, Politics, and Schooling	Area B, Group 2
ENGL	319	The Triangle Fire	Area D
ENGL	344	Creative Writing Digital Age	Area D
HIST	347	Making History	Area D
LATI	350	Latinos and Language in the US	Area E
LTED	380	Going Public:Lit&Hist Amer Edu	Area B, Group 2
PHIL	397	Re-Thinking Animals	Area D
SOCI	309	Riots, Rebellions, Revolutions	Area B, Group 2
WGST	310	Girls Girl Culture & Girlhood	Area E

* Please confirm Tier, Mode of Inquiry, and Area A-F information on GothicNet.

** Intermodal courses count toward and appear under two Modes of Inquiry.

*** 100-level courses are Tier I; 200-level courses are Tier II; 300-level courses are Tier III.

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. 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/APEALS

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.

APEALS 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 Transfer Resource Center within 30 days of any evaluation decision that the student is disputing: amaysilles@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 student's NJCU e-mail account. Students should have a GothicNet ID and updated mailing address prior to submitting the complaint.

ACADEMIC GRIEVANCE/APEAL 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, 2nd 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 College-Level Examination Program (CLEP), American University Testing Program (ACT/PEP), University Proficiency Examination Program (CPEP), International Baccalaureate (IB-Higher Level Examinations), Defense Activity for Non-Traditional support/DANTES subject Standardized Test (DANTES/DSST), N.Y.U. Foreign Language Proficiency Exam (12 pt. exam) 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., A.S., or A.F.A. 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., A.S., or A.F.A. 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 Transfer Resource 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 Transfer Resource 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 Transfer Resource 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 Transfer Resource Center Hepburn Hall, Room 201.

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). Major Department requirements may be higher.

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)
C+	(2.3)	R	(Academic-Repeat)
C	(2.0)		Foundation Course only)
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 benefits, please contact the Office of Military and Veterans Services in Grossnickle Hall, Room 418, or call 201-200-3199.

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 2018 sessions/s are eligible to participate in the May 2019 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 January 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 2 through April 20, 2018.

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. Drop from course(s) before the end of add/drop results in a 100% reduction of charges for each credit below the flat rate for posted tuition.
- B. Withdrawal from course(s) during the posted 50% deadline results in a reduction of charges for each credit below the flat rate for posted tuition.
- C. Withdrawal from course(s) after the 50% deadline 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

Senior citizens, 65 years or older, who are residents of New Jersey, and meet the Admission requirements of NJCU, may enroll in courses on a space-available basis. Senior citizens registering for a non-credit course must obtain a letter of introduction from the Registrar's Office, which needs to be presented to the Registrar's Office, Hepburn Hall, Room 214, for details. Senior citizens using a tuition waiver cannot register prior to September 6, 2018. Registrations prior to this date render the student ineligible to use the Senior Citizen Waiver.

Doctoral programs are excluded from the Senior Citizen Tuition Waiver.

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.

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 SERVICES

The Office of Military and Veterans Services is located in Grossnickle Hall, Room 418. The office 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 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' benefits, contact Veterans Services at 201-200-3199.

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/R 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.

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 at 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.
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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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.

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.

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 will, either grant or deny the "W" grade. Regarding refund of tuition charges and fees, see Refund of Tuition and Fees policy stated on page 27.

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 credits + 14 credits = 26 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.

2018-19 ACADEMIC YEAR UNDERGRADUATE TUITION & FEE SCHEDULE

UNDERGRADUATE TUITION & FEES (Per Semester)

In-state 2018-19	Out-of-state 2018-19
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PART-TIME (11 or less credits)

Tuition (per credit)	\$284.00	\$600.00
General Service Fee	57.00	57.00
Student Center Fee	24.00	24.00
Student Activity Fee	3.00	3.00
Technology Fee	19.00	19.00
Facilities Fee	12.00	12.00
TOTAL PER-CREDIT	\$399.00	\$715.00

2018-19 rates are based on 2017-18 actual rates plus an estimated 2% increase. Actual rates for 2018-19 should be available in July of 2018.

IMPORTANT INFORMATION

- Electronic bill (e-Bill) is the official method of billing as no paper statements are produced. An email will be sent to your NJCU email account when your bill is ready to be viewed in GothicNet.
- Authorized Users are people other than yourself that you would like to give access to your student billing information and make payments on your behalf. Students can sign up multiple individuals of their choosing by entering their email address. The authorized user will receive their own username and password to access the student's account.
- Payment in-full can be made in-person with cash, check, money order or certified check. Check, credit or debit card payments can be made online through your GothicNet account at <https://gothicnet.njcu.edu>. Checks can be mailed to:

New Jersey City University
Office of Student Accounts
Hepburn Hall, Room 106
2039 John F. Kennedy Blvd.
Jersey City, NJ 07305

- Please make checks payable to "New Jersey City University" and include your GothicNet ID number/Student ID number and semester you are paying for.
- Credit/Debit card payments are accepted **ONLINE ONLY**. We accept MasterCard, Visa, Discover, and American Express. *PLEASE NOTE: there is a 2.75% surcharge fee based on the amount you are paying. We cannot accept any credit/debit card payments in person.*
- Unpaid balances or accounts not enrolled in a monthly payment plan by the posted payment deadlines are subject to registration being dropped for non-payment and/or a \$75 late fee. Roster spots are not guaranteed in the previous registration if a student is dropped for non-payment. A financial hold flag preventing future registration and/or release of your transcripts may be placed on your account as well.
- Tuition Waivers must be submitted to the office on or before payment deadline. All applicable fees must be paid either in full or via a payment plan by payment deadline in order for a student to be cleared for the semester.
- Electronic refund (e-Refund) is the direct deposit service that allows you to have your refund automatically deposited directly into your personal checking or savings account. You can enroll for this service online through your GothicNet account. You will need to have your checking/savings account number and routing number to enroll in the service.

For more information regarding these topics please visit <http://www.njcu.edu/bursar>. The University reserves the right to change costs, dates and procedures at any time.

UNDERGRADUATE TUITION & FEES (Per Semester)

In-state 2018-19	Out-of-state 2018-19
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FULL-TIME (12 or more credits)

Tuition	\$4,259.00	\$8,966.00
General Service Fee	847.00	847.00
Student Center Fee	350.00	350.00
Student Activity Fee	82.00	82.00
Technology Fee	285.00	285.00
Facilities Fee	177.00	177.00
TOTAL FLAT RATE	\$6,000.00	\$10,737.00

ROOM AND BOARD RATES (Per Semester)

In-state 2018-19	Out-of-state 2018-19
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HOUSING

West Campus Village - Double	\$4,828.00	\$4,828.00
West Campus Village - Single	5,405.00	5,405.00
Vodra & CO-OP - Double	3,841.00	3,841.00
Vodra - Single	4,828.00	4,828.00

MEAL PLANS

Dining Plan	\$2,195.00	\$2,195.00
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PAYMENT PLAN OPTIONS

Students can enroll in a Payment Plan directly through their GothicNet account by logging on to gothicnet.njcu.edu. The University requires a \$37 enrollment fee to participate in the plan. **Please note**, the first installment along with the enrollment fee needs to be paid by the posted payment deadline in order for you to be cleared for the semester. To enroll into a payment plan you have to have a minimum balance of \$200. All billing notifications of upcoming installments will be sent to the **student's NJCU email account only**, paper bills will not be sent. Student account balances for use in monthly payment plans are reduced by pending financial aid in GothicNet. **Incurring additional charges (tuition, fees, room, board, etc.) or reductions in your financial aid will automatically result in an increase to your plan amount.** Notification will be sent to your NJCU email account of any changes to your plan balance and subsequent increase of your monthly payments. Students are responsible for any and all of these changes to their payment plans. **Past due balances may not be included as part of the payment plan.** These balances **must** be paid in full to the University prior to enrolling in a plan. Plan participants may elect to have their monthly installments withdrawn automatically from the checking or savings account. This can be done by selecting this option on GothicNet. Please be aware, incurring additional charges or reductions to pending financial aid on your student account will result in automatically increased monthly installments. A **late fee of \$75** will be assessed for each late payment made. If two consecutive payments are missed and your account is not made current with your next payment, your payment plan will be cancelled by the University. Students will be notified at the time of cancellation and payment in full will then be due immediately. Multiple plan cancellations due to non-payment may result in the student being ineligible to join the plan in the future.

The number of monthly payments depends on the date of enrollment.

5 installments (available July 1) as follow:
July 14, 2018
August 15, 2018
September 15, 2018
October 15, 2018
November 15, 2018

4 installments (available August 1) as follow:
August 15, 2018
September 15, 2018
October 15, 2018
November 15, 2018

HOW TO READ THE COURSE OFFERINGS SECTION

The following is an example:

(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

C University Charter High School

F Fries Hall

G Grossnickle Hall

H Hepburn Hall

K George Karnoutsos Arts and Sciences Hall

L Congressman Frank J. Guarini Library

M John J. Moore Athletic & Fitness Center

P Education and Professional Studies Bldg

R Rossey Hall

S Science Building

U Gilligan Student Union

V Vodra Hall

WSV West Side Village

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

(10) OFF CAMPUS: NJCU School of Business - (SCBUS) Harborside 2, 200 Hudson Street, Jersey City, NJ 07311

Brookdale - (BRKDCC1) 765 Newman Springs, Lincroft, NJ 07738

Middlesex - (MIDCC1) 2600 Woodbridge Ave, Edison, NJ 08818

Wall Township - (WALL TWP) 800 Monmouth Blvd, Wall Twp, NJ 07719

(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

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 2018

EXAM DATES

EXAM TIME

Wednesday, Dec 12	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 M, W, or F 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.
Thursday, Dec 13	For Classes with First or Only Meeting on T or R at 8:30 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 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.
Friday, Dec 14	For Classes with First or Only Meeting on M, W, or F at 8:30 a.m.: Conflicts: 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.
Monday, Dec 17	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.: For Classes with First or Only Meeting M, W, or F at 12:45 p.m.:	8:30 a.m. – 10:30 a.m. 11:00 p.m. – 1:00 p.m. 1:30 p.m. – 3:30 p.m.
Tuesday, Dec 18	For Classes with First or Only Meeting T or R at 9:55 a.m. or 10:20 a.m.: For Classes with First or Only Meeting T or R at 12:10 p.m.: For Classes with First or Only Meeting 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.

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

FINAL EXAM SCHEDULE FOR UNDERGRADUATE EVENING COURSES FALL 2018

CLASS MEETING	TIME	EXAM DATE	DAY	EXAM TIME
Wednesday	4:00	Dec 12	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	4:25	Dec 12	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	4:30	Dec 12	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	5:30	Dec 12	Wednesday	6:00 p.m. – 8:00 p.m.
Wednesday	6:00	Dec 12	Wednesday	6:00 p.m. – 8:00 p.m.
Wednesday	7:00	Dec 12	Wednesday	8:00 p.m. – 10:00 p.m.
Wednesday	7:30	Dec 12	Wednesday	8:00 p.m. – 10:00 p.m.
Wednesday	8:30	Dec 12	Wednesday	8:00 p.m. – 10:00 p.m.
Thursday	4:00	Dec 13	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	4:25	Dec 13	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	4:30	Dec 13	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	5:30	Dec 13	Thursday	6:00 p.m. – 8:00 p.m.
Thursday	6:00	Dec 13	Thursday	6:00 p.m. – 8:00 p.m.
Thursday	7:00	Dec 13	Thursday	8:00 p.m. – 10:00 p.m.
Thursday	7:30	Dec 13	Thursday	8:00 p.m. – 10:00 p.m.
Thursday	8:30	Dec 13	Thursday	8:00 p.m. – 10:00 p.m.
Friday	4:00	Dec 14	Friday	4:00 p.m. – 6:00 p.m.
Friday	4:25	Dec 14	Friday	4:00 p.m. – 6:00 p.m.
Friday	4:30	Dec 14	Friday	4:00 p.m. – 6:00 p.m.
Friday	5:30	Dec 14	Friday	6:00 p.m. – 8:00 p.m.
Friday	6:00	Dec 14	Friday	6:00 p.m. – 8:00 p.m.
Friday	7:00	Dec 14	Friday	8:00 p.m. – 10:00 p.m.
Friday	7:30	Dec 14	Friday	8:00 p.m. – 10:00 p.m.
Friday	8:30	Dec 14	Friday	8:00 p.m. – 10:00 p.m.
Monday	4:00	Dec 17	Monday	4:00 p.m. – 6:00 p.m.
Monday	4:25	Dec 17	Monday	4:00 p.m. – 6:00 p.m.
Monday	4:30	Dec 17	Monday	4:00 p.m. – 6:00 p.m.
Monday	5:30	Dec 17	Monday	6:00 p.m. – 8:00 p.m.
Monday	6:00	Dec 17	Monday	6:00 p.m. – 8:00 p.m.
Monday	7:00	Dec 17	Monday	8:00 p.m. – 10:00 p.m.
Monday	7:30	Dec 17	Monday	8:00 p.m. – 10:00 p.m.
Monday	8:30	Dec 17	Monday	8:00 p.m. – 10:00 p.m.
Tuesday	4:00	Dec 18	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	4:25	Dec 18	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	4:30	Dec 18	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	5:30	Dec 18	Tuesday	6:00 p.m. – 8:00 p.m.
Tuesday	6:00	Dec 18	Tuesday	6:00 p.m. – 8:00 p.m.
Tuesday	7:00	Dec 18	Tuesday	8:00 p.m. – 10:00 p.m.
Tuesday	7:30	Dec 18	Tuesday	8:00 p.m. – 10:00 p.m.
Tuesday	8:30	Dec 18	Tuesday	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 15

UNDERGRADUATE ACADEMIC CALENDAR

2018 SPRING SEMESTER

March 14	Deadline for faculty to submit Spring 2018 mid term grades.
March 20	Registration/Add/Drop for continuing students and re-admit for 2018 Summer I, Summer II and Fall Semester. Read page 8 for detailed directions and hours.
March 30, 31	Good Friday and Saturday: No Classes.
April 2	Final day to withdraw from a course(s) for a "W" grade(s) at the Registrar's Office, H-214.
April 3 to September 10	Registration/add/drop for new, transfer and visiting students. Visiting students report to the Registrar's Office, H-214.
July 16	Last day for continuing students to register for Fall 2018 and avoid the \$75.00 late registration fee.
July 17	2018 Fall billing available online in gothicnet.
August 1 to September 30	Online Graduation Clearance Forms available for seniors completing Bachelor degree requirements during the 2018 Fall semester. Read page 20, Graduation and Certification Deadline Dates for directions.
August 15	Deadline to pay tuition/fees/room/board.

2018 FALL SEMESTER

September 3	Labor Day. University Closed.
September 4	2018 Fall Semester classes begin.
September 4 to 10	Add/Drop for registered students, see page 8 for detailed directions and times.
September 10	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 27 for Refund of Tuition and Fees Policy.
September 11 to November 1	Period to submit Pass/Fail Forms at Registrar's H-214. Forms available outside office See page 21 for Pass/Fail detailed information.
September 25	Deadline for faculty to submit Fall 2018 attendance rosters.
September 30	Deadline to file graduation clearance form for seniors completing Bachelors degree requirements during the 2018 Fall term. Read pages 21 Graduation and Certification Deadline Dates for specific directions.
October 1	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 27 for Refund and Tuition and Fees policy.
October 16	Deadline for faculty to submit mid-term grades.
October 17	Deadline: Incomplete grades for the 2018 Spring, Summer I and II Semester become "F" grades.
November 1 to January 15	Graduation Clearance forms for seniors completing Bachelor degree requirements during the 2019 Spring semester. Read page 27, Graduation and Certifications deadline dates for specific directions. \$75.00 non-refundable graduation clearance fee will be charge upon filing for Graduation Clearance.
November 1	Final Day to withdraw from a course(s) for a "W" grade(s) at the Registrar's H-214. See page 27 for Refund of Tuition and Fees Policy.
November 6	Winter/Spring 2019 registration begins for new and continuing students.
November 22, 23, 24	Thanksgiving Recess. No classes.
December 11	Reading Day
December 12-18	Final examinations for the 2018 Fall Semester.
December 18	End of 2018 Fall Semester.
January 12, 2018	Deadline to apply for Practicum and Internship for Fall 2019.
January 15	Deadline to file graduation clearance form for seniors complete in bachelors degree requirements during the 2018 Spring term. Read page 21 Graduation and certification deadline dates for specific directions.

NOTE: Forms are available online at the Registrar's webpage and outside the 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

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.

NUMBER & STREET

CITY

STATE

ZIP CODE

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DAY PHONE

EVENING PHONE

REGISTRATION FOR:

20 ☐ FALL ☐ SPRING ☐ SUMMER

☐ General Studies, Major Undecided

☐ Accepted to Major:

Specify:

FOR NJCU UNDERGRADUATE DEGREE STUDENTS:

(Check one)

☐ General Studies, Major Undecided

☐ Accepted to Major:

Specify:

ENROLLMENT STATUS AT NJCU (Check only one):

☐ Degree Student (Undergraduate)

☐ Certification Only

☐ Unclassified (Undergraduate)

☐ Visiting Student

☐ Special Program

☐ Alumni

STUDENT COURSE REQUEST

	CLASS NO.	COURSE TITLE	CREDITS
SELECTION 1			
SELECTION 2			
SELECTION 3			
SELECTION 4			
SELECTION 5			
SELECTION 6			

ADVISERS SIGNATURE:

DATE

OVERLOAD APPROVAL:

DATE

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