



NEW JERSEY CITY UNIVERSITY

# SUMMER 2018

## Undergraduate Schedule

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### REGISTRATION

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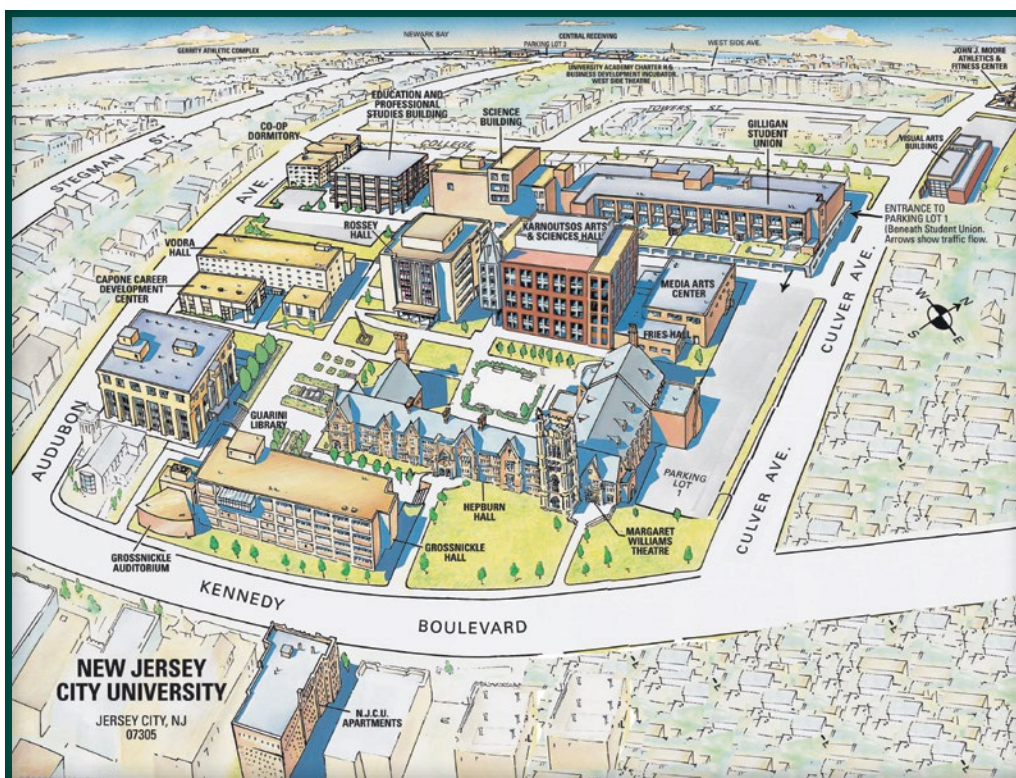
|   |                      |
|---|----------------------|
| Continuing Students .....                             | March 20, 10:00 a.m. |
| New Freshman, Transfer,<br>and Visiting Students..... | April 3, 10:00 a.m.  |

**Summer I:** May 29 through July 2  
**Summer II:** July 9 through August 9  
**Summer Office Hours:** See page 9

**University is closed:** March 30, 31, May 28, July 4  
**Graduating Seniors:** Read page 10 for deadline dates



# LOCATION



## BUILDING/ROOMCODES

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

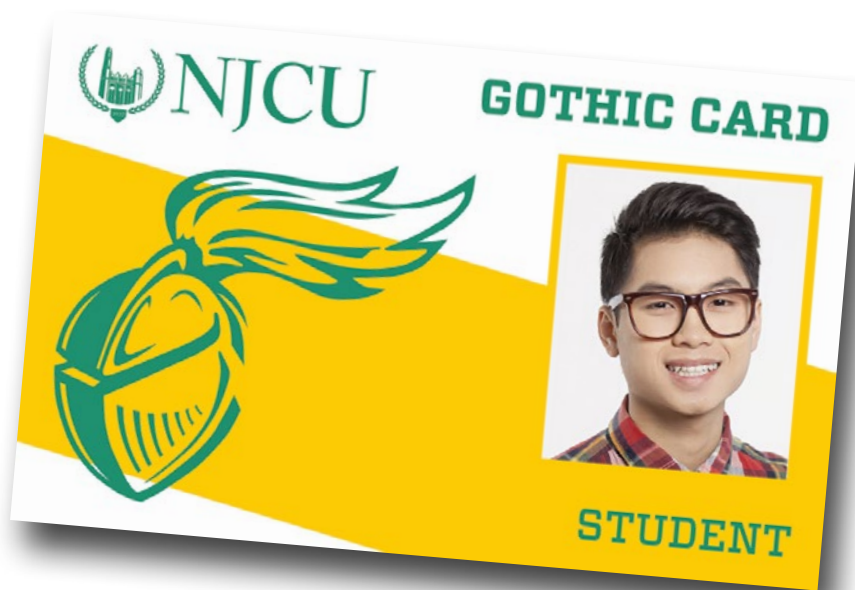
**Gothic Net** (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

- 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 the University Service Center in the Michael B. Gilligan Student Union Building.

For more information, please call 201-200-2552 or visit [www.njcu.edu/gothiccard](http://www.njcu.edu/gothiccard)



# 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<br>Email                  |
|---|---------------------------------|----------|-------------------------------------|
| Accounting                                | Prof. Marguerite Griffin        | 205J*    | 201-200-3353<br>mgriffin1@njcu.edu  |
| African/African-American Studies*         | Dr. Jermaine McCalpin           | K505     | 201-200-2253<br>jmccalpin@njcu.edu  |
| Art                                       | Prof. Martin Kruck              | A120     | 201-200-3214<br>mkruck@njcu.edu     |
| Biology                                   | Dr. John Grew                   | S335     | 201-200-3054<br>jgrew@njcu.edu      |
| Chemistry                                 | Dr. Robert Aslanian             | S423     | 201-200-3069<br>raslanian@njcu.edu  |
| Computer Science                          | Dr. Jean-Claude Ngatchou        | K405     | 201-200-3291<br>jngatchou@njcu.edu  |
| Criminal Justice                          | Dr. David Chiabi                | P220     | 201-200-3492<br>dchiabi@njcu.edu    |
| Early Childhood Education                 | Dr. Regina Adesanya             | P329     | 201-200-2114<br>radesanya@njcu.edu  |
| Economics                                 | Prof. Marilyn Ettinger          | 205F     | 201-200-3232<br>mettinger@njcu.edu  |
| Elementary and Secondary Education        | Dr. Erik Morales                | P329     | 201-200-3421<br>emorales2@njcu.edu  |
| English                                   | Dr. Micheal Rotenberg-Schwartz  | K304     | 201-200-3096<br>mrotenberg@njcu.edu |
| ESL*                                      | Dr. Steve Haber                 | K205     | 201-200-3087<br>shaber@njcu.edu     |
| Ethnic and Immigration Studies*           | Dean, Arts & Sciences           | K605     | 201-200-3001                        |
| Finance                                   | Prof. Marilyn Ettinger          | 205F*    | 201-200-3353<br>mettinger@njcu.edu  |
| Fire Science                              | Prof. Patrick Boyle             | P451     | 201-200-3407<br>pboyle@njcu.edu     |
| Fitness, Exercise & Sports*               | College of Professional Studies |          | 201-200-2101                        |
| Earth and Environmental Sciences          | Dr. Deborah Freile              | R609     | 201-200-3161<br>dfreile@njcu.edu    |
| Health Sciences                           | Dr. Erin O'Neill                | P219     | 201-200-3431<br>eoneill@njcu.edu    |
| History                                   | Dr. Rosemary Fox-Thurston       | K505     | 201-200-3251<br>rthurston@njcu.edu  |
| International Studies*                    | Dr. Louise Stanton              | K606     | 201-200-3231<br>lstanton@njcu.edu   |
| Latin American, Caribbean Latino Studies* | Dr. David Blackmore             | K304     | 201-200-3442<br>dblackmore@njcu.edu |
| Literacy Education*                       | Dr. Mary McGriff                | P345     | 201-200-3521<br>mmcgriff@njcu.edu   |
| Management                                | Dr. John Donnellan              | 243G*    | 201-200-3353<br>jdonnellan@njcu.edu |
| Marketing                                 | Dr. Susan Williams              | 205D*    | 201-200-3353<br>swilliams2@njcu.edu |
| Mathematics                               | Dr. Beimnet Teclezghi           | K506     | 201-200-3201<br>bteclezghi@njcu.edu |
| Media Arts                                | Prof. Marcin Ramocki            | F106     | 201-200-2242<br>mramocki@njcu.edu   |

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

# 2017-18 ACADEMIC YEAR UNDERGRADUATE TUITION & FEE SCHEDULE

## UNDERGRADUATE TUITION & FEES (Per Semester)

### PART-TIME (11 or less credits)

|                         | In-state<br>2017-18 | Out-of-state<br>2017-18 |
|-------------------------|---------------------|-------------------------|
| Tuition (per credit)    | \$278.30            | \$587.95                |
| General Service Fee     | 55.35               | 55.35                   |
| Student Center Fee      | 22.90               | 22.90                   |
| Student Activity Fee    | 2.70                | 2.70                    |
| Technology Fee          | 18.60               | 18.60                   |
| Facilities Fee          | 11.60               | 11.60                   |
| <b>TOTAL PER-CREDIT</b> | <b>\$389.45</b>     | <b>\$699.10</b>         |

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)

### FULL-TIME (12 or more credits)

|                        | In-state<br>2017-18 | Out-of-state<br>2017-18 |
|------------------------|---------------------|-------------------------|
| Tuition                | \$4,174.95          | \$8,819.75              |
| General Service Fee    | 830.00              | 830.00                  |
| Student Center Fee     | 342.35              | 342.35                  |
| Student Activity Fee   | 80.05               | 80.05                   |
| Technology Fee         | 279.50              | 279.50                  |
| Facilities Fee         | 173.95              | 173.95                  |
| <b>TOTAL FLAT RATE</b> | <b>\$5,880.80</b>   | <b>\$10,525.60</b>      |

## ROOM AND BOARD RATES (Per Semester)

### HOUSING

|                              | In-state<br>2017-18 | Out-of-state<br>2017-18 |
|------------------------------|---------------------|-------------------------|
| 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 |
|-------------|------------|------------|

## PAYMENT PLAN OPTIONS

Students can enroll in a Payment Plan directly through their GothicNet account by logging on to [gothicnet.njcu.edu](http://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.\*\**

### SUMMER I

**2 installments** (available May 1):

May 17, 2018  
June 17, 2018

### SUMMER II

**2 installments** (available June 1):

June 28, 2018  
July 28, 2018



# UNDERGRADUATE ACADEMIC CALENDAR

## 2018 SUMMER I SESSION: May 29 – July 2

- March 20** Registration begins for continuing and re-admit students. Visiting students registration takes place from April 3 to May 30.
- March 30, 31** Good Friday and Saturday: No Classes
- May 15 to June 15** Period for NJCU seniors completing requirements during the 2017 Summer Sessions to file for graduation; see page 10 for specific directions.
- May 17** Deadline to pay tuition/fees/room/board.
- May 28** Memorial Day: University closed.
- May 29** Summer I Session classes begin.
- May 29, 30** Final days to Add/Drop for 100% refund of tuition and fees and correction of class schedules. Registrar's Office, H-214, until 7:00 p.m.
- June 1 to June 15** Period to submit Pass/Fail Forms at Registrar's Office, H-214, for Summer I, 5, 7 and 10 week sessions.
- June 12** Final day to withdraw from a course (s) for 50% refund of tuition and fees with a "W" grade, Registrar's Office, H-214.
- June 19** Final day to withdraw from a course (s) for a "W" grade(s), Registrar's Office, H-214.
- July 2** End of Summer I Session.

Students in 7 and 10 week courses read Section VI, page 9 for refunds and "W" Grades.

7 week courses: May 29 – July 16. 10 week courses: May 29 – August 6.

Note: Forms are available outside the Registrar's Office, Hepburn Hall, Rm. 214. After office hours, use the office door mail-slot.

\* Please see refund/withdrawal schedule on page 9 for detailed tuition and fee refunds.

## 2018 SUMMER II SESSION: July 9 – August 9

- March 20** Registration begins for continuing and re-admit students. Visiting students registration takes place from April 3 to July 9.
- March 30, 31** Good Friday and Saturday: University closed
- May 15 to June 15** Period for NJCU seniors completing requirements during the 2018 Summer Sessions to file for graduation; see page 10 for specific directions.
- May 28** Memorial Day: University closed.
- June 28** Deadline to pay tuition/fees/room/board.
- July 4** Independence Day: University closed.
- July 9** Summer II Session classes begin.
- July 9, 10** Final days to Add/Drop for 100% refund of tuition and fees and correction of class schedules, Registrar's Office, H-214, until 7:00 p. m.
- July 12 to July 26** Period to submit Pass/Fail Forms at Registrar's Office, H-214, for Summer II, 5, 7 week session.
- July 18** Final day to withdraw from a course (s) for a 50% refund of tuition and fees with a "W" grade(s), Registrar's Office, H-214.
- July 25** Final day to withdraw from a course (s) with a "W" grade(s), Registrar's Office, H-214. See page 9.
- August 9** End of Summer II Session.

Students in 7 week courses read Section VI, page 9 for refunds and "W" Grades. 7 week courses: July 9 – August 23.

Note: Forms are available outside the Registrar's Office, Hepburn Hall, Rm. 214. After office hours, use the office door mail-slot.

\* Please see refund/withdrawal schedule on page 9 for detailed tuition and fee refunds.

# SUMMER SESSION PROCEDURES

## I. REGISTRATION AND PAYMENT DATES:

|   | SUMMER I        | SUMMER II       |
|---|-----------------|-----------------|
| 1. Registration                             | Begins March 20 | Begins March 20 |
| 2. Deadline to register & Add/Drop          | May 30          | July 10         |
| 3. Deadline to pay tuition/fees/room/board. | May 17          | June 28         |
| 4. Second and final payment plan deadline.  | June 17         | July 28         |

**EVENING HOURS** – until 7:00 p.m. on May 17, 29, 30, June 28, July 9, 10

**HOLIDAYS** – The University is closed on March 30, 31, May 28, July 4.

## II. Registration (Advisement/Seat Reservation/Payment-Deferment):

- Step 1** A Seat Reservation – Students registering for summer classes will be eligible to do online Self-Registration, or they can report to the Registrar's Office Service Window, Hepburn 214. The Registration schedule is as follows:
- |                                     |                 |            |
|-------------------------------------|-----------------|------------|
| Continuing Students:                | Begins March 20 | 10:00 a.m. |
| New Freshman and Transfer students: | Begins April 3  | 10:00 a.m. |
| Visiting Students                   | Begins April 3  | 10:00 a.m. |
- Step 2A** After Registrar's Office hours, forms may be dropped in the Registrar's Office door mail-slot (H-214) or be 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 2B** **VISITING STUDENTS** also complete a Student Data Form and have a copy of a document verifying that you are a student at another university, a high school graduate, or GED recipient. Bill is available online. You must log onto GothicNet to view and pay your bill. A student ID and password will be assigned and mailed to you. Visiting Students read page 9, 10 for additional information.
- Step 2C** **FOR MAIL REGISTRATION** forward a completed registration card to the Registrar's Office, H-214. Summer I Bill available April 10 and Summer II Bills on June 5. If mailing registration for Summer I on or after May 7, please include payment. If mailing registration for Summer II on or after June 11, please include payment. Before each summer session begins, check you class schedule on gothicnet. Go to <http://gothicnet.njcu.edu>. Enter gothic ID and password. Click on the student dashboard tab to view the information.

## III. ADD/DROP for Registered Students:

- Add/Drop forms and Change of Address forms are available outside the Registrar's Office, H-214 and at [www.njcu.edu/registrar](http://www.njcu.edu/registrar).
- If transaction involves an increase of credits to your schedule, then additional payment must be completed online or at the Bursar's Office, H-106.

## IV. Payment/Deferment of Tuition:

- Payment/Deferment of Tuition charges must be completed at the Bursar's Office (H-106) by
- May 17 for Summer I
- June 28 for Summer II
- 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.
  - Pay in Person:** Cash, check, or money order payments 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.
  - 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
  - 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](mailto:Bursar@njcu.edu)

Students registering after May 7 for Summer I and June 11 for Summer II, please review charges on <http://Gothicnet.njcu.edu> within 24 hours after registration. Payment in full or payment arrangements for registration processed after May 7 for Summer I is due by May 29. Registration processed after June 11 for Summer II is due by July 9.

# SUMMER SESSION PROCEDURES

## V. STUDENT I.D. CARD :

If you need an ID Card, report to the Campus Card Services, Hepburn Hall, Room 114, no charge for first card, \$25.00 charge for replacement card. Bring proof of registration or tuition payment or clearance.

## VI. REFUND/WITHDRAWAL SCHEDULE :

### Summer Session I ( Regular-5 week course/s) May 29 to July 2

|  |          |  |
|--|----------|--|
| Official drop during Add/Drop period to May 30 | —        | 100% refund for each credit below 12 credits |
| Official withdraw May 31 to June 12            | <b>W</b> | 50% Refund for each credit below 12 credits  |
| Official withdraw – June 13 to June 19         | <b>W</b> | 0% Refund                                    |

### Summer I (7 week course/s) May 29 to July 16

|  |          |  |
|--|----------|--|
| Official drop to May 31                | —        | 100% refund for each credit below 12 credits |
| Official withdraw June 1 to June 14    | <b>W</b> | 50% Refund for each credit below 12 credits  |
| Official withdraw – June 15 to June 25 | <b>W</b> | 0% Refund                                    |

### Summer I (10 week course/s) May 29 to August 6

|  |          |  |
|--|----------|--|
| Official drop to June 4                | —        | 100% refund for each credit below 12 credits |
| Official withdraw June 5 to 25         | <b>W</b> | 50% Refund for each credit below 12 credits  |
| Official withdraw – June 26 to July 16 | <b>W</b> | 0% Refund                                    |

### Summer Session II

### Summer II (Regular-5 week course/s) July 9 to August 9

|   |          |  |
|---|----------|--|
| Official drop during Add/Drop period to July 10 | —        | 100% refund for each credit below 12 credits |
| Official withdraw July 11 to July 18            | <b>W</b> | 50% Refund for each credit below 12 credits  |
| Official withdraw July 19 to July 25            | <b>W</b> | 0% Refund                                    |

### Summer II (7 Week course/s) July 9 to August 23

|   |          |  |
|---|----------|--|
| Official drop during Add/Drop period to July 11 | —        | 100% refund for each credit below 12 credits |
| Official withdraw July 12 to 25                 | <b>W</b> | 50% Refund for each credit below 12 credits  |
| Official withdraw – July 26 to August 6         | <b>W</b> | 0% Refund                                    |

Non-attendance does not constitute drop or withdrawal. If not attending class(es), it is the responsibility of the student to officially drop the class(es) by the published drop deadline, otherwise, the student will be responsible for tuition and fees charges. The student will not receive a refund and will receive a grade of “F” for the course/s in question. An official drop or withdraw can only be transacted by completing the appropriate Add/Drop or Withdrawal Form at the Registrar’s Office within the periods noted above. The official date is the date on which the request is successfully submitted online or the form is received and validated by the Registrar.

Add/Drop and Withdrawal Forms are available outside the Registrar’s Office and may be placed in the office door mail-slot, Hepburn Hall, Rm. 214, after office hours. Forms are also available at the Registrar’s website at [www.njcu.edu/registrar](http://www.njcu.edu/registrar).

## VII. MAXIMUM NUMBER OF CREDIT HOURS PERMITTED:

**Summer I:** A student may select one or two courses, but not exceeding 6 credits.\*

**Summer II:** A student may select one or two courses, but not exceeding 6 credits.\*

\*Dean’s permission required for more than 6 credits.

## VIII. OFFICE HOURS DURING THE SUMMER SESSIONS :

**DAILY HOURS:** All University offices are open Monday thru Thursday, 8:00 a.m. to 5:15 p.m., except on May 28 and July 4 when the entire University is closed.

**EVENING HOURS:** May 17, 29, 30, June 28, July 9, 10 the following offices are open until 7:00 p.m.

Major Department Offices; Academic Advising, Vodra Hall, Rm. 101; Bursar’s Office, H-106; Financial Aid, H-215; Registrar, H-214, and Office of Dean of Arts and Sciences, K-605.

## IX. VISITING STUDENTS:

1. Summer I & II registration for Visiting Students begins April 3.
2. During the Summer I and Summer II Sessions, a formal application to New Jersey City University is not required. The visiting student presents to the Registrar one of the following:
  - A. a permission letter from the University the student is attending, stating the course titles and authorized by proper authority, or
  - B. copy of a University transcript, or
  - C. a Photostat of the student’s high school diploma, or successful completion of the GED test, or
  - D. a signed letter from the high school stating you are a senior and the expected date of graduation.
3. Visiting students during the Summer Sessions do not need the academic adviser’s signature on the advisement/registration forms. Supporting document voids this requirement.



# SUMMER SESSION PROCEDURES

## X. STUDENTS WITH SPECIAL NEEDS:

4. After grades are posted at the end of the Summer Session(s), he/she should request an official transcript from New Jersey City University to be sent to the college of his/her choice and specify the department and/or person in the department, who shall receive it. No fee for regular service, provided within 4 working days. Same day service provided same day until 4:00 p.m. \$10.00 per transcript. For detailed information regarding transcripts, call 201-200-3333. Internet: <http://www.njcu.edu/registrar/>

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

## XI. GRADUATION AND CERTIFICATION DEADLINES FOR NJCU SENIORS:

NJCU senior eligible for graduation must complete the online Intent to Graduate Form. Seniors eligible for graduation/certification must complete the Intent to Graduate Card and Application for Certification at the Registrar's Office, H-214, 9:00 a.m. to 5:00 p.m.

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.
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 in mid July.

Students who apply for graduation clearance in the Spring Semester and are denied because of missing 6 or less credits, will be eligible to request permission from the University Registrar to participate in the commencement ceremony after registering for the summer session. The permission to participate form must be submitted to the Registrar's Office between April 2 through April 20, 2018.

During the month of April, the Dean of Students will forward a letter to potential graduating seniors regarding participation in the May Commencement. The last week in April, the Registrar's Office will mail instructions for the May 22, 2018 commencement to potential graduating seniors.

## XII. ACADEMIC REGULATIONS AND POLICIES:

1. The academic regulations and policies are printed in the 2018 Fall Master Course List. Familiarity with the regulations that govern the academic administration of the University is presumed in the case of every student. Failure to read these regulations will not excuse a student from following them.
2. The University reserves the right to cancel courses, change calendar, modify tuition and fees, change faculty assignments and make adjustment in course schedules and room assignments.

# 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.



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

( ) - -

( ) - -

DAY PHONE

EVENING PHONE

REGISTRATION FOR:

20

☐ FALL

☐ SPRING

☐ SUMMER

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





Office of the Registrar, Hepburn Hall, Room– 214  
Email: Registrar@njcu.edu  
Website: [www.njcu.edu/registrar](http://www.njcu.edu/registrar)  
Phone: 201/200-3334 Fax: 201/200-2062

## NEW JERSEY CITY UNIVERSITY VISITING STUDENT REGISTRATION FORM

Career: ☐ Graduate ☐ Undergraduate

### Applicant Information

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: ☐ M ☐ F Ethnic Status: \_\_\_\_\_  
Permanent Home Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ County Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Are you a US Citizen: Yes ☐ No ☐  
I have been a legal resident of New Jersey for at least one year: Yes ☐ No ☐  
I am a student currently enrolled at: College/University \_\_\_\_\_

#### Ethnic Codes

- 1-American Indian or Alaska Native
- 2-Asian
- 3-Black or African American
- 4-Hispanic / Latino
- 5-White
- 6 – Native Hawaiian or other Pacific Islander
- 7-Non-resident Alien

### Student Course Request

| COURSE TITLE | DEPT | CAT# | CLASS # |
|--------------|------|------|---------|
|              |      |      |         |
|              |      |      |         |
|              |      |      |         |
|              |      |      |         |
|              |      |      |         |

#### New Jersey County Codes

- 99 - Out of State
- 01 - Atlantic
- 03 - Bergen
- 05 - Burlington
- 07 - Camden
- 09 - Cape May
- 11 - Cumberland
- 13 - Essex
- 15 - Gloucester
- 17 - Hudson
- 19 - Hunterdon
- 21 - Mercer
- 23 - Middlesex
- 25 - Monmouth
- 27 - Morris
- 29 - Ocean
- 31 - Passaic
- 33 - Salem
- 35 - Somerset
- 37 - Sussex
- 39 - Union
- 41 - Warren

Visiting students must present this form and one of the following to the Registrar:

- 1) Graduate and Undergraduate students – a permission letter from the university the student is attending stating the course title (s), and authorized by a proper authority, or
- 2) Graduate and Undergraduate students - a college transcript. To enroll in graduate course (s), transcript must reflect Bachelor degree confirmation.
- 3) Undergraduate students - a Photostat of the student's high school diploma.

**ALL THE INFORMATION I HAVE PROVIDED IS TRUE. THIS IS TO CERTIFY THAT I HAVE COMPLIED WITH THE POLICIES AND PROCEDURES OF THE UNIVERSITY.**

Signature of Applicant (Required) \_\_\_\_\_ Date \_\_\_\_\_

Registration form and required documentation can be sent to:

**Mail:** NJCU, Office of the Registrar, 2039 Kennedy Blvd., Hepburn Hall, Jersey City, NJ 07305  
**Fax:** (201) 200-2062, Attn: Betty Arzuaga.

**NOTE:** Undergraduate students, please check with the Financial Aid Office at your home institution regarding aid eligibility.

# 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   |        |         |           |          |        |          |
|        |             |        |         |           |          |        |          |
|        |             |        |         |           |          |        |          |
|        |             |        |         |           |          |        |          |
|        |             |        |         |           |          |        |          |



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

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

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



Come visit us in Hepburn Hall 101!

Telephone: 201-200-3342

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

**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.

