



NEW JERSEY CITY UNIVERSITY

***WINTER/SPRING 2018***

## **GRADUATE SCHEDULE**

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### REGISTRATION BEGINS

Degree/Matriculated Students	October 31, 10:00 a.m.
Open Enrollment – All Student	November 14, 10:00 a.m.

### CLASS SCHEDULE

January 16, Spring 2018 classes begin. This includes on- and off-campus classes as well as online classes.

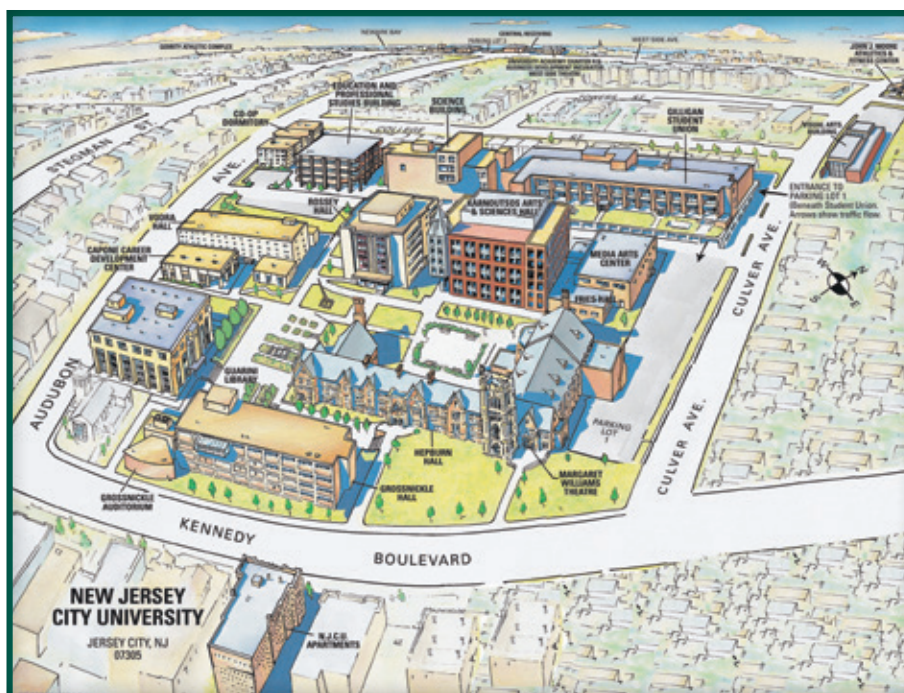
### CONTACT INFORMATION

Admissions  
Hepburn Hall, Room 206  
Phone: 1-877-NJCUGRAD  
Fax: 201-200-3411  
E-mail: grad\_dept@njcu.edu

### REGISTRATION

Registrar's Office  
Hepburn Hall, Room 214  
Phone: 201-200-3334  
Fax: 201-200-2062  
Email: registrar@njcu.edu

# LOCATION



## BUILDING/ROOM CODES

<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: First digit of the room number indicates floor
<b>G</b> Grossnickle Hall		<b>U</b> Michael B. Gilligan Student Union	
<b>H</b> Hepburn Hall			

### Off Campus Locations:

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

## DIRECTIONS

### BY CAR

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

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

### From Route 78 & Routes 1 & 9:

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

From the Garden State Parkway (Northbound):

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

From New York City (Holland Tunnel):

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

### BY PUBLIC TRANSPORTATION

From the PATH Terminal at Journal Square:

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

From New York City:

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





## NJCU School of Business

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

**The School of Business' location features:**

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



Harborside 2, 200 Hudson Street  
Jersey City, NJ 07311



**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

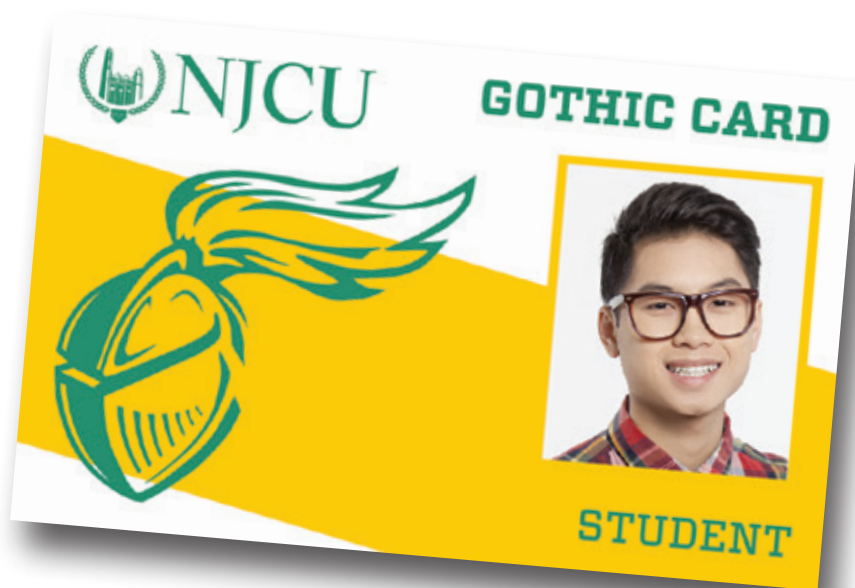
**Gothic Net** (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

- 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](http://www.njcu.edu/gothiccard)

# DIRECTORY

1. **ADMISSIONS:**  
Graduate  
(201) 200-3409 .....Hepburn Hall, Room 206
2. **MATRICULATION:**  
Graduate Matriculation  
(201) 200-3306 .....Hepburn Hall, Room 206
3. **BURSAR/CASHIER:**  
(201) 200-3045 .....Hepburn Hall, Room 106
4. **DEAN OF STUDENTS:**  
(201) 200-3525 ..... Michael B. Gilligan Student Union, Room 127
5. **FINANCIAL AID:**  
(201) 200-3173 .....Hepburn Hall, Room 215  
E-mail: Financialaid@njcu.edu
6. **GRADUATION CLEARANCE:**  
(201) 200-3048 .....Hepburn Hall, Room 214
7. **INTERNATIONAL STUDENT ADVISEMENT:**  
(201) 200-3022 .....Professional Studies Building, Room 414
8. **OPPORTUNITY SCHOLARSHIP PROGRAM:**  
(201) 200-3355 ..... Vodra Hall, Room 211
9. **REGISTRATION:**  
Registrar's Office  
(201) 200-3334 .....Hepburn Hall, Room 214  
Email: registrar@njcu.edu
10. **ONLINE LEARNING**  
(201) 200-3449 .....Hepburn Hall, Room 108
11. **VETERANS AFFAIRS:**  
(201) 200-2157 ..... Vodra Hall, Room 101
12. **TRANSCRIPTS:**  
(201) 200-3333 .....Hepburn Hall, Room 214

[njcu.edu/registrar](http://njcu.edu/registrar) or [gothicnet.njcu.edu](http://gothicnet.njcu.edu)

# TELEPHONE DIRECTORY FOR ACADEMIC DEPARTMENTS

**DEBORAH CANNON PARTRIDGE WOLFE COLLEGE OF EDUCATION**  
Education and Professional Studies Building, Room 303  
Dr. Deborah Woo, Interim Dean • (201) 200-2101

Department	Coordinator	Location	Telephone Email
Early Childhood Education	Dr. Adesanya	P329	(201) 200-2114 radesanya@njcu.edu
Elementary/Secondary Education	Dr. Morales	P329	(201) 200-3421 emorales2@njcu.edu
Urban Education	Dr. Weiner	P329C	(201) 200-2432 lweiner@njcu.edu
Educational Leadership	Dr. Maye	R536	(201) 200-3400 mmaye@njcu.edu
Counseling	Dr. Ogawa	R536	(201) 200-3400 yogawa@njcu.edu
Educational Technology	Dr. Zieger	P203A	(201) 200-2545 lzieger@njcu.edu
Literacy Education	Dr. McGriff	P345	(201) 200-2435 mmcgriff@njcu.edu
Multicultural Education	Dr. Kim	P209	201-200-3380 akim@njcu.edu
Special Education	Dr. Taylor	P350	(201) 200-3023 rtaylor@njcu.edu
New Pathways to Teaching in NJ	Dr. Levin	P345	(201) 200-2409 flevin@njcu.edu

**COLLEGE OF PROFESSIONAL STUDIES**  
Education and Professional Studies Building, Room 303  
Dr. Deborah Woo, Interim Dean • (201) 200-2101

Department	Coordinator	Location	Telephone Email
Criminal Justice	Dr. Calathes	P220	(201) 200-2419 wcalathes@njcu.edu
Health Science	Dr. O'Neil	P219	(201) 200-3431 eoneil@njcu.edu
School Nursing	Dr. Chewey	P219	(201) 200-2421 lchewey@njcu.edu
National Security Studies	Dr. Rennie	P442	(201) 200-3179 krennie@njcu.edu

**SCHOOL OF BUSINESS**  
Harborside 2, 200 Hudson Street  
Jersey City, NJ 07311  
Dr. Bernard McSherry, Dean • (201) 200-2001

Department	Coordinator	Location	Telephone Email
Director of Graduate Business School	Wanda Rutledge	234G	(201) 200 - 3353 wrutledge@njcu.edu

# TELEPHONE DIRECTORY FOR ACADEMIC DEPARTMENTS

**WILLIAM J. MAXWELL COLLEGE OF ARTS & SCIENCES**  
George Karnoutsos Arts & Sciences Hall, Room 605  
Dr. João Sedycias, Dean • (201) 200-3001

Department	Coordinator	Location	Telephone Email
Art	Prof. Kruck	A120	(201) 200-3393 mkruck@njcu.edu
Mathematics	Dr. Teclezghi	K506	(201) 200-3139 bteclezghi@njcu.edu
	Dr. Camacho	K506	(201) 200-2267 jcamacho@njcu.edu
Modern Languages	Dr. Aixa Said-Mohand	K202	(201) 200-3176 asaidmoha@njcu.edu
	Dr. Lopez-Diaz	K202	(201) 200-2343 glopezdiaz@njcu.edu
Music, Dance, Theatre	Dr. Rosado	R234	(201) 200-2018 arosado@njcu.edu
	Dr. Kim	R234	(201) 200-2025 mkim@njcu.edu
Jazz and Woodwinds	Dr. Joffe	R202	(201) 200-3091 ejoffe@njcu.edu
	Dr. Warren	R210	(201) 200-2158 mwarren@njcu.edu
Music Education	Dr. Warren	R210	201-200-2510 mwarren@njcu.edu
Vocal	Dr. Connolly	R234	201-200-2018 dconnolly@njcu.edu
Psychology	Dr. Lennon	G419	(201) 200-3309 jlennon@njcu.edu
	Dr. Nascimento	S431	(201) 200-3062 fnascimento@njcu.edu



# GLOSSARY OF GOTHIC NET REGISTRATION

**ADD:** entering a class on your schedule. For a quick tutorial go to [www.njcu.edu/registrar/registration](http://www.njcu.edu/registrar/registration).

**CLASS SEARCH:** Procedure to lookup availability and detailed information about courses being offered in a given term. Class Search Results will display all scheduling information for these classes. Begin the class search at the student dashboard screen. Click on the enroll for courses link and click the search button and search for class.

**CANCELLED CLASS:** the class will not be taught. It will not appear if you do a Class Search. If you are enrolled in a class that is cancelled, you will be notified and you will automatically receive a refund within 30 days.

**CLASS DETAIL SCREEN:** Reach this screen from the Class Search Results screen by clicking the blue link with the 4-digit Class Number. It is important that you read the information presented on this screen for each class in which you are planning to enroll.

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

**CLASS NUMBER:** The unique 4-digit number identifying a particular section of a course offered for a particular term.

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

**COURSE CAREER:** This represents the level of courses you are doing a Class Search for. Select Graduate.

**COURSE NUMBER:** The 3-digit number designating a course with a specific title offered by an Academic Department.

**COURSE SUBJECT:** The Academic Department that offers the course.

**DEPARTMENT (OR INSTRUCTOR) CONSENT REQUIRED:** Before attempting to enroll, students must first contact the Department (or Instructor, appropriate) for consent to enroll, and must receive a Permission # (see below) to be entered in the computer during enrollment.

**DROP:** removing a class from your schedule (with no indication on the schedule that you had been enrolled). For a quick tutorial go to [www.njcu.edu/registrar](http://www.njcu.edu/registrar) and click on the registration link.

**ENROLLMENT APPOINTMENT:** The date and time after which you will be permitted to enroll in a class for a particular term.

**HOLDS:** a student may be blocked from enrollment for such reasons as academic performance; 12-credit limit reached without matriculating into a degree program; balance due to the Bursar; immunization records not up to date; or other reasons.

**PERMISSION NUMBER:** A unique 4-6 digit number assigned to each student who receives Department or Instructor consent for enrollment in a specific class in a specific term. Students must obtain permission number from department chair to be able to enroll for class. Once a Class Number has been entered (or if a class has been selected thru the Class Search), the next screen will contain a box to the right of the words Permission Nbr. Enter the Permission # in the box and then click the green NEXT bar at the lower right of the screen, and then continue.

**SWAP:** DROP one class and ADD another through a single process. For a quick tutorial go to [www.njcu.edu/registrar/registration](http://www.njcu.edu/registrar/registration).

**WAITLIST:** Allow a student to place his/her name on a "Waitlist" to be enrolled once a seat becomes available. A yellow triangle for the status indicates waitlist. For a quick tutorial go to [www.njcu.edu/registrar/registration](http://www.njcu.edu/registrar/registration).

**WITHDRAW:** changing your enrollment status to indicate that you will no longer attend the class, after the last date to DROP a class. Your schedule will continue to indicate that your status is "Enrolled," and a grade of "W" will appear on your current schedule and will also be permanently entered on your transcript. Furthermore, depending on the date of your withdrawal, you will receive either a 50% or zero refund. NOTE: Withdrawals cannot be done online. You must submit a Withdrawal Form to the Registrar's Office. The Withdrawal Form is available in PDF format in the Registrar's webpage, [www.njcu.edu/registrar/registration](http://www.njcu.edu/registrar/registration) or at the Registrar's service window, Hepburn Hall, Room 214. Withdrawal Forms may be faxed to (201) 200-2062; e-mail to [registrar@njcu.edu](mailto:registrar@njcu.edu); or hand-carried to the Registrar's Office, Hepburn Hall, Room 214.



# SPRING 2018 GRADUATE ACADEMIC CALENDAR

<b>October 1</b>	Filing for Financial Aid begins for the 2018 Fall semester.
<b>October 31</b>	Winter/Spring 2018 Registration begins for Degree/Matriculated students only.
<b>November 1</b>	Online Graduation Clearance application available for students completing degree requirements during Spring 2018.
<b>November 13</b>	2018 Winter/Spring Semester E-billing begins. Bill available online in GothicNet.
<b>November 14</b>	Winter/Spring 2018 Registration begins for New and Non-matriculated students.
<b>November 23, 24, 25</b>	Thanksgiving Recess: No Classes.
<b>December 14</b>	2018 Winter/Spring bill due. Deadline to pay/clear tuition charges at Bursars Office.
<b>December 25 to January 1</b>	Winter recess: University Closed.
<b>January 2</b>	Deadline to drop Winter In-person class at 100%.
<b>January 2 to 12</b>	Winter Intersession – In person course.
<b>January 2 to February 16</b>	Winter Intersession – Online course.
<b>January 8</b>	Deadline to drop Winter online class at 100%.
<b>January 8</b>	Final day to withdraw Winter In-person class at 50% refund of tuition.
<b>January 10</b>	Final day to withdraw Winter In-person class for a “W” grade.
<b>January 15</b>	Martin Luther King Day: University Closed.
<b>January 15</b>	Deadline to file for Spring 2018 Graduation Clearance.
<b>January 16</b>	Spring Semester Classes begin.
<b>January 16</b>	Payment deadline for students who enrolled after December 4.
<b>January 22</b>	Deadline to add/drop class(es) for the 2018 Spring term at 100% refund.
<b>January 22</b>	Final day to withdraw Winter online class at 50% refund of tuition.
<b>February 2</b>	Final day to withdraw Winter online class for “W” grade.
<b>February 19</b>	President’s Day: University Closed.
<b>February 20</b>	Final day to withdraw from course/s for 50% refund of tuition with a : “W” grade. Withdrawal Form must be submitted to the Registrar’s Office, Hepburn Hall, Room 214.
<b>February 28</b>	Deadline: Incomplete grades for Fall 2017 and Winter 2018 semester become “F” grades.
<b>March 5 to 10</b>	Spring recess: Classes resume March 12.
<b>March 20</b>	Early Academic Advisement/Registration begins for Summer and Fall 2018.
<b>March 30, 31</b>	Good Friday and Saturday: No Classes.
<b>April 2</b>	Final day to withdraw from a course/s for a “W” grade. No refund. Withdrawal form must be submitted to the Registrar’s Office, Hepburn Hall, 214.
<b>May 8</b>	Reading Day
<b>May 9 to 15</b>	Final examinations for the 2018 Spring Semester.
<b>May 15</b>	End of 2018 Spring Semester.
<b>May 15 to June 15</b>	Online Graduation Clearance Application for students completing degree requirements during the 2018 Summer Term.
<b>May 22</b>	Commencement.
<b>May 28</b>	Memorial Day: University Closed.

# FALL 2017, SPRING AND SUMMER 2018 GRADUATE TUITION AND FEES

Total Credits	In-State** Tuition	General Service Fee	Student Activity Fee	Student Center Fee	Technology Fees	Facility Fee	In-State Total Charges	Non Resident/ Out of State Charges
1.0	583.00	55.35	2.70	22.90	18.60	11.60	694.15	1,138.25
2.0	1,166.00	110.70	5.40	45.80	37.20	23.20	1,388.30	2,276.50
3.0	1,749.00	166.05	8.10	68.70	55.80	34.80	2,082.45	3,414.75
4.0	2,332.00	221.40	10.80	91.60	74.40	46.40	2,776.60	4,553.00
5.0	2,915.00	276.75	13.50	114.50	93.00	58.00	3,470.75	5,691.25
6.0	3,498.00	332.10	16.20	137.40	111.60	69.60	4,164.90	6,829.50
7.0	4,081.00	387.45	18.90	160.30	130.20	81.20	4,859.05	7,967.75
8.0	4,664.00	442.80	21.60	183.20	148.80	92.80	5,553.20	9,106.00
9.0	5,247.00	498.15	24.30	206.10	167.40	104.40	6,247.35	10,244.25
10.0	5,830.00	553.50	27.00	229.00	186.00	116.00	6,941.50	11,382.50
11.0	6,413.00	608.85	29.70	251.90	204.60	127.60	7,635.65	12,520.75
12.0	6,996.00	664.20	32.40	274.80	223.20	139.20	8,329.80	13,659.00

Revised 9/17

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

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

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

## PLEASE NOTE:

**A.** Students will receive an email at their NJCU email once the bill is ready to view on GothicNet. If an email is not received, please make sure to check GothicNet after registration.

**B.** Payment can be made in person at the Office of Students Accounts, Hepburn Hall, Room 106 with cash, check or money order. Online payments can be through GothicNet with credit/debit card or check. Payment can also be mailed to: New Jersey City University, Office of Student Accounts, Hepburn Hall Room 106, 2039 Kennedy Blvd, Jersey City, NJ 07305

**C.** A \$25.00 one time mandatory transcript fee is charge to all new students.

**D.** A \$40.00 fee will be charged for return checks.

**E.** Internship Fees:  
Student Teaching Internship: \$150.00  
Museum Internship: \$150.00  
School Nursing Internship: \$150.00  
Practicum Fee: \$65.00

**F.** Lab Fees:  
Fees are determined by the academic departments

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

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

Please Note: Non-attendance does not constitute a drop or withdrawal. Refunds are only made when a student officially withdraws. If a student does not officially withdraw, an automatic grade of "F" will be issued as a final grade. It is the responsibility of the student to officially drop the classes by the published drop deadline, otherwise, the student will be responsible for tuition and fee charges.

## CREDIT CARD PAYMENT

All credit card payment must be made through GothicNet. Go to the "Student Dashboard" click "View Bill/Make Payment and select "Go to Bill and Payment Account Center."

## TUITION PAYMENT PLAN

New Jersey City University offers payment option to help students easily afford education expenses. Enroll online through GothicNet. Go to the "Student Dashboard" click "Vlew Bill/Make Payment" and select "Go to Bill and Payment Account Center" and click on the

"Payment Plan" 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).

# GENERAL INFORMATION

## 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 graduate 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.

## OFFICE HOURS

The Office is open between 8:30 a.m. and 7:00 p.m. on Mondays and Thursdays during the fall and spring semesters and between 8:30 a.m. and 5:00 p.m. on Tuesdays, Wednesday, and Fridays during the fall and spring semesters. During the first week of classes in the fall and spring semesters, the hours are between 8:30 a.m. and 7:00 p.m. Monday through Thursday, and 8:30 a.m. and 5:00 p.m. Fridays.

## ADMISSION AND REGISTRATION PROCEDURES

Students interested in graduate study at NJCU must apply online for admission at: [www.njcu.edu/graduate-admissions](http://www.njcu.edu/graduate-admissions). This online application is for students interested in taking graduate courses on-campus, off-campus or online for the fall or spring semester. Students interested in taking summer courses only or intend to take graduate courses as a visiting student must complete the online registration form at [www.njcu.edu/registrar/visiting-students](http://www.njcu.edu/registrar/visiting-students).

The Office of University Admissions must receive your completed application, including all supplemental application materials in order to render an admissions decision. Each graduate program has a unique set of application requirements and deadlines. Please refer to the Graduate Admissions website [www.njcu.edu/graduate-admissions](http://www.njcu.edu/graduate-admissions) to view the specific requirements for your program of interest.

We encourage you to contact the Office of University Admissions with questions about our graduate program offerings and application process, or to schedule a visit to NJCU. Please contact us toll free at 1-877-NJCUGRAD or send an e-mail to [grad\\_dept@njcu.edu](mailto:grad_dept@njcu.edu).

Upon receiving an official acceptance letter from the Office of University Admissions, all graduate students may register online using the GothicNet portal for on-campus,

off-campus, and online classes. Step-by-step instructions on how to register for courses online via GothicNet can be found on the Registrar's website.

Once your course registration is complete, please print a copy of your class schedule.

## DON'T KNOW YOUR ID/PASSWORD?

For your default password, please refer to the GothicNet ID letter mailed to you by the Office of Admissions. For all students, your ID is the number that appears below your name on the Gothic Card. If you encounter problems with your password, please go to the "Need Help Singing In" link located in the GothicNet portal sign in box. There you can complete the online contact form, retrieve your GothicNet ID, and reset your password.

## EXCEPTIONS

Each of the following registration situations requires that the student communicate with the Registrars Office, Hepburn Hall 214, (201) 200-3334, for final approval and manual registration by a staff member: Independent Study, certain Field Study classes, credit load above 15 credits, and undergraduate classes specified as required for a student by a Graduate Program Coordinator, but which are not also offered as graduate-level classes.

## "STUDENT DASHBOARD" SCREEN

The central link to virtually all of the key information and actions for students. You will find links for Enrollment, Payment (under "Billing and Payment Account Center"), Financial Aid, Grades and other useful information. Go online to: <http://gothicnet.njcu.edu>; Log In; click on the Student Dashboard tab to view the information.

## 100-HOUR REQUIREMENT

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

## GRADUATE ASSISTANTSHIPS

A limited number of graduate assistantships are available each year to highly qualified graduate students. The Graduate Assistantship covers tuition and fees for full-time study (9-15 credits per semester). This tuition waiver is taxable. Graduate Assistants are required to work in a University department or office for 18 hours/week, for which they receive a stipend of \$3,500 over the academic year (\$1,750 per semester). Graduate Assistants may not hold a full-time job either inside or outside the University, and they may not be Graduate Assistants during a semester when

they are doing student teaching. Graduate Assistants may also apply for Direct Federal Student Loans to assist with costs related to full-time graduate study.

For the full year, the initial deadline date for applications for graduate assistantships is April 1 and most appointments are made by June 30. For spring semester assistantships only, the deadline is December 1. (These are rare.) To be eligible, a student must be matriculated in a degree program.

In addition to meeting matriculation requirements, applicants should write a letter to the Provost and attach a resume. The letter should discuss the educational goals the applicant would like to achieve through the Assistantship and through full-time degree study, prior work experience and skills, and academic background. If the applicant has already begun graduate studies at NJCU, he or she should discuss his or her initial progress. Applicants may apply for a Graduate Assistantship at the same time that they apply for graduate admission and matriculation, but they will not become eligible until their matriculation has been approved by their department.

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

## TUITION WAIVER POLICY

NJCU employees may be eligible for tuition waiver, but must be admitted under regular policies. Doctoral programs are excluded from this policy. Please be advised that NJCU employees who do not satisfactorily complete courses for which a tuition waiver had been granted or who receive a grade below "C" shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be available to that employee. Please refer to the "New Jersey City University Tuition Waiver Policy" online.

## SENIOR CITIZENS WAIVER POLICY

Senior citizens, 65 years or older, who are residents of New Jersey may attend courses without charge on a non-credit, space-available basis by obtaining a letter of introduction to the course instructor from the Registrar's Office, H-214.

Senior citizens, 65 years or older, who are residents of New Jersey and meet the



# GENERAL INFORMATION

Admission requirements, may enroll in courses space-available basis for credit with a tuition waiver. Interested senior citizens may contact the Registrar's Office, Hepburn Hall, Room 214, for details. Senior citizens using a tuition waiver cannot enroll until the 3<sup>rd</sup> day of the Fall/Spring semester and 2<sup>nd</sup> day of the Winter/Summer sessions.

Doctoral programs are excluded from this Senior Citizen Waiver Policy.

## IMMUNIZATIONS

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

## STUDENTS WITH DISABILITIES

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. Contact the OSS/SI at (201) 200-2091 or visit the office in Karnoutsos Hall, Room 105 for additional information.

## LIBRARY HOURS

Congressman Frank J. Guarini Library Hours and information are available at: <http://www.njcu.edu/guarini/Home.htm>.

## EMERGENCIES

For information regarding cancellation of all classes for emergencies listen to a.m. radio stations WOR 710 and WINS 1010. Emergency postings are also made available at [njcu.edu](http://njcu.edu).

## GOTHICALERT NJCU'S EMERGENCY NOTIFICATION SYSTEM

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

## PARKING ALERT

Please observe the Jersey City Parking Regulations if you park on the city streets. There is parking available on the campus property on West Side Avenue. The entrance is on Culver and West Side Avenues. There is continuous shuttle service between the parking lot and the center of the campus. For additional information, contact the Public Safety Department, Parking and Transportation Coordinator, (201) 200-2290, or e-mail [parking@njcu.edu](mailto:parking@njcu.edu).

# ACADEMIC REGULATIONS AND POLICIES

## GRADUATE STUDENT ACADEMIC POLICIES IN BRIEF

Complete policies are available in the Graduate Catalog available for download.

1. In order to earn a graduate degree, the student must be fully admitted into a degree program (matriculated). Only twelve (12) credits of graduate coursework taken prior to matriculation may count towards a master's degree. Enrollment in on-campus, off-campus, or online courses, in and of itself, does not constitute full admission to a degree program.
2. To be fully admitted to a degree program, a student must have on file in the Office of University Admissions, Hepburn Hall, Room 206:
  - A. an Admissions Application
  - B. an essay discussing goals and objectives for pursuing admission to the degree program of interest
  - C. copies of official transcripts from all schools attended
  - D. letters of recommendation
  - E. official scores of the GRE, MAT, or GMAT test (as appropriate for the specific degree program). Contact the Office of Admissions for test waiver policy
  - F. PRAXIS scores for students seeking certification for the first time
  - G. A résumé for most programs
3. The above items must be filed with the Office of Admissions only. The student's file is then reviewed for approval by both the appropriate department Graduate Coordinator and the Office of Admissions.
4. Graduate students are expected to maintain a 3.0 grade point average at New Jersey City University in order to remain in good academic standing.

## VISITING STUDENT STATUS

A graduate of an accredited college or university, currently enrolled in graduate study at another institution, who wishes to take courses at New Jersey City University for transfer purposes, may apply as a "visiting student." A visiting student must submit an approval letter from the Dean or Department Chairperson of the degree granting college to the Registrar's Office by the respective deadline date. The visiting student will follow regular registration procedures as a new student.

## ADVISEMENT HOLDS

If your credits total 12 or more (counting earned credits and credits for which you are

registered) and you have not been approved for matriculation into a degree program, an "Advisement Hold" will prevent you from enrolling in any subsequent semester without the approval of the Academic Department offering your program. Contact the Department Chair.

## SEVEN-YEAR LIMIT ON CREDITS

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

## GRADUATION CLEARANCE

Students completing degree requirements must submit a graduation clearance application form through GothicNet.

1. Apply for Graduation Clearance by logging into your GothicNet account. Click on the student dashboard tab, then click on the "Apply for Graduation" link.
2. 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.
3. 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.
4. 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.
5. Students who apply for graduation clearance in the spring semester and are denied because of missing 3 credits or less 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 between April 2 through April 20, 2018.
6. A \$75.00 non-refundable per application graduation clearance fee is charged to all students. Payment must be submitted

directly to the University Bursar, Hepburn 106.

## REFUND OF TUITION AND FEES

During add/drop period students may Add/Drop classes through self service by login to GothicNet on days assigned for add/drop. Drop from course(s) before the end of Add/Drop results in 100% reduction of charges per credit. For specific dates, please see the graduate academic calendar.

## WITHDRAWAL PERIOD

Between add/drop and the posted 50% deadline students must complete an official Withdrawal Form and submit the form to the Registrar's Office Hepburn Hall, Room 214. These course(s) will receive a "W" grade on transcripts and will result in a reduction of charges for each credit. See the graduate academic calendar for deadline dates.

Students must complete an official Withdrawal Form, and submit the form to the Registrar's Office, Hepburn Hall, Room 214. These course(s) will receive a "W" grade on the transcript. Withdrawal from course(s) after the 50% deadline does not result in any reduction of charges.

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

## TRANSCRIPTS – PROCEDURES AND FEES

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

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

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

# ACADEMIC REGULATIONS AND POLICIES

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

## STUDENT GRADES

Grades can be accessed through the GothicNet portal, "view my grades" link, immediately after grades have been posted.

Final grades are posted to the Official Transcript approximately three weeks following the last day of the semester

## FINANCIAL AID

### FINANCIAL ASSISTANCE (LOANS)

Graduate Students who are matriculated in a degree or an approved certification program may be eligible for federal loans. To be eligible for a Direct Federal Student Loan, a Graduate student must either be matriculated in a degree program or enrolled in an approved certificate program by the first day of the term in which they intend to use their Student Aid, and must be enrolled for at least six credits. They must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for Direct Federal Student Loans

In addition to completing the FAFSA for the appropriate year, the student must:

1. Enroll as a matriculated student in a degree or certification program on at least a half-time basis (a minimum of six credits in the Fall, six credits in the Spring, and a minimum of six credits between Summer I and Summer II);
2. Maintain satisfactory progress toward the completion of a degree or certification program;
3. Be a citizen or permanent resident of the United States, or eligible non-citizen;
4. Not be in default of any loan made, insured, or guaranteed under the Perkins Loan Program, the Direct Federal Student Loan Program, or the PLUS/SLS Program;
5. Not owe a refund on a previous Pell or Supplemental Educational Opportunity Grant Program; and
6. Show need of financial assistance as demonstrated in the completed Free Application for Federal Student Aid (FAFSA).
7. Meet all other requirements of the federal financial aid programs.

Non-matriculated students are not eligible to receive federal or state financial aid or loans, but may apply for certain private education student loans. Please feel free to contact the Office of Financial Aid for additional information (201-200-3173 or [finaid@njcu.edu](mailto:finaid@njcu.edu)).

The Federal Direct Unsubsidized Student Loan Program enables graduate students to borrow long-term, low interest loans to finance their education.

A graduate student may borrow up to \$20,500 annually in a Unsubsidized Direct Loan depending on their costs and family contribution. Interest on the unsubsidized loan accrues after the loans have been applied to the student's account. Interest rates are variable and will not exceed 6.8%.

## EOF GRADUATE BENEFITS

The Educational Opportunity Fund (EOF) Graduate Program provides financial assistance to full-time graduate students who meet eligibility requirements. It provides students with grants worth up to \$2,300 per year. Persons interested in applying to the EOF Graduate Program should contact the EOF Director at (201) 200-3355. Before applying, students must be full-time matriculated students or have an intention to matriculate. In addition, they must complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Qualified students must be registered for at least nine credits during the fall and spring semesters.

## VETERANS BENEFITS

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 graduate courses at New Jersey City University. This policy applies to all programs offered at the institution. A veteran whose entitlements have not expired may qualify for educational benefits through the Veterans Administration. Any veteran who believes that he or she is eligible may contact the Coordinator of Veterans Affairs at New Jersey City University or the local VA office for instructions and application forms. Benefits may be awarded to both part-time and full-time students. For additional information call Elaine Gargiulo, the University's Coordinator of Veterans Affairs, at (201) 200-2157.



# FINAL EXAM SCHEDULE FOR GRADUATE EVENING COURSES SPRING 2018

CLASS MEETING	TIME	EXAM DATE	DAY	EXAM TIME
Wednesday	4:00	May 9	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	4:25	May 9	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	4:30	May 9	Wednesday	4:00 p.m. – 6:00 p.m.
Wednesday	5:30	May 9	Wednesday	6:00 p.m. – 8:00 p.m.
Wednesday	6:00	May 9	Wednesday	6:00 p.m. – 8:00 p.m.
Wednesday	7:00	May 9	Wednesday	8:00 p.m. – 10:00 p.m.
Wednesday	7:30	May 9	Wednesday	8:00 p.m. – 10:00 p.m.
Wednesday	8:30	May 9	Wednesday	8:00 p.m. – 10:00 p.m.
Thursday	4:00	May 10	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	4:25	May 10	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	4:30	May 10	Thursday	4:00 p.m. – 6:00 p.m.
Thursday	5:30	May 10	Thursday	6:00 p.m. – 8:00 p.m.
Thursday	6:00	May 10	Thursday	6:00 p.m. – 8:00 p.m.
Thursday	7:00	May 10	Thursday	8:00 p.m. – 10:00 p.m.
Thursday	7:30	May 10	Thursday	8:00 p.m. – 10:00 p.m.
Thursday	8:30	May 10	Thursday	8:00 p.m. – 10:00 p.m.
Friday	4:00	May 11	Friday	4:00 p.m. – 6:00 p.m.
Friday	4:25	May 11	Friday	4:00 p.m. – 6:00 p.m.
Friday	4:30	May 11	Friday	4:00 p.m. – 6:00 p.m.
Friday	5:30	May 11	Friday	6:00 p.m. – 8:00 p.m.
Friday	6:00	May 11	Friday	6:00 p.m. – 8:00 p.m.
Friday	7:00	May 11	Friday	8:00 p.m. – 10:00 p.m.
Friday	7:30	May 11	Friday	8:00 p.m. – 10:00 p.m.
Friday	8:30	May 11	Friday	8:00 p.m. – 10:00 p.m.
Monday	4:00	May 14	Monday	4:00 p.m. – 6:00 p.m.
Monday	4:25	May 14	Monday	4:00 p.m. – 6:00 p.m.
Monday	4:30	May 14	Monday	4:00 p.m. – 6:00 p.m.
Monday	5:30	May 14	Monday	6:00 p.m. – 8:00 p.m.
Monday	6:00	May 14	Monday	6:00 p.m. – 8:00 p.m.
Monday	7:00	May 14	Monday	8:00 p.m. – 10:00 p.m.
Monday	7:30	May 14	Monday	8:00 p.m. – 10:00 p.m.
Monday	8:30	May 14	Monday	8:00 p.m. – 10:00 p.m.
Tuesday	4:00	May 15	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	4:25	May 15	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	4:30	May 15	Tuesday	4:00 p.m. – 6:00 p.m.
Tuesday	5:30	May 15	Tuesday	6:00 p.m. – 8:00 p.m.
Tuesday	6:00	May 15	Tuesday	6:00 p.m. – 8:00 p.m.
Tuesday	7:00	May 15	Tuesday	8:00 p.m. – 10:00 p.m.
Tuesday	7:30	May 15	Tuesday	8:00 p.m. – 10:00 p.m.
Tuesday	8:30	May 15	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 May 12**

Please print clearly using a blue or black ball-point pen.

**CHANGE OF INFORMATION:** If you have changed your postal address, telephone number, or preferred e-mail address, Log to gothicnet and update information online or you can complete this form and return it to the Registrar's Office, Hepburn Hall, Room 214, Or fax it to (201) 200-2062.


[illegible]



## **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.



# 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.

