



NJCU

NEW JERSEY CITY UNIVERSITY

FALL 2018

GRADUATE SCHEDULE

CONTENTS

Calendar.....	08
Campus Directory	06
Campus Map/Directions to Campus.....	01
Financial Aid	13
General Information	10
GothicNet Glossary	7
Graduate Assistantships	10
Graduate Academic Policies	12
Graduation Clearance.....	12
Office Hours.....	10
Refunds.....	12
Tuition and Fees	09
Withdrawal	12

REGISTRATION BEGINS

Degree/Matriculated Students	March 20, 10:00 a.m.
Open Enrollment – All Student	April 3, 10:00 a.m.

CLASS SCHEDULE

March 20, Fall 2018 classes begin. This includes on- and off-campus classes as well as online classes.

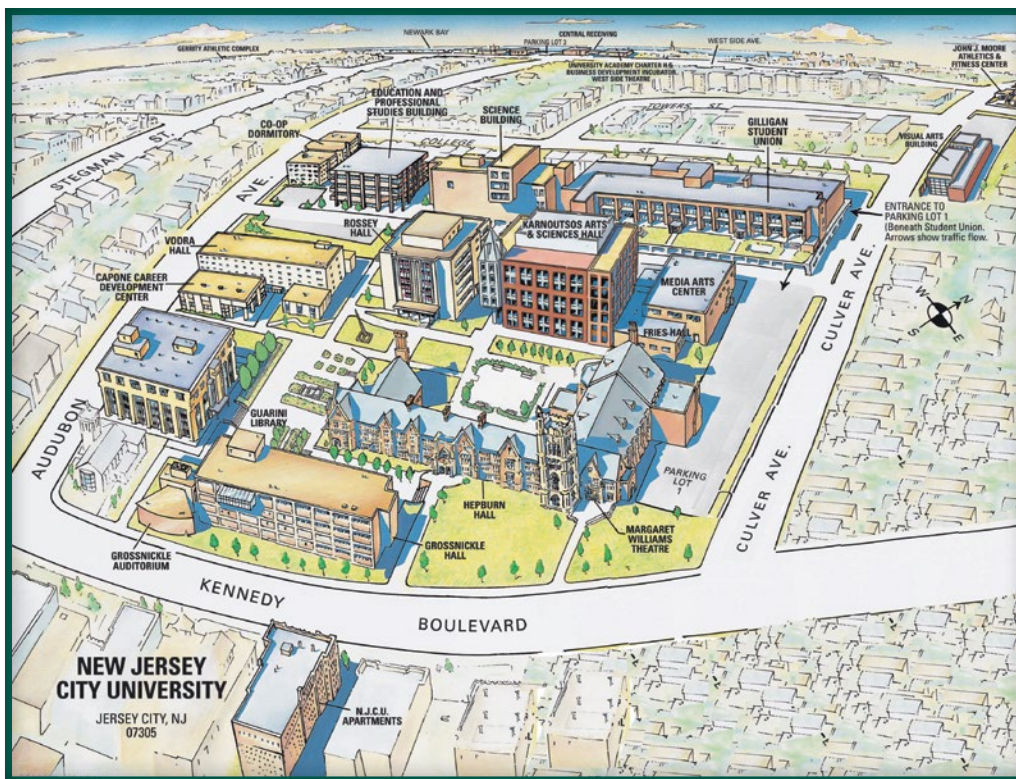
CONTACT INFORMATION

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/ROOMCODES

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

Off Campus Locations/ Other Instructional Sites:

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

DIRECTIONS

BY CAR

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

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

From Route 78 & Routes 1 & 9

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

From the Garden State Parkway (Northbound)

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

From New York City (Holland Tunnel)

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

BY PUBLIC TRANSPORTATION

From the PATH Terminal at Journal Square

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

From New York City

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



NJCU SCHOOL OF BUSINESS

DIRECTIONS

From NJCU Main Campus

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

From the New Jersey Turnpike North or South

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

From Interstate 280

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

From The Lincoln Tunnel

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

From the Holland Tunnel

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



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

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

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

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

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

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

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

Gothic Net

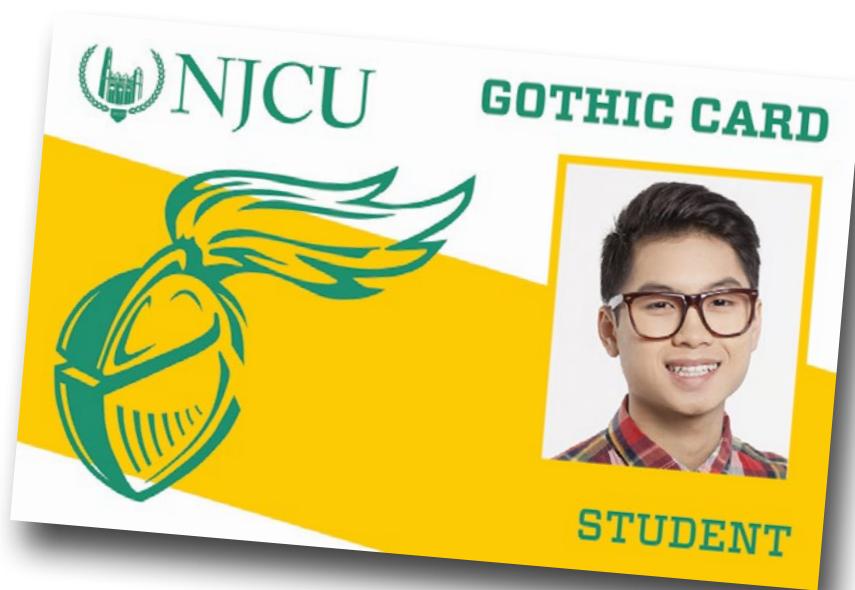
Gothic Net (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

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

<http://gothicnet.njcu.edu>

Gothic Card

THE "MUST HAVE"



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

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

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

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

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

DIRECTORY

- ADMISSIONS:**
Graduate
201-200-3409Hepburn Hall, Room 206
- MATRICULATION:**
Graduate Matriculation
201-200-3306Hepburn Hall, Room 206
- BURSAR/CASHIER:**
201-200-3045Hepburn Hall, Room 106
- DEAN OF STUDENTS:**
201-200-3525 Michael B. Gilligan Student Union, Room 127
- FINANCIAL AID:**
201-200-3173Hepburn Hall, Room 215
E-mail: Financialaid@njcu.edu
- GRADUATION CLEARANCE:**
201-200-2121Hepburn Hall, Room 214
- INTERNATIONAL STUDENT ADVISEMENT:**
201-200-3022Professional Studies Building, Room 414
- OPPORTUNITY SCHOLARSHIP PROGRAM:**
201-200-3355Vodra Hall, Room 211
- REGISTRATION:**
Registrar's Office
201-200-3334Hepburn Hall, Room 214
Email: registrar@njcu.edu
- ONLINE LEARNING**
201-200-3449Hepburn Hall, Room 108
- MILITARY AND VETERANS SERVICES:**
201-200-3199Grossnickle Hall, Room 418
- TRANSCRIPTS:**
201-200-3333Hepburn Hall, Room 214

njcu.edu/registrar or 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 • 201-200-3321

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. Martin	P329C	201-200-2186 amartin6@njcu.edu
Educational Leadership	Dr. Phifer	P329	201-200-3493 sphifer@njcu.edu
Counseling	Dr. Ogawa	R536	201-200-3400 yogawa@njcu.edu
Educational Technology	Dr. Zieger	P209	201-200-2545 lzieger@njcu.edu
Literacy Education	Dr. McGriff	P345	201-200-3521 mmcgriff@njcu.edu
Multicultural Education	Dr. Kim	P339	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. Klein	P442	201-200-3502 gklein@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 Programs	Wanda Rutledge	234G	201-200-3353 wrutledge@njcu.edu
Accounting	Prof. Marguerite Griffin	204	201-200-3353 mgriffin1@njcu.edu
Finance	Dr. George Li	205E	201-200-2412 gli1@njcu.edu
MBA Finance	Dr. George Li	205E	201-200-2412 gli1@njcu.edu
MBA Marketing	Dr. Susan Williams	205E	201-200-2405 swilliams2@njcu.edu
MBA Management	Dr. John Laski	234B	201-200-2410 jlaski@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.

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 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.

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.

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 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; or hand-carried to the Registrar's Office, Hepburn Hall, Room 214.

FALL 2018 GRADUATE ACADEMIC CALENDAR

March 20	Fall 2018 registration begins for Degree/Matriculated students only.
March 30, 31	Good Friday and Saturday: No Classes.
April 3	Fall 2018 Registration begins for New and non-matriculated students.
July 16	\$75.00 late registration fee begins for continuing students.
July 17	2018 Fall bill available online in gothicnet.
August 1–September 30	Online Graduation Clearance application available for students completing degree requirements during Fall 2018.
August 15	Deadline to pay tuition/fees/room/board.
September 3	Labor Day: University Closed.
September 4	2018 Fall Semester classes begin.
September 4	Payment deadline for students who enrolled August 6 or later.
September 4	Add/drop for registered students.
September 10	Deadline to add/drop a course(s) for 100% refund tuition and fees and correction of class schedule. Students may add/drop online through self-service on GothicNet or at the Registrar's Office service window, Hepburn Hall, Room 214, 9:00 a.m. – 7:00 p.m.
September 30	Deadline to file Graduation Clearance for students completing degree requirements during 2018 Fall term.
October 1	Final day to withdraw from a course(s) for a 50% refund of tuition with a "W" grade. Withdrawal form must be submitted to the Registrar's Office, Hepburn Hall, Room 214.
October 17	Deadline: Incomplete grades for the 2018 Spring, Summer I and II semesters become "F" grades.
November 1	Final Day to withdraw from a course(s) for "W" grade, no refund. Withdrawal forms must be submitted to the Registrar's Office, Hepburn Hall 214.
November 1	Online Graduation Clearance application available for students completing degree requirements during the 2019 Spring Semester.
November 6	Winter/Spring 2019 registration begins for Degree/Matriculated students.
November 22, 23, 24	Thanksgiving Recess: No Classes.
December 11	Reading Day
December 12 to 18	Final examinations for the 2018 Fall Semester.
December 18	End of 2018 Fall Semester.
January 15	Deadline to file for Spring 2019 Graduation Clearance

2018-19 ACADEMIC YEAR GRADUATE TUITION & FEE SCHEDULE

GRADUATE ON-SITE (Per Credit)

	In-state 2018-19	Out-of-state 2018-19
Tuition (per credit)	\$595.00	\$1,048.00
General Service Fee	57.00	57.00
Student Center Fee	24.00	24.00
Student Activity Fee	3.00	3.00
Technology Fee	19.00	19.00
Facilities Fee	12.00	12.00
TOTAL PER-CREDIT	\$710.00	\$1,163.00

GRADUATE ONLINE (Per Credit)

	In-state 2018-19	Out-of-state 2018-19
Tuition (per credit)	595.00	595.00
Online Course Fee	115.00	115.00
TOTAL PER-CREDIT	\$710.00	\$710.00

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

IMPORTANT INFORMATION

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

New Jersey City University
Office of Student Accounts
Hepburn Hall, Room 106
2039 John F. Kennedy Blvd.
Jersey City, NJ 07305
- Please make checks payable to "New Jersey City University" and include your GothicNet ID number/Student ID number and semester you are paying for.
- Credit/Debit card payments are accepted **ONLINE ONLY**. We accept MasterCard, Visa, Discover, and American Express. *PLEASE NOTE: there is a 2.75% surcharge fee based on the amount you are paying. We cannot accept any credit/debit card payments in person.*
- Unpaid balances or accounts not enrolled in a monthly payment plan by the posted payment deadlines are subject to registration being dropped for non-payment and/or a \$75 late fee. Roster spots are not guaranteed in the previous registration if a student is dropped for non-payment. A financial hold flag preventing future registration and/or release of your transcripts may be placed on your account as well.
- Tuition Waivers must be submitted to the office on or before payment deadline. All applicable fees must be paid either in full or via a payment plan by payment deadline in order for a student to be cleared for the semester.
- Electronic refund (e-Refund) is the direct deposit service that allows you to have your refund automatically deposited directly into your personal checking or savings account. You can enroll for this service online through your GothicNet account. You will need to have your checking/savings account number and routing number to enroll in the service.

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

D.Sc. SECURITY STUDIES

	In-state 2018-19	Out-of-state 2018-19
Tuition	\$864.00	\$595.00
General Service Fee	57.00	595.00
Student Center Fee	24.00	595.00
Student Activity Fee	3.00	595.00
Technology Fee	19.00	595.00
Facilities Fee	12.00	595.00
TOTAL PER-CREDIT	1,084.00	1,585.00
TOTAL PER-SEMESTER	\$6,504.00	\$9,510.00

Ed.D. EDUCATIONAL TECHNOLOGY LEADERSHIP

	In-state 2018-19	Out-of-state 2018-19
Tuition (per semester)	\$5,420.00	\$5,420.00
Tuition (per credit)	903.00	903.00
Program Fee (per semester)	640.00	640.00
Program Fee (per credit)	105.00	105.00
University Fee (per semester)	680.00	680.00
University Fee (per credit)	113.00	113.00
TOTAL FLAT RATE	1,121.00	1,121.00
TOTAL PER-SEMESTER	6,740.00	6,740.00
TOTAL PER-YEAR	\$20,220.00	\$20,220.00

ROOM AND BOARD RATES (Per Semester)

HOUSING

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

	In-state 2018-19	Out-of-state 2018-19
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. 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.

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. 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.

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 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.

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

SENIOR CITIZENS WAIVER POLICY

Senior citizens, 65 years or older, who are residents of New Jersey, and meet the Admission requirements of NJCU, may enroll in courses on a space-available basis. Senior citizens registering for a non-credit course must obtain a letter of introduction from the Registrar's Office, which needs to be presented to the Registrar's Office, Hepburn

GENERAL INFORMATION

Hall, Room 214, for details. Senior citizens using a tuition waiver cannot register prior to September 6, 2018. Registrations prior to this date render the student ineligible to use the Senior Citizen Waiver.

Doctoral programs are excluded from the Senior Citizen Tuition Waiver.

IMMUNIZATIONS

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

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.

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 objective 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 tests (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
 - H. official acceptance into a degree program from the sponsoring department.
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

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

- A. Drop from course(s) before the end of add/drop results in a 100% reduction of charges for each credit below the flat rate for posted tuition.
- B. Withdrawal from course(s) during the posted 50% deadline results in a reduction of charges for each credit below the flat rate for posted tuition.
- C. Withdrawal from course(s) after the 50% deadline does not result in any reduction of charges.

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

Late fee charges are not refunded.

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

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.

ACADEMIC REGULATIONS AND POLICIES

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.

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).

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. 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 Office of Military and Veterans Services 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 the Office of Military and Veterans Services, at 201-200-3199.

FINAL EXAM SCHEDULE FOR GRADUATE EVENING COURSES FALL 2018

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

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

Final Exam for Saturday courses will be given on December 15.

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.


Gothic ID Number												Date of Birth		M		M	/	D		D	/	Y		Y
Name Last						First						Middle												
Permanent Address Street/P.O. Box and Apartment Number																								
City				State		Zip Code		County		Country (if not U.S.A.)														
Mailing Address (if different from above)																								
Street/P.O. Box and Apartment Number				City		State		Zip Code		County		Country (if not U.S.A.)												
Day Telephone Number ()						Evening Telephone Number ()																		
E-mail Address As e-mail is the primary means of communication used by the Office of Graduate Admissions, please print clearly.																								
Signature												Date												



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.

