



NEW JERSEY CITY UNIVERSITY

SUMMER 2017

Undergraduate Schedule

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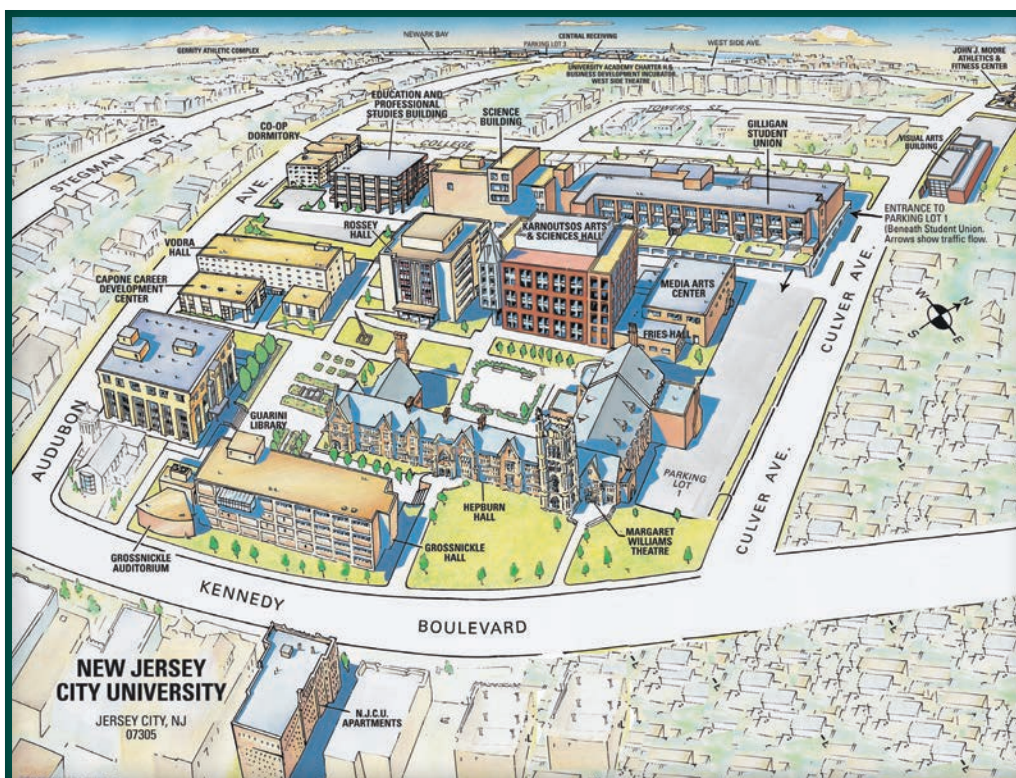
REGISTRATION

Continuing Students	March 21, 10:00 a.m.
New Freshman, Transfer, and Visiting Students.....	April 4, 10:00 a.m.

Summer I: May 30 through July 3
Summer II: July 10 through August 10
Summer Office Hours: See page 9

University is closed: April 14, 15, May 29, July 4
Graduating Seniors: Read page 10 for deadline dates

LOCATION



BUILDING/ROOMCODES

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

NJCU School of Business – Off Campus Location: Harborside 2, 200 Hudson Street Jersey City, NJ 07311

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

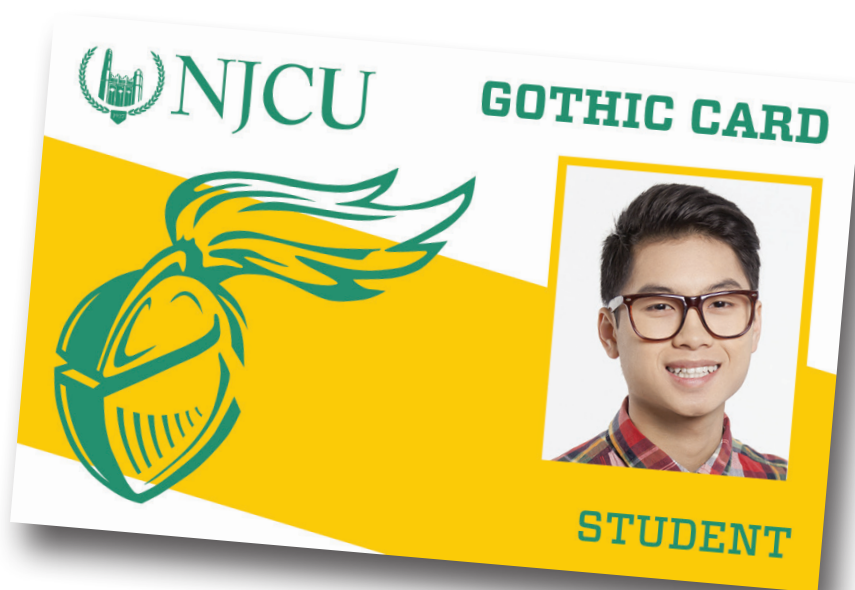
Gothic Net (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

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

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

DIRECTORY

01. ACADEMIC ADVISEMENT:

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

02. ADMISSIONS:

(201) 200-3234 Hepburn Hall, Room 207

03. BURSAR/CASHIER:

(201) 200-3045 Hepburn Hall, Room 106

04. CAREER DEVELOPMENT/COOPERATIVE EDUCATION:

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

05. FINANCIAL AID:

(201) 200-3173 Hepburn Hall, Room 215

06. GRADUATION CLEARANCE:

(201) 200-3483 Hepburn Hall, Room 214

07. ONLINE LEARNING:

(201) 200-3449 Hepburn Hall, Room 108

08. OPPORTUNITY SCHOLARSHIP PROGRAM:

(201) 200-3355 Vodra Hall, Room 211

09. REGISTRATION:

(201) 200-3333 Hepburn Hall, Room 214

Transcripts:

(201) 200-3333 Hepburn Hall, Room 214

Or visit <http://www.njcu.edu/registrar>

DIRECTORY FOR ACADEMIC DEPARTMENTS

Department	Chairperson	Location	Telephone Email
Accounting	Prof. Marguerite Griffin	205J*	(201) 200-3353 mgriffin1@njcu.edu
African/African-American Studies*	Dr. Jermaine McCalpin	K505	(201) 200-2253 jmccalpin@njcu.edu
Art	Prof. Martin Kruck	A120	(201) 200-3214 mkruck@njcu.edu
Biology	Dr. John Grew	S335	(201) 200-3054 jgrew@njcu.edu
Chemistry	Dr. Kenneth Yamaguchi	G327	(201) 200-3066 kyamaguchi@njcu.edu
Computer Science	Dr. Jean-Claude Ngatchou	K405	(201) 200-3291 jngatchou@njcu.edu
Criminal Justice	Dr. David Chiabi	P220	(201) 200-3492 dchiabi@njcu.edu
Early Childhood Education	Dr. Regina Adesanya	P329	(201) 200-2114 radesanya@njcu.edu
Economics	Dean, School of Business		(201) 200-2001
Elementary and Secondary Education	Dr. Erik Morales	P329	(201) 200-3421 emorales2@njcu.edu
English	Dr. Alina Gharabegian	K304	(201) 200-3337 agharabegian@njcu.edu
ESL*	Dr. Steve Haber	K205	(201) 200-3087 shaber@njcu.edu
Ethnic and Immigration Studies*	Dean, Arts & Sciences	K605	(201) 200-3001
Finance	Prof. Marilyn Ettinger	205F*	(201) 200-3353 mettinger@njcu.edu
Fire Science	Prof. Patrick Boyle	P451	(201) 200-3592 pboyle@njcu.edu
Fitness, Exercise & Sports*	Dr. Amy Rady	M218	(201) 200-3315 arady@njcu.edu
Earth and Environmental Sciences	Dr. Deborah Freile	R609	(201) 200-3161 dfreile@njcu.edu
Health Sciences	Dr. Erin O'Neil	P219	(201) 200-3431 eoneil@njcu.edu
History	Dr. Rosemary Fox-Thurston	K505	(201) 200-3251 rthurston@njcu.edu
International Studies*	Dr. Louise Stanton	K606	(201) 200-3231 lstanton@njcu.edu
Latin American, Caribbean Latino Studies*	Dr. David Blackmore	K304	(201) 200-3442 dblackmore@njcu.edu
Literacy Education*	Dr. Mary McGriff	P345	(201) 200-3521 mmcgriff@njcu.edu
Management	Dr. Wanda Rutledge	243G*	(201) 200-3353 wrutledge@njcu.edu
Marketing	Dr. Susan Williams	205D*	(201) 200-3353 swilliams2@njcu.edu
Mathematics	Dr. Beimnet Teclezghi	K506	(201) 200-3201 bteclezghi@njcu.edu
Media Arts	Prof. Joel Katz	F106	(201) 200-3494 jkatz@njcu.edu
Modern Languages	Dr. Alberto Barugel	K202	(201) 200-3176 abarugel@njcu.edu
Multicultural Education*	Dr. Alexis Kim	P209	(201) 200-3380 akim@njcu.edu

Department	Chairperson	Location	Telephone Email
Music, Dance & Theatre	Dr. Min Kim	R234	(201) 200-3151 mkim@njcu.edu
Nursing	Dr. Kevin Oneill	R405	(201) 200-3157 koneill@njcu.edu
Philosophy/Religion	Dr. Sabine Roehr	K606	(201) 200-3204 sroeher@njcu.edu
Physics	Dr. Alberto Pinkas	S115	(201) 200-3464 apinkas@njcu.edu
Political Science	Dr. Louise Stanton	K606	(201) 200-3231 lstanton@njcu.edu
Professional Security Studies	Dr. Kathleen Rennie Dr. Richard Cosgrove	P449	(201) 200-2275 krennie@njcu.edu rcosgrove@njcu.edu
Psychology	Dr. Maria Lynn Dr. James Lennon	P426 G327	(201) 200-3062 mlynn@njcu.edu jlennon@njcu.edu
Sociology and Anthropology	Dr. Fred Andes	R539	(201) 200-3261 fandes@njcu.edu
Special Education	Dr. Carol Fleres Dr. Charles Taylor	P350	(201) 200-3023 cfleres@njcu.edu rtaylor@njcu.edu
Women's & Gender Studies	Dr. Jacqueline Ellis	K505	(201) 200-3251 jellis@njcu.edu

Deans Offices:

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

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

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

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

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

+ School of Business location

SUMMER 2017

UNDERGRADUATE TUITION & FEE SCHEDULE

Total Credits	In-State** Tuition	General Service Fee	Student Activity Fee	Student Center Fee	Technology Fees	Facility Fee	In-State Total Charges	Non Resident/ Out of State Charges
1.0	270.45	53.80	2.60	22.25	18.10	11.25	378.45	679.40
2.0	540.90	107.60	5.20	44.50	36.20	22.50	756.90	1,358.80
3.0	811.35	161.40	7.80	66.75	54.30	33.75	1,135.35	2,038.20
4.0	1,081.80	215.20	10.40	89.00	72.40	45.00	1,513.80	2,717.60
5.0	1,352.25	269.00	13.00	111.25	90.50	56.25	1,892.25	3,397.00
6.0	1,622.70	322.80	15.60	133.50	108.60	67.50	2,270.70	4,076.40
7.0	1,893.15	376.60	18.20	155.75	126.70	78.75	2,649.15	4,755.80
8.0	2,163.60	430.40	20.80	178.00	144.80	90.00	3,027.60	5,435.20
9.0	2,434.05	484.20	23.40	200.25	162.90	101.25	3,406.05	6,114.60
10.0	2,704.50	538.00	26.00	222.50	181.00	112.50	3,784.50	6,794.00
11.0	2,974.95	591.80	28.60	244.75	199.10	123.75	4,162.95	7,473.40
Full Time Student (12 or more credits), per semester:								
12.0+	4,057.30	806.60	77.80	332.70	271.60	169.05	5,715.05	10,228.95

Fall 2017 rates will be available in July 2017.

Revised 7/16

- * Tuition and fees are subject to change without notice by action of the Board of Trustees of New Jersey City University.
- ** A student shall be classified as a "New Jersey Resident" for tuition purposes upon admission to a public institution of Higher Education in the State of New Jersey if the student or the parent(s) or guardian(s) upon whom the student is financially dependent, has been a bonafide domiciliary of New Jersey for at least one year before first enrolling at a public higher education institution in the State. Visa students must become permanent resident aliens before they can be considered New Jersey residents.
- *** Students who meet the "Dream Act" in-state tuition requirement, must submit documentation to:
 New Students: Admissions Office, Hepburn Hall, Room 207, (201) 200-3234.
 Continuing Students: Registrar's Office, Hepburn Hall, Room 214, (201) 200-3143.

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

- Student Center Fee:** Students pay a student center fee to support the Michael Gilligan Student Union programs, operations and maintenance. computer accounts, and internet/networking connections including wireless connections.
- Student Activity Fee:** This fee is collected by the University and is used to support the Student Government Organization, clubs and entertainment events throughout the school year. A portion of this fee is also used to support the athletic programs at the University.
- Technology Fee:** This fee supports the computing infrastructure throughout the University including maintaining and updating the labs, student
- Facility Fee:** This fee supports the acquisition of capital assets, including new buildings and infrastructure, as well as the improvement, repair and renovation of existing University buildings and grounds.
- General Service Fee:** This fee supports University programming and a range of other student services including student I.D. cards and shuttle services to and from the parking lots.

PLEASE NOTE:

- 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.
- 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
- New accepted students who have paid the \$50.00 tuition deposit will receive a tuition credit for this amount in their first semester.
- A \$50.00 one time mandatory orientation fee is charge to all new students.
- A \$25.00 one time mandatory transcript fee is charge to all students.
- Internship Fees:
 - Student Teaching Internship: \$150.00.
 - Museum Internship: \$150.00.
 - School Nursing Internship: \$150.00.
 - Practicum Fee: \$65.00.
- Lab Fees: Fees are determined by the academic departments
- Transcript fee:
 - Regular service, no fee, provided within 4 working days.
 - Same day service, provided until 4:00 p.m., \$10.00 per transcript.
 - Call (201) 200-3333 for detailed instructions.
 - Internet, <http://www.njcu.edu/registrar> or <http://gothicnet.njcu.edu>

UNDERGRADUATE ACADEMIC CALENDAR

2017 SUMMER I SESSION: May 30 – July 3

- March 14** Advisement begins. Students are encouraged to schedule an appointment with advisor.
- March 21** Early Registration begins for continuing and re-admit students. Visiting students registration takes place from April 4 to May 31.
- April 11** Summer I, e-billing begins. Bill available online in GothicNet.
- April 14, 15** Good Friday and Saturday: No Classes
- May 15 to June 15** Period for NJCU seniors completing requirements during the 2017 Summer Sessions to file for graduation; see page 10 for specific directions.
- May 18** Summer I, final day to pay tuition and fees at Bursar's Office Hepburn, Room 106, 7:00 pm. All prior indebtedness must also be paid.
- May 29** Memorial Day: University closed.
- May 30** Summer I Session classes begin.
- May 30, 31** Final days to Add/Drop for 100% refund of tuition and fees and correction of class schedules. Registrar's Office, H-214, until 7:00 p.m.
- June 1 to June 15** Period to submit Pass/Fail Forms at Registrar's Office, H-214, for Summer I, 5, 7 and 10 week sessions.
- June 13** Final day to withdraw from a course (s) for a 50% refund of tuition and fees with a "W" grade, Registrar's Office, H-214. See page 9.
- June 20** Final day to withdraw from a course (s) for a "W" grade(s), Registrar's Office, H-214. See Page 9.
- July 3** End of Summer I Session.

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

7 week courses: May 30 – July 17. 10 week courses: May 30 – August 7.

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

2017 SUMMER II SESSION: July 10 – August 10

- March 14** Advisement begins. Students are encouraged to schedule an advisement appointment with advisor.
- March 21** Early Registration begins for continuing and re-admit students. Visiting students registration takes place from April 4 to July 11.
- April 14, 15** Good Friday and Saturday: University closed
- May 15 to June 15** Period for NJCU seniors completing requirements during the 2017 Summer Sessions to file for graduation; see page 10 for specific directions.
- May 29** Memorial Day: University closed.
- June 6** Summer II, e-Billing begins. Bill available online in GothicNet.
- June 29** Summer II, final day to pay tuition and fees at Bursar's Office, Hepburn, Room 106, 7:00 pm. All prior indebtedness must also be paid.
- July 4** Independence Day: University closed.
- July 10** Summer II Session classes begin.
- July 10, 11** Final days to Add/Drop for 100% refund of tuition and fees and correction of class schedules, Registrar's Office, H-214, until 7:00 p. m.
- July 12 to July 26** Period to submit Pass/Fail Forms at Registrar's Office, H-214, for Summer II, 5, 7 week session.
- July 24** Final day to withdraw from a course (s) for a 50% refund of tuition and fees with a "W" grade(s), Registrar's Office, H-214. See page 9.
- July 31** Final day to withdraw from a course (s) with a "W" grade(s), Registrar's Office, H-214. See page 9.
- August 10** End of Summer II Session.

Students in 7 week courses read Section VI, page 9 for refunds and "W" Grades. 7 week courses: July 10 – August 24.

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

SUMMER SESSION PROCEDURES

I. REGISTRATION AND PAYMENT DATES:

	SUMMER I	SUMMER II
1. Course List available	March 14	March 14
2. Early Registration	Begins March 21	Begins March 21
3. Deadline to register & Add/Drop	May 31	July 11
4. Tuition Billing begins	April 11	June 6
5. Tuition Payment Deadline	May 18	June 29

EVENING HOURS – until 7:00 p.m. on May 18, 30, 31, June 29, July 10, 11

HOLIDAYS – The University is closed on April 14, 15, May 29, July 4.

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

- Steps 1** Advisement – All continuing students are encouraged to make an appointment with your academic adviser prior to March 21.
- Step 2A** A Seat Reservation – Students registering for summer classes will be eligible to do online Self-Registration, or they can report to the Registrar's Office Service Window, Hepburn 214. The Registration schedule is as follows:
- | | | |
|-------------------------------------|-----------------|------------|
| Continuing Students: | Begins March 21 | 10:00 a.m. |
| New Freshman and Transfer students: | Begins April 4 | 10:00 a.m. |
| Visiting Students | Begins April 4 | 10:00 a.m. |
- Step 2B** After Registrar's Office hours, forms may be dropped in the Registrar's Office door mail-slot (H-214) or be mailed to the Registrar's Office, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597. All forms will be processed according to the above schedule:
- Step 2C** **VISITING STUDENTS** also complete a Student Data Form and have a copy of a document verifying that you are a student at another university, a high school graduate, or GED recipient. Bill is available online. You must log onto GothicNet to view and pay your bill. A student ID and password will be assigned and mailed to you. Visiting Students read page 9, 10 for additional information.
- Step 2D** **FOR MAIL REGISTRATION** forward a completed registration card to the Registrar's Office, H-214. Summer I Bill available April 11 and Summer II Bills on June 6. If mailing registration for Summer I on or after May 8, please include payment. If mailing registration for Summer II on or after June 12, please include payment. Before each summer session begins, check you class schedule on gothicnet. Go to <http://gothicnet.njcu.edu>. Enter gothic ID and password. Click on the student dashboard tab to view the information.

III. ADD/DROP for Registered Students:

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

IV. Payment/Deferment of Tuition:

- Payment/Deferment of Tuition charges must be completed at the Bursar's Office (H-106) by
- May 18 for Summer I
- June 29 for Summer II
- Pay Online:** Go to <http://gothicnet.njcu.edu>, enter Gothic ID and password, from "Student Dashboard" click "View Bill/Make Payment" and select "Go to Bill and Payment Account Center". All credit card payments must be made through GothicNet. Credit card payment is not taken at the Bursar Service Window.
 - Pay in Person:** Cash, check, or money order payments can be made at the Bursar's office, Hepburn Hall, Room 106, from 8:30 a.m. to 5:00 p.m. daily. The office is open until 7:00 p.m. on Monday and Thursday during the Fall and Spring semesters.
 - By Mail:** Payment by check or money order. Print your tuition bill and return along with payment. Include identification number of the student, semester and year on the check number. Do not send cash. All prior debts must be paid. Mail to: Bursar's Office, Hepburn Hall, Room 106, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597
 - Tuition Payment Plan:** Enroll online through GothicNet. Go to the "Student Dashboard" tab and click "View Bill/Make Payment." Select "Go to Bill and Payment Account Center." Click on the "Payment Plans" tab. Click on "Enroll Now" and select semester from the drop down box. If you have questions, contact the Bursar's Office at 201-200-3045 or by email at Bursar@njcu.edu

Students registering after May 8 for Summer I and June 12 for Summer II, please review charges on <http://Gothicnet.njcu.edu> within 24 hours after registration. Payment in full or payment arrangements for registration processed after May 8 for Summer I is due by May 30. Registration processed after June 12 for Summer II is due by July 10.

SUMMER SESSION PROCEDURES

V. STUDENT I.D. CARD :

If you need an ID Card, report to the University Service Center, Gilligan Student Union Building, 1st Floor, no charge for first card, \$25.00 charge for replacement card. Bring proof of registration or tuition payment or clearance.

VI. REFUND/WITHDRAWAL SCHEDULE :

Summer Session I (Regular-5 week course/s) May 30 to July 3

Official drop during Add/Drop period to May 31	—	100% refund for each credit below 12 credits
Official withdraw June 1 to June 13	W	50% Refund for each credit below 12 credits
Official withdraw – June 14 to June 20	W	0% Refund

Summer I (7 week course/s) May 30 to July 17

Official drop to June 1	—	100% refund for each credit below 12 credits
Official withdraw June 2 to June 15	W	50% Refund for each credit below 12 credits
Official withdraw – June 16 to June 26	W	0% Refund

Summer I (10 week course/s) May 30 to August 7

Official drop to June 5	—	100% refund for each credit below 12 credits
Official withdraw June 6 to 26	W	50% Refund for each credit below 12 credits
Official withdraw – June 27 to July 17	W	0% Refund

Summer Session II

Summer II (Regular-5 week course/s) July 10 to August 10

Official drop during Add/Drop period to July 11	—	100% refund for each credit below 12 credits
Official withdraw July 12 to July 19	W	50% Refund for each credit below 12 credits
Official withdraw July 20 to July 26	W	0% Refund

Summer II (7 Week course/s) July 10 to August 24

Official drop during Add/Drop period to July 12	—	100% refund for each credit below 12 credits
Official withdraw July 13 to 26	W	50% Refund for each credit below 12 credits
Official withdraw – July 27 to August 7	W	0% Refund

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

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

VII. MAXIMUM NUMBER OF CREDIT HOURS PERMITTED:

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

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

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

VIII. OFFICE HOURS DURING THE SUMMER SESSIONS :

DAILY HOURS: All University offices are open Monday thru Thursday, 8:00 a.m. to 5:15 p.m., except on May 29 and July 4 when the entire University is closed.

EVENING HOURS: May 18, 30, 31, June 29, July 10, 11 the following offices are open until 7:00 p.m.

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

IX. VISITING STUDENTS:

1. Summer I & II registration for Visiting Students begins April 4.
2. During the Summer I and Summer II Sessions, a formal application to New Jersey City University is not required. The visiting student presents to the Registrar one of the following:
 - A. a permission letter from the University the student is attending, stating the course titles and authorized by proper authority, or
 - B. copy of a University transcript, or
 - C. a Photostat of the student’s high school diploma, or successful completion of the GED test, or
 - D. a signed letter from the high school stating you are a senior and the expected date of graduation.
3. Visiting students during the Summer Sessions do not need the academic adviser’s signature on the advisement/registration forms. Supporting document voids this requirement.

SUMMER SESSION PROCEDURES

X. STUDENTS WITH SPECIAL NEEDS:

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

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

XI. GRADUATION AND CERTIFICATION DEADLINES FOR NJCU SENIORS:

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

1. May 15 to June 15, if the student expects to complete all requirements by the end of the Summer I or II Sessions. Transcripts and diplomas will be dated August 15 and diplomas will be available by October 15.
2. August 1 to September 30, if the student expects to complete all requirements by the end of the fall semester. Transcripts and diplomas will be dated January 31 and diplomas will be available by March 15.
3. November 1 to December 15, if the student expects to complete all requirements by the end of the spring semester. Transcripts and diplomas will be dated the date of commencement. Finalized transcripts will be available by June 15. Diplomas will be available in mid July.

Students who apply for graduation clearance in the Spring Semester and are denied because of missing 6 or less credits, will be eligible to request permission from the University Registrar to participate in the commencement ceremony after registering for the summer session. The permission to participate form must be submitted to the Registrar's Office between April 3 through April 21, 2017.

During the month of April, the Dean of Students will forward a letter to potential graduating seniors regarding participation in the May Commencement. The last week in April, the Registrar's Office will mail instructions for the May 24, 2017 commencement to potential graduating seniors.

XII. ACADEMIC REGULATIONS AND POLICIES:

1. The academic regulations and policies are printed in the 2017 Fall Master Course List. Familiarity with the regulations that govern the academic administration of the University is presumed in the case of every student. Failure to read these regulations will not excuse a student from following them.
2. The University reserves the right to cancel courses, change calendar, modify tuition and fees, change faculty assignments and make adjustment in course schedules and room assignments.

GET YOUR REFUND CHECK FAST!

BILL & PAYMENT ACCOUNT CENTER

✓ **E - PAYMENT PLAN**

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

✓ **E - BILLS**

A paperless and earth-friendly way to handle tuition payments

✓ **E - PAYMENTS**

Fast and secure automated payments

✓ **E - REFUNDS**

Direct deposit of refunds into your account

✓ **AUTHORIZED USERS**

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

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

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



UNDERGRADUATE ADVISEMENT/REGISTRATION FORM

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



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

NEW JERSEY CITY UNIVERSITY VISITING STUDENT REGISTRATION FORM

Career: ☐ Graduate ☐ Undergraduate

Applicant Information

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

Ethnic Codes

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

Student Course Request

COURSE TITLE	DEPT	CAT#	CLASS #

New Jersey County Codes

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

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

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

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

Signature of Applicant (Required) _____ Date _____

Registration form and required documentation can be sent to:

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

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

SCHEDULE FOR CLASS WORKSHEET

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


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



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

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

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



Come visit us in Hepburn Hall 101!

Telephone: (201) 200-3342

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

HOURS:

Spring and Fall Semester

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

Summer I

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

Summer II

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

