



# ***WINTER/SPRING 2017***

## **UNDERGRADUATE SCHEDULE**

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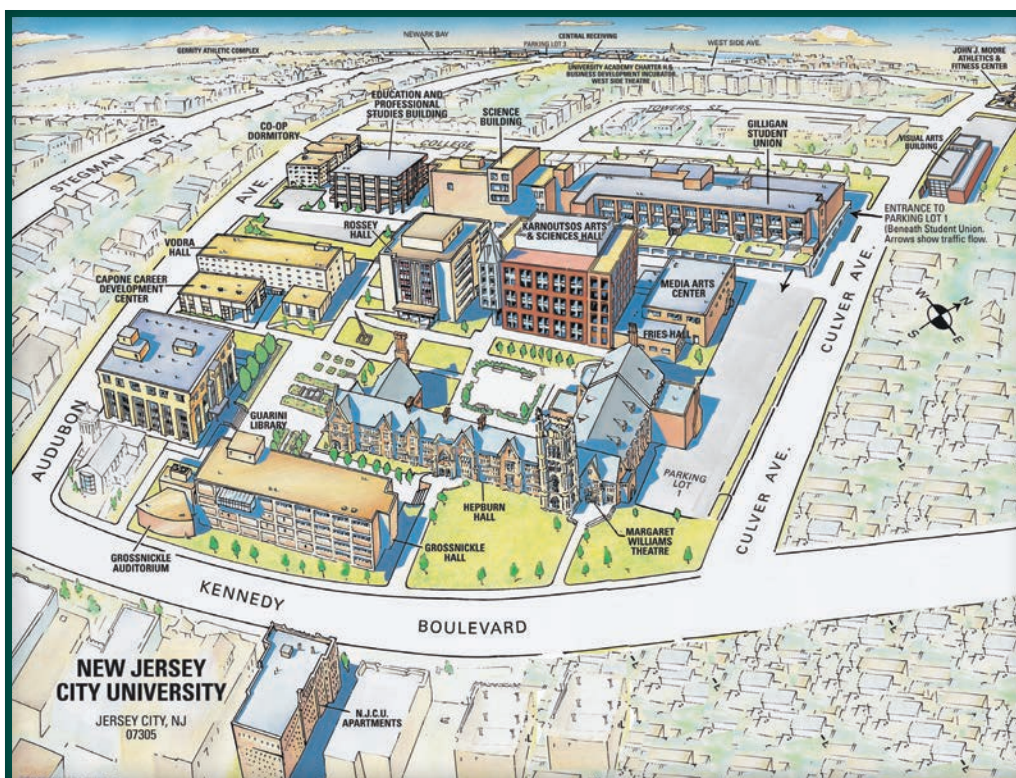
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### **GRADUATING SENIORS:**

READ PAGE 28 FOR GRADUATION CLEARANCE  
PROCEDURES AND DEADLINE DATES

# LOCATION



## BUILDING/ROOMCODES

<b>A</b> Visual Arts	<b>K</b> George Karnoutsos Arts and Sciences Hall	<b>P</b> Education and Professional Studies	<b>V</b> Vodra Hall
<b>C</b> University Charter School	<b>L</b> Congressman Frank J. Guarini Library	<b>R</b> Rossey Hall	Room Number:
<b>F</b> Fries Hall	<b>M</b> John J. Moore Athletics and Fitness Center	<b>S</b> Science Building	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			

**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

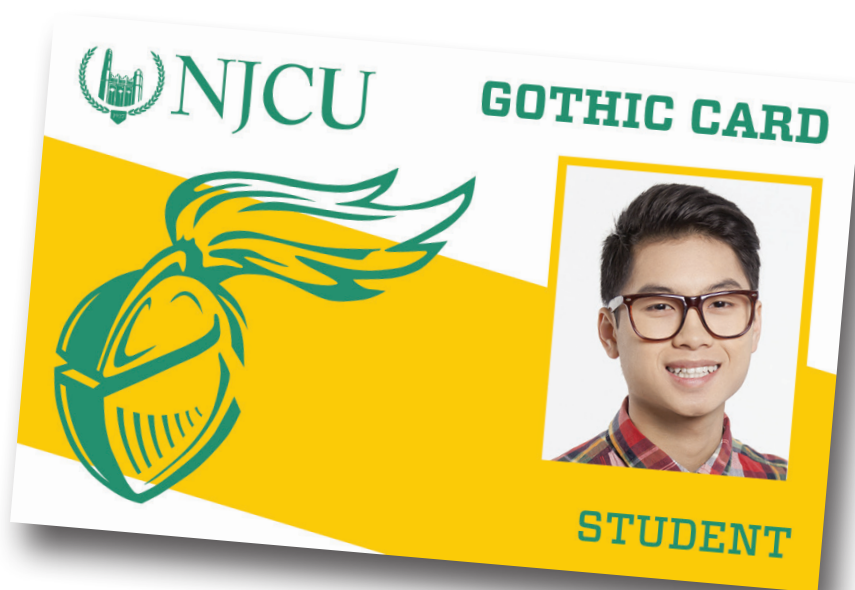
**Gothic Net** (<http://gothicnet.njcu.edu>) links students to NJCU and provides essential general and personal information. These are among the many services and points of information provided through Gothic Net:

- 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 identification card for NJCU. All students, faculty, and staff are required to carry their Gothic Cards.

Funds placed in your Gothic Card account may be used to purchase meals at campus dining locations, purchase books and supplies from the NJCU Barnes & Noble Bookstore, and access and pay for parking.

The Gothic Card also provides registered students with access to the library, the John J. Moore Athletics and Fitness Center, on-line account services, and vending machines.

To add funds to a Gothic Card, students may visit the University Service Center in the Michael B. Gilligan Student Union and make the deposit with cash, check, or credit card.

Visit the Gothic Card website, [www.njcu.edu/gothiccard](http://www.njcu.edu/gothiccard), for additional information.



## GENERAL INFORMATION

### 1. SNOW AND OTHER EMERGENCIES

For information regarding cancellation of classes for emergencies log to [www.njcu.edu](http://www.njcu.edu) or listen to radio stations NJ 101.5 and WINS 1010, or television station News 12.

### 2. CHILDREN'S LEARNING CENTER

The University provides an on-campus early childhood education experience for the 2½–8 year-old children of enrolled students. Call (201) 200-3342 or visit the Center, 101 Hepburn Hall. Hours are Monday through Friday; 7:30 a.m. to 5:00 p.m.

### 3. STUDENTS WITH DISABILITIES

If you are a student with a disability and wish to receive consideration for reasonable accommodations, please register with the Office of Specialized Services and Supplemental Instructions (OSS/SI). To begin this process, complete the registration form available on the OSS/SI website at <http://www.njcu.edu/oss/policies-forms/>. Contact the OSS/SI at (201) 200-2091 or visit the office in Karnoutsos Hall, Room 105 for additional information.

### 4. COUNSELING SERVICES

Free and confidential counseling and psychotherapy are available to students experiencing minor situational difficulties or major emotional conflicts. For an appointment call (201) 200-3165 or visit the Center in the Michael B. Gilligan Student Union, Room 308.

### 5. EVENING HOURS

#### OFFICE OF UNIVERSITY ADMISSIONS

Hepburn Hall, Room 207, 5:00 – 7:00 p.m., (201) 200-3234, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### BURSAR'S OFFICE

Hepburn Hall, Room 106, 5:00 – 7:00 p.m., (201) 200-3045, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### FINANCIAL AID OFFICE

Hepburn Hall, Room 215, 5:00 – 7:00 p.m., (201) 200-3173, Monday and Thursday when classes are scheduled during the Spring and Fall semesters.

#### REGISTRAR'S OFFICE

Hepburn Hall, Room 214, 5:00 – 7:00 p.m., (201) 200-3333, Monday and Thursday when classes are scheduled during the Spring and Fall semesters. After office hours, registration and other forms may be placed in the Office mail-slot.

#### UNIVERSITY ADVISEMENT CENTER

Vodra Hall, 1<sup>st</sup> floor, 5:00 – 7:00 p.m. (201) 200-3300 Monday, Tuesday, and Thursday by appointment when classes are scheduled during the Fall and Spring semesters.

#### UNIVERSITY SERVICE CENTER

The University Service Center (USC) serves as the “one-stop-shop” for the University community. The USC was created to provide students a convenient location to submit documents, retrieve forms and brochures, and conduct general enrollment and auxiliary related business transactions.

Among the services provided are the university photo ID card, parking information and registration, shuttle information, and vending machine refunds. The USC houses staff members that have been trained to provide many of the services provided to students at offices they visit most frequently, such as Advisement, Financial Aid, Registrar, Parking, and the Bursar. The USC professional and support staff members are cross-trained to answer frequently asked questions.

Open September through May, Monday through Thursday, 8:30 a.m. to 7:00 p.m., and Friday, 8:30 a.m. to 5:00 p.m.

The USC is located in the Michael B. Gilligan Student Union, 1<sup>st</sup> Floor.  
Phone: (201) 200-2552; Fax: (201) 200-2551; e-mail: [USC@NJCU.edu](mailto:USC@NJCU.edu)

### 6. COURSE LOCATION

Students who cannot locate their scheduled class sections should report to the Registrar's Office, Hepburn Hall, Room 214.

### 7. WEB ACCESS

Visit [www.njcu.edu](http://www.njcu.edu) and click on “Registrar” for online information regarding course offerings, graduation clearance, grades, transcripts, office hours, and deadlines.

## NOTICE TO ALL STUDENTS

For your own benefit, please read all the directions before you attempt to complete your Advising/Registration Form. This is not the University Catalog. For information regarding the undergraduate curricula, refer to the appropriate catalog. The University reserves the right to cancel courses, change faculty assignments, make adjustments in course schedules and room assignments and change academic calendars. Students who expect to graduate or receive certification must apply in accordance with the procedures and deadlines outlined under Academic Regulations and Policies on pages 25 – 30.

## TO REGISTER

In order to register at NJCU, prior balances must be cleared:

1. Students with a declared major should report to their major departmental advisor for advisement.
2. Student without a major report as follows:
  - a. University Advisement Center, Vodra Hall, Room 101.
  - b. OSP students to Vodra, 2<sup>nd</sup> Floor.
  - c. Unclassified students (students who are not enrolling for a degree) report to the University Advisement Center, Vodra Hall, Room 101.
  - d. Visiting students (students visiting from another institution) do not need to meet with an advisor to register. They report directly to the Registrar's Office, Hepburn Hall, Room 214.
3. Read also page 8.

## IMMUNIZATION

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

## TUITION WAIVER POLICY

Please be advised that NJCU employees who do not satisfactorily complete courses for which a tuition waiver had been granted or receive a grade below “C” shall be required to reimburse the University for all waived costs. Until such reimbursement has been made, no further waivers will be available to that employee. Please refer to the “New Jersey City University Tuition Waiver Policy” online at <http://www.njcu.edu/hr/policies>.

# 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:

(01) 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*	Dean of Arts & Sciences	K605	(201) 200-3001
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	Dr. Rubina Vohra	K626	(201) 200-3074 rvohra@njcu.edu
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. Lilliam Rosado	P219	(201) 200-3431 lrosado1@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. Roddy Bogawa	F106	(201) 200-3494 rbogawa@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

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

+ School of Business location

## 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. Allan De Fina, 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



# SPRING 2017 UNDERGRADUATE ACADEMIC CALENDAR

<b>October 18</b>	Early Advisement/Registration begins for continuing students.
<b>November 1</b>	Rolling Advisement/Registration for New Freshman, Transfer, Re-Admit and Visiting Students.
<b>November 1</b>	Online Graduation Clearance application available for students completing degree requirements during Spring 2017.
<b>November 7</b>	2017 Winter/Spring Semester E-billing begins. Bill available online in GothicNet.
<b>November 24, 25, 26</b>	Thanksgiving Recess: No Classes.
<b>December 5</b>	\$75.00 late registration fee begins for continuing students.
<b>December 8</b>	2017 Winter/Spring bill due. Deadline to pay/clear tuition charges at Bursars Office.
<b>December 15</b>	Deadline to file Graduation Clearance form for Seniors completing Bachelor degree requirements during the 2017 Spring semester.
<b>December 26 to January 2</b>	Winter recess: University Closed.
<b>January 3</b>	Deadline to drop Winter In-person class at 100%.
<b>January 3 to 13</b>	Winter Intersession – In person course.
<b>January 3 to February 17</b>	Winter Intersession – Online course.
<b>January 9</b>	Deadline to drop Winter online class at 100%.
<b>January 9</b>	Final day to withdraw Winter In-person class at 50% refund of tuition.
<b>January 11</b>	Final day to withdraw Winter In-person class for a “W” grade.
<b>January 16</b>	Martin Luther King Day: University Closed.
<b>January 17</b>	Spring Semester Classes begin.
<b>January 17</b>	2017 Spring payment deadline for students who enrolled on December 5 or later.
<b>January 17 to 23</b>	Add/Drop class(es) for the 2017 Spring term. See page 8 for detailed directions and time.
<b>January 20</b>	Deadline to apply for Field Experience II and Senior Internship for Fall 2017.
<b>January 23</b>	Deadline to drop class(es) at 100% refund.
<b>January 23</b>	Final day to withdraw Winter online class at 50% refund of tuition.
<b>January 24 to April 1</b>	Period to submit Pass/Fail forms at Registrar’s Office, H-214. Forms available online and outside the office.
<b>February 3</b>	Final day to withdraw Winter online class for a “W” grade.
<b>February 20</b>	President’s Day: University Closed.
<b>February 21</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 24</b>	Deadline to declare a major for all degree students with 35 or more earned credits and with a least a 2.0 cumulative grade point average.
<b>March 1</b>	Deadline: Incomplete grades for Fall 2016 and Winter 2017 semester become “F” grades.
<b>March 6 to 11</b>	Spring recess: Classes resume March 13.
<b>March 14</b>	Deadline for Faculty to submit Spring 2017 Midterm grades.
<b>March 21</b>	Early Academic Advisement/Registration begins for continuing students for Summer and Fall 2017.
<b>April 1</b>	Final day to withdraw from a course(s) for a “W” grade at the Registrar’s Office H-214. See page 28 of the 2017 Spring schedule for Refund of Tuition and Fees Policy.
<b>April 14, 15</b>	Good Friday and Saturday: No Classes.
<b>April 15</b>	Recommended filing date for Financial Aid for the 2017 Fall semester.
<b>May 9 to 15</b>	Final exam week for the 2017 Spring Semester.
<b>May 15</b>	End of 2017 Spring Semester.
<b>TBA</b>	Commencement.
<b>May 15 to June 15</b>	Online Graduation Clearance Application for Seniors completing Bachelor degree requirements during the 2017 Summer Term. Read Page 28 Graduation and Certification deadline dates. Students completing degree requirements during Summer 2017 will be invited to participate in May 2018 commencement.
<b>May 22</b>	Deadline for faculty to submit final grades.
<b>May 29</b>	Memorial Day: University Closed.

# 2017 WINTER/SPRING REGISTRATION FOR CONTINUING STUDENTS

## I. SPRING SEMESTER

	DATES	COMMENTS & EVENING HOURS
1. Early Advisement/Registration	Oct. 18 to Nov. 22	Advisement by appointment only, until 7:00 p.m. on Mondays, Tuesdays, and Thursdays.
2. Registration of Visiting Students	Nov. 1 to Jan. 23	Visiting Students report to Registrar's Office, Hepburn Hall, Room 214
3. \$75.00 late registration fee begins for continuing students	Dec. 5	
4. Tuition Payment Deadline	Dec. 8	Open until 7:00 p.m. on Dec. 8.
5. Registration/Add/Drop Continued	Until Jan. 23	
6. University Closed: Winter Recess	Dec. 26 to Jan. 2	
7. Winter Intersession	Jan. 3 to 13	In person course
	Jan. 3 to Feb. 17	Online course
8. University closed	Jan. 16, 2017	Monday, Dr. Martin Luther King Day
9. Spring 2017 term begins	Tuesday, Jan. 17, 2017	

## PLEASE NOTE:

1. Last day for early advisement/registration is November 22. Late registration fee for continuing students begin December 5.
2. Visiting students may register from November. 1 to January 23.
3. Winter/Spring tuition is due at Bursar's Office, Hepburn Hall, Room 106, by Thursday, Dec. 8.

## II. REGISTRATION (ADVISEMENT/SEAT-RESERVATION/PAYMENT-DEFERMENT)

Complete the following three steps for registration. Extra Registration/Add/Drop cards and Change of Address forms are available outside the Registrar's Office, Hepburn Hall, Room 214.

### STEP 1

#### Advisement

All students except Visiting Students should make an appointment with their academic advisor starting Oct. 11. Students who have a major should contact the major department for an appointment. Students without a major should visit the University Advisement Center, Vodra Hall, Room 101, or call (201) 200-3300/3422 for an appointment.

### STEP 2

#### Seat Reservation

Students can register online thru self-service or can also register at the Registrar's Office service windows, Hepburn Hall, Room 214. The Registration schedule is as follows:

Continuing Students:	Begins October 8	10:00 a.m.
New, Transfer, readmitted, and visiting Students	Begins November 1	10:00 a.m.

NOTE: After Registrar's office hours, forms may be dropped in the Registrar's Office mail-slot, Hepburn Hall, Room 214, or mailed to the Registrar's Office, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597. All forms will be processed according to the above schedule.

### STEP 3

#### Payment/Deferment of Tuition Charges:

This must be completed at the Bursar's Office, Hepburn Hall, Room 106, by December 8. Students registering on or after December 5, for spring classes please review charges on <http://gothicnet.njcu.edu> within 24 hours after registration. Payment in full or payment arrangements for registrations processed on or after December 5, 2016 are due by January 17, 2017.

- A. Pay Online:** Go to <http://gothicnet.njcu.edu>, enter Gothic ID and password, from "Student Dashboard" click "View Bill/Make Payment" and select "Go to Bill and Payment Account Center". All credit card payments must be made through GothicNet. Credit card payment is not taken at the Bursar Service Window.
- B. Pay in Person:** A student may pay or clear his tuition and fee charge at the Bursar's Office, Hepburn Hall, Room 106, from 9:00 a.m. to 4:30 p.m. daily. The office is open until 7:00 p.m. on Monday and Thursday during the Fall and Spring semesters.
- C. By Mail:** Payment by check or money order. Print your tuition bill and return along with payment. Include identification number of the student, semester and year on the check number. Do not send cash. All prior debts must be paid. Mail to: Bursar's Office, Hepburn Hall, Room 106, New Jersey City University, 2039 Kennedy Blvd., Jersey City, NJ 07305-1597
- D. Financial Aid:** If you have received an Official award notification from the Financial Aid Office covering your Spring enrollment, check your GothicNet account to verify the status of your award. The award must be sufficient to cover the amount of your charges. New students, and those who have not filed for aid must submit their Financial Aid Forms no later than six weeks before the payment deadline of December 8.
- E. Tuition Payment Plan:** Enroll online through GothicNet. Go to the "Student Dashboard" tab and click "View Bill/Make Payment." Select "Go to Bill and Payment Account Center." Click on the "Payment Plans" tab. Click on "Enroll Now" and select semester from the drop down box. If you have questions, contact the Bursar's Office at 201-200-3045 or by email at [Bursar@njcu.edu](mailto:Bursar@njcu.edu)

## III. NOTE:

After clearance at the Bursar's Office you have completed the registration process. To print out a copy of your class schedule, go to <http://gothicnet.NJCU.edu> and enter your Gothic ID and Password. Click on the Student dashboard tab to view the information.

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

If you need an Identification Card, report to the University Service Center, Michael Gilligan Student Union 1<sup>st</sup> Floor, or call (201) 200-2552 for assistance. There is no charge for the first card. Replacement cards are \$25.00. Bring proof of registration or tuition payment/clearance.

# ACADEMIC ADVISING DATA FOR UNDERGRADUATE PROGRAMS

Program and related codes are for advisement purposes only.  
Official programs are determined at graduation clearance.  
Final selection of first major determines degree granted.

## 1. DEGREE CODES:

B.A.-Bachelor of Arts	B.S.-Bachelor of Science
B.F.A.-Bachelor of Fine Arts	B.S.N.-Bachelor of Science in Nursing
B.M.-Bachelor of Music	

## 2. NON-DEGREE STUDENTS:

Certification only	Visiting Student (Special Programs)
Unclassified Student, Non-Degree	Visiting Student (High School)
Visiting Student	

## 3. DEGREE STUDENTS WITHOUT A MAJOR:

Undeclared students without a major  
OSP students without a major  
The TRIO Learning Community (TLC)

## 4. JOINT DEGREE STUDENTS:

NJCU/Rutgers NJCU/NJIT

## 5. UNDERGRADUATE ALUMNI:

NJCU alumnus taking additional courses only

## 6. MINOR PROGRAMS:

Accounting  
African and African-American Studies  
Anthropology  
Applied Physics  
Art  
Astronomy  
Biology  
Chemistry  
Cinema Studies  
Computer Information System  
Computer Science  
Criminal Justice  
Dance  
Economics  
English  
Entrepreneurship  
Ethnic and Immigration Studies  
Fire Science  
Fitness, Exercise and Sports  
General Business  
Geography  
Geoscience  
Health Sciences  
History  
International Studies  
Latin American, Caribbean, and Latino Studies  
Literacy Education  
Mathematics  
Marketing  
Media Arts  
Middle Eastern Studies  
Military Science  
Music  
National Security Studies  
Philosophy and Religion  
Political Science  
Pre-Law  
Psychology  
Public Relations  
Social Media Marketing  
Sociology  
Spanish  
Theater  
Women's and Gender Studies

## 7. MAJOR PROGRAMS

### WILLIAM J. MAXWELL COLLEGE OF ARTS AND SCIENCES

#### ART DEPARTMENT

Art-Art History B.A.  
Art-Art Therapy B.A.  
Art-Communication Design: Digital Design and Illustration B.A., B.F.A.  
Art-Communication Design: Graphic Design B.A., B.F.A.  
Art-Communication Design: Illustration B.A., B.F.A.  
Art-Design & Crafts: Ceramics, B.A., B.F.A.  
Art-Design & Crafts: General Crafts B.A., B.F.A.  
Art-Design & Crafts: Jewelry and Metalsmithing B.A., B.F.A.  
Art-Fine Arts: Painting/Drawing B.A., B.F.A.  
Art-Fine Arts: Printmaking B.A., B.F.A.  
Art-Fine Arts: Sculpture B.A., B.F.A.  
Art-Photography: B.A., B.F.A.

#### BIOLOGY DEPARTMENT

Allied Health Technologies-Respiratory Care (Joint degree with Rutgers-SHRP) B.S.  
Biology - General B.A., B.S.  
Biology-Secondary Education (Biology Teaching Certification, B.A.)  
Biology-with Rutgers Advanced Certificate: Dental Hygiene Sciences B.A., B.S.  
Biology-with Rutgers Advanced Certificate: Imaging Sciences B.A., B.S.  
Biology-with Rutgers Advanced Certificate: Respiratory Care Sciences B.A., B.S.  
Biology-Pre Rutgers School of Dental Medicine (RSDM). Doctor of Dental Medicine B.A.  
Clinical Laboratory Sciences-Cytotechnology (Joint degree with Rutgers) B.S.  
Clinical Laboratory Sciences-Medical Laboratory Sciences (Joint degree with Rutgers) B.S.  
Medical Imaging Sciences-Diagnostic Medical Sonography (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Nuclear Medicine (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Vascular Sonography (Joint degree with Rutgers-SHRP) B.S.  
Medical Imaging Sciences-Cardiac Sonography (Joint degree with Rutgers-SHRP) B.S.

#### CHEMISTRY DEPARTMENT

Chemistry B.A., B.S.  
Chemistry-Secondary Education (Physical Science) Teaching Certification B.S.

#### COMPUTER SCIENCE DEPARTMENT

Computer Science B.S.  
Health Information Management (Joint degree with Rutgers-SHRP) B.S.

#### ENGLISH DEPARTMENT

English-Writing B.A.  
English-Journalism B.A.  
English-Literature B.A.  
English- Secondary Education (English) Teaching Certification B.A.

#### EARTH AND ENVIRONMENTAL SCIENCES DEPARTMENT

Geoscience-Environmental Science B.A., B.S.  
Geoscience-Geology B.A., B.S.  
Geoscience-Secondary Education (Earth Science) Teaching Certification B.A., B.S.

#### HISTORY DEPARTMENT

History B.A.  
History-Secondary Education (Social Studies) Teaching Certification B.A.

#### MATHEMATICS DEPARTMENT

Mathematics B.A.  
Mathematics-Actuarial Science B.A.  
Mathematics-Secondary Education (Math) Teaching Certification B.A.

#### MEDIA ARTS DEPARTMENT

Media Arts B.A.



# ACADEMIC ADVISING DATA FOR UNDERGRADUATE PROGRAMS

## MODERN LANGUAGES DEPARTMENT

Spanish B.A.  
Spanish-Secondary Education (Modern Languages)  
Teaching Certification B.A.

## MUSIC DEPARTMENT

Music-B.A.  
Music-Music Business B.A.  
Music-Music Teaching Certification (K-12) B.A.  
Music-Music Theater B.A.  
Music-Performance: Classical/Instrumental B.M.  
Music-Performance: Classical/Voice B.M.  
Music-Performance: Jazz B.M.

## PHILOSOPHY AND RELIGION DEPARTMENT

Philosophy B.A.

## PHYSICS DEPARTMENT

Applied Physics B.A., B.S.  
Applied Physics-Secondary Education (Physical Science) Teaching Cert.  
B.A.  
Applied Physics / Electrical Engineering, Dual Degree with NJIT  
Physics-Engineering Prep (Two-year program)

## POLITICAL SCIENCE DEPARTMENT

Political Science B.A.  
Political Science-Secondary Education (Social Studies) Teaching  
Certification B.A.

## PSYCHOLOGY DEPARTMENT

Psychology B.A.

## SOCIOLOGY AND ANTHROPOLOGY DEPARTMENT

Sociology-Crime and Social Behavior B.A.  
Sociology-Family, Health and Youth Services B.A.  
Sociology-Human Services in Aging B.A.  
Sociology-Liberal Arts/Graduate School Preparation B.A.  
Sociology-Secondary Education (Social Studies) Teaching Certification  
B.A.

## WOMEN'S AND GENDER DEPARTMENT

Women's and Gender Studies B.A.

## COLLEGE OF PROFESSIONAL STUDIES

### CRIMINAL JUSTICE DEPARTMENT

Criminal Justice B.S.

### FIRE SCIENCE DEPARTMENT

Fire Science B.S.

### HEALTH SCIENCES DEPARTMENT

Health Sciences-Community Health B.S.  
Health Sciences-with Teacher of Health Education Certification B.S.  
Driver Education Certification (Non-degree)

### NURSING DEPARTMENT

Registered Nurse to B.S.N.  
Accelerated Nursing Program B.S.N. (Second degree)

### PROFESSIONAL SECURITY DEPARTMENT

National Security Studies B.S.

## SCHOOL OF BUSINESS

### ACCOUNTING DEPARTMENT

Accounting B.S.  
Accounting Dual Degree B.S./M.S.

### ECONOMICS DEPARTMENT

Economics B.A.  
Economics-Secondary Education (Social Studies) Teaching Certification B.A.

### FINANCE DEPARTMENT

Finance B.S.

### MANAGEMENT DEPARTMENT

Management B.S.

### MARKETING DEPARTMENT

Marketing B.S.

## DEBORAH Cannon Partridge WOLFE COLLEGE OF EDUCATION

### EARLY CHILDHOOD EDUCATION DEPARTMENT

Early Childhood/with dual certification B.A.  
Early Childhood Education must be taken with a co-major (See list below.)

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

### ELEMENTARY AND SECONDARY EDUCATION DEPARTMENT

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

Art	English	Music
Biology	Geoscience	Physics
Chemistry	History	Political Science
Economics	Math	Spanish

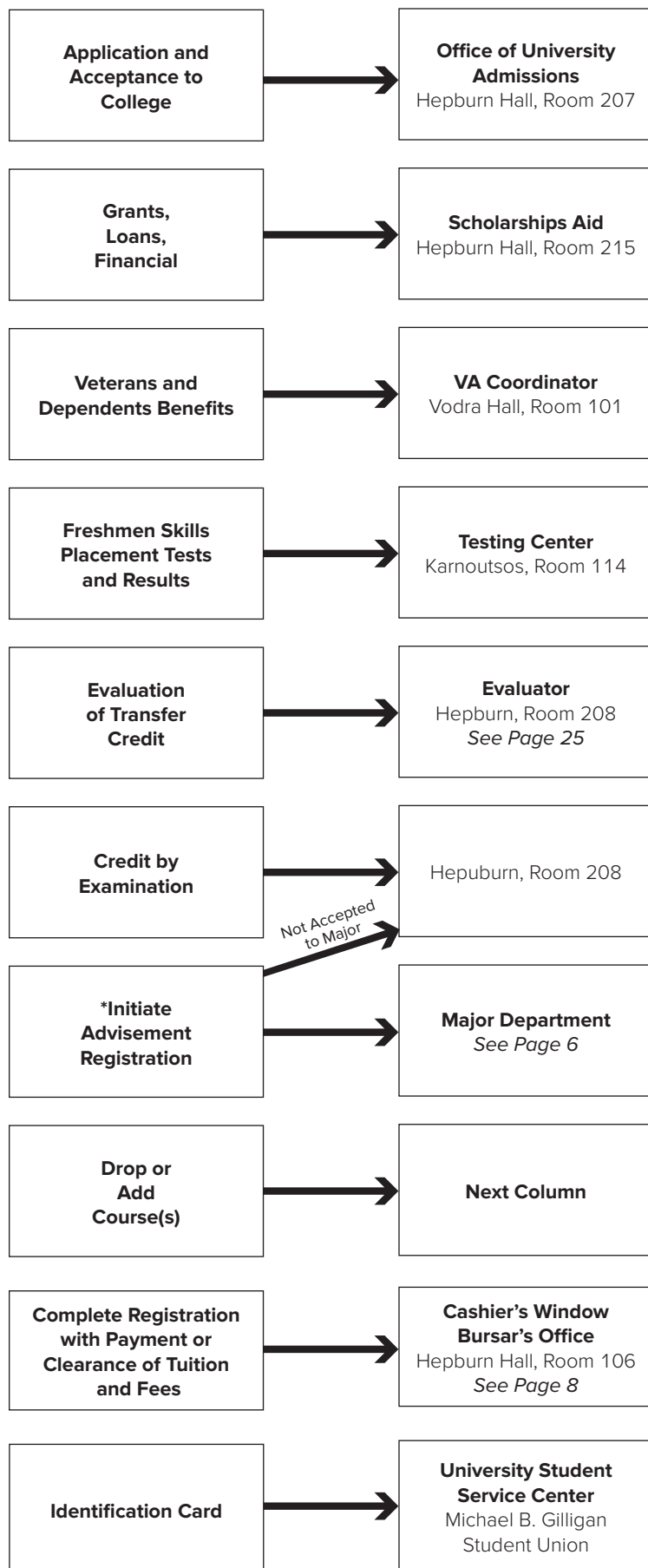
### SPECIAL EDUCATION DEPARTMENT

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

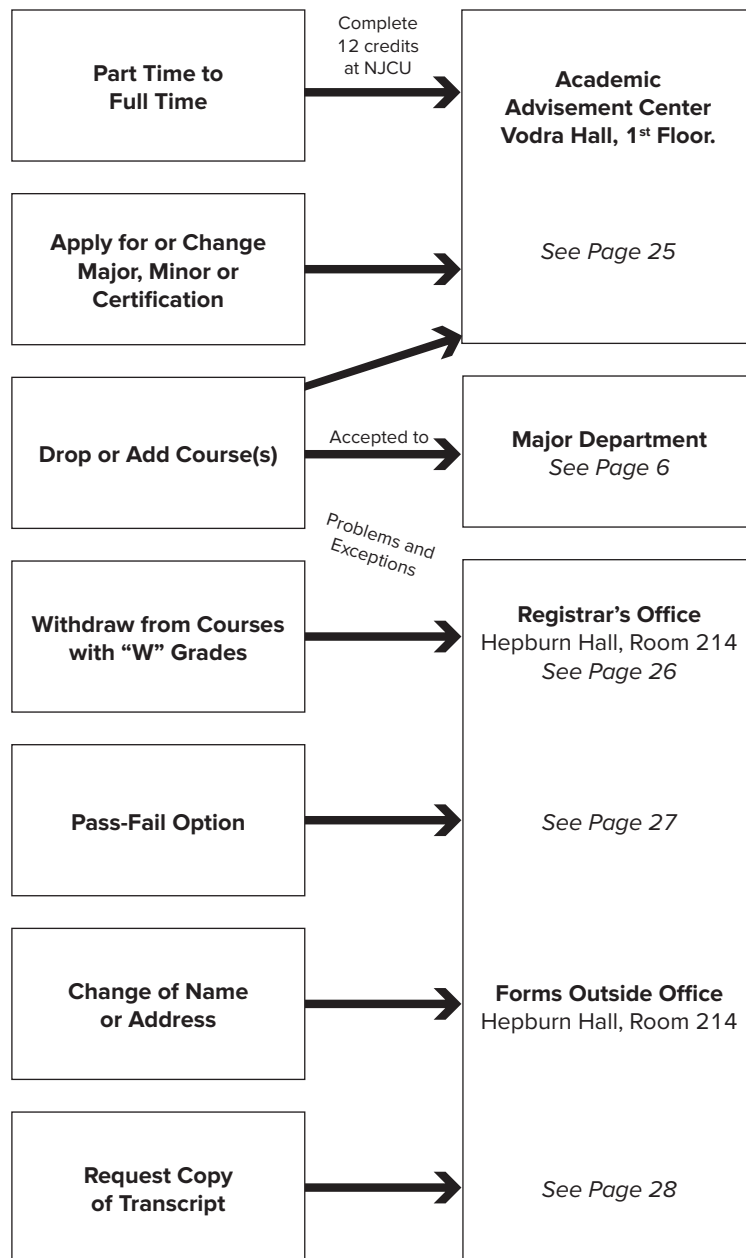
Art  
Biology  
Chemistry  
Economics  
English  
Geoscience  
History  
Math  
Music  
Physics  
Political Science  
Spanish

# ROADMAP FOR UNDERGRADUATES

## GETTING STARTED



## MAKING CHANGES



\* This may not apply to students in special programs of study: such as F-1 Visa, OSP, etc.

## WELCOME TO GENERAL EDUCATION AT NJCU!

All students who enter NJCU in Fall 2016 or later and non-transfer students who entered NJCU in Fall 2015 or later complete the General Education program requirements. To view the Gen Ed requirements and track your progress, download the General Education Academic Planning Sheet (page 14). This sheet includes a list of Gen Ed courses organized by Tier and Mode of Inquiry (page 15-17).

Students who entered NJCU before Fall 2015, and transfer students who entered NJCU before Fall 2016, complete a reduced-credit (51-53-credit) version of the old General Studies program. The requirements of this program are detailed on Academic Planning Sheet 3-GS (page 18). **IMPORTANT:** Planning Sheet 3-GS requirements in Area A-F are now fulfilled by the new Gen Ed courses. If you are completing Planning Sheet 3-GS, be sure to consult the list of Fall 2016 Gen Ed courses for Area A-F (page 21–24).

## WHAT IS GEN ED?

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

- In the Gen Ed Learning Communities, students take two or more thematically linked courses together, learning about fascinating topics from diverse disciplinary perspectives.
- Students gain knowledge through study and experience; they discover and pursue their chosen areas of interest in courses that explore distinct approaches to intellectual inquiry.
- Academic study becomes an integrative exploration of oneself and the world.

## GEN ED: HOW IT WORKS

Students complete the Gen Ed program by moving through the Tiers in order—first Tier 1, then Tier 2, and finally Tier 3—though some overlap may be necessary in some semesters.

- Tier 1 consists of a required English Composition and Math course plus four seminar courses in the Modes of Inquiry.
- Tier 2 consists of English Composition and six seminar courses in the Modes of Inquiry.
- All Gen Ed students take at least two seminars (at least 6 credits) in each of the four Modes of Inquiry for a total of ten seminar courses (at least 30 credits) across Tiers 1 and 2.
- All students take one Tier 3 capstone course (3 credits) in the final semester of Gen Ed.
- Intermodal courses count toward the distribution requirements in two Modes of Inquiry; they provide greater flexibility in selecting future seminars but count only once toward the ten seminar courses (at least 30 credits) required across Tiers 1 and 2.

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



## THE UNIVERSITY-WIDE STUDENT LEARNING GOALS

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

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

## THE MODES OF INQUIRY

### THE MODES OF INQUIRY

#### Creative Process and Production

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

#### Language, Literary, and Cultural Studies

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

#### Scientific and Quantitative Inquiries

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

#### Social and Historical Perspectives

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

Please email [gened@njcu.edu](mailto:gened@njcu.edu) with questions about the General Education program.

Date: _____ Student's Name: _____ Gothic ID: _____ Expected Date of Graduation: _____ Major (declared or intended): _____	<b>General Education Academic Planning Sheet</b> <b>New Jersey City University</b> <i>Effective for students entering NJCU in Fall 2015 or later</i>
	Students are responsible for maintaining and updating this advisement record and bringing it to meetings with advisors.

**IMPORTANT:** This sheet is for *all* students entering NJCU in Fall 2016 or later and *non-transfer* students entering in Fall 2015 or later. Continuing students who entered *before* Fall 2015 and transfer students who entered *before* Fall 2016 complete Academic Planning Sheet 3-GS. If you have questions regarding your major or minor requirements, please see your academic advisor.

CATEGORIES/COURSES		SEMESTER	YEAR	GRADE	CREDITS
<b>Academic Foundations Courses—Non-Degree Semester Hours</b>					
INTD 090 Reading and Writing across the Disciplines (w/INTD 105)	4 semester hours	_____	_____	_____	_____
ENGL 095 Developmental Writing (ALP) (w/ENGL 101)	2 semester hours	_____	_____	_____	_____
ENGL 096 Developmental Writing (ALP) (w/ENGL 102)	2 semester hours	_____	_____	_____	_____
MATH 090 Developmental Mathematics	4 semester hours	_____	_____	_____	_____
MATH 096 Beginning Algebra	2 semester hours	_____	_____	_____	_____
<b>Academic Foundations Courses—Degree Credits</b>					
INTD 101 Orientation to College	1 credit	_____	_____	_____	_____
INTD 105 Reading and Writing across the Disciplines (w/INTD 090)	2 credits	_____	_____	_____	_____
<b>Tier 1 English Composition and Math Courses (7-10 credits)</b>					
ENGL 101 English Composition I <u>OR</u>	4 credits	_____	_____	_____	_____
ESL 101 English Composition I – ESL <u>OR</u>	6 credits	_____	_____	_____	_____
ESL 115 English Composition I for Bilingual Students	6 credits	_____	_____	_____	_____
MATH 114 Contemporary Math <u>OR</u>	3 credits	_____	_____	_____	_____
MATH 140 Statistics I <u>OR</u>	3 credits	_____	_____	_____	_____
MATH 175 Enhanced Precalculus (for STEM majors) <u>OR</u>	4 credits	_____	_____	_____	_____
MATH 164 Precalculus for Business Students	4 credits	_____	_____	_____	_____
<b>Tier 2 English Composition Courses (4-6 credits)</b>					
ENGL 102 English Composition II <u>OR</u>	4 credits	_____	_____	_____	_____
ESL 102 English Composition II – ESL <u>OR</u>	6 credits	_____	_____	_____	_____
ESL 116 English Composition II for Bilingual Students	6 credits	_____	_____	_____	_____

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

*See the semester course listing (MCL) for current General Education seminars that meet the Modes of Inquiry distribution requirements.*

#### Modes of Inquiry Distribution Requirements (30 credits + Capstone)

COURSE #   TITLE	TIER   INTERMODAL	SEMESTER	YEAR	GRADE	CREDITS
<b>Creative Process and Production (at least 2 courses)</b>					
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
<b>Language, Literary, and Cultural Studies (at least 2 courses)</b>					
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
<b>Scientific and Quantitative Inquiries (at least 2 courses)</b>					
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
<b>Social and Historical Perspectives (at least 2 courses)</b>					
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
_____   _____	_____ <input type="checkbox"/>	_____	_____	_____	_____
<b>Tier 3 Capstone Course (1 course/3 credits)</b>					
_____   _____	_____ 3	_____	_____	_____	_____

**Total General Education Credits: 44-49 credits**

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<b>General Education Seminar Courses Listed by Mode(s) of Inquiry and Tier</b>		
<b>Department/Course #</b>	<b>Seminar Course Title</b>	<b>Counts Toward Second Mode of Inquiry</b>
<b>Tier 1—Creative Process and Production</b>		
ART 114	The Passion for Painting	
ART 125	Ceramics & Civilization	
ART 145	Websites for Everyone	
ART 150	Empower Tools: Art for Social Change	
ART 170	Time Travel: Intro to Time-Based Art	
ENGL 150	From Game Playing to Creative Writing	Language, Literary, and Cultural Studies
MDT 109	Musical Improvisation	
MDT 110	Music & the City	
MDT 165	Billings to Tupac & Beyond	Social and Historical Perspectives
<b>Tier 2—Creative Process and Production</b>		
ART 241	Self: I as Body	Scientific and Quantitative Inquiries
ART 242	Self: I as Image	Language, Literary, and Cultural Studies
ART 255/ENGL 255	Cut, Copy, Paste, Write	Language, Literary, and Cultural Studies
ART 270	Acts of Resistance: DIY + Making	Social and Historical Perspectives
ART 271	Body Adornment	Social and Historical Perspectives
ART 286	Info Graphics for the Sciences	
HIST 233	Beyond Boundaries: Global History	Language, Literary, and Cultural Studies
MDT 250	Sing with Swing	
WGST 225	Women, Hip Hop, Social Change	Social and Historical Perspectives
<b>Tier 1—Language, Literary, and Cultural Studies</b>		
ENGL 125	Stories of the University	Social and Historical Perspectives
ENGL 130	Reading the Environment	Social and Historical Perspectives
ENGL 133	Dark Stories for Young Adults	
ENGL 135	Place in US Immigrant Lit	
ENGL 150	From Game Playing to Creative Writing	Creative Process and Production
ESL 130	American Myths	
ESL 140	The Language of Science	Scientific and Quantitative Inquiries
LTED 160	Languages of Power and Social Justice	
MEDI 120	Understanding Movies	
PHIL 125	Ethics in Everyday Life	
PHIL 140	The Examined Life	
POLI 130	Debating Current Controversies	Social and Historical Perspectives
WGST 101	Telling Women's Lives	Social and Historical Perspectives
WGST 109	Gender, Sexuality, & Culture	Social and Historical Perspectives
<b>Tier 2—Language, Literary, and Cultural Studies</b>		
ART 225	Illustration, War & Identity	Social and Historical Perspectives
ART 226	Representation & Illusion in Art	Social and Historical Perspectives
ART 242	Self: I as Image	Creative Process and Production
ART 255/ENGL 255	Cut, Copy, Paste, Write	Creative Process and Production
ART 263	Activists, Interlopers, and Pranksters	Social and Historical Perspectives
BIOL 240	Scientific Communication	Scientific and Quantitative Inquiries
ENGL 235	Reading Hip Hop	Social and Historical Perspectives
HIST 233	Beyond Boundaries: Global History	Creative Process and Production
MDT 209	Music Now	
MEDI 260	The Fantastic in Film & TV	
PHIL 246	Food, Philosophy, Global Health	Social and Historical Perspectives
PHIL 260	Philosophy of Education	Social and Historical Perspectives
<b>Tier 1—Scientific and Quantitative Inquiries</b>		
BIOL 140	Scientific Inquiry	
CHEM 130	Chemistry of Everyday Things	
CHEM 140	Forensic Science	
CS 120	Computers and Info Tech	
ESL 140	The Language of Science	Language, Literary, and Cultural Studies
GEOG 120	Mapping the City	
GEOS 120	Water Explorer	Social and Historical Perspectives
GEOS 135	Our Planet Earth	



Department/Course #	Seminar Course Title	Counts Toward Second Mode of Inquiry
PHYS 108	Physics of Sports	
PHYS 114	Why Things Move	
PSYC 120	Social Psychology of Everyday Life	
PSYC 140	Exploring Human Sexual Behavior	
<b>Tier 2—Scientific and Quantitative Inquiries</b>		
ART 241	Self: I as Body	Creative Process and Production
BIOL 224	The Human Body	
BIOL 225	Human Sexual Biology for GEP	
BIOL 240	Scientific Communication	Language, Literary, and Cultural Studies
ECON 210	Personal Finance Practices	
FINC 250	Financial Literacy	Social and Historical Perspectives
GEOG 225	Earth 360: Integrated Geography	
GEOS 231	Water Chronicles	Social and Historical Perspectives
GEOS 235	Global Climate Change	Social and Historical Perspectives
GEOS 250	Plunder: Race for Natural Resources	
MATH 215	Problem Solving in Math	
MATH 225	Math on Global Climate Change	
PHYS 204	Digital Electronics and Applications	
POLI 230	Business & Politics by the Numbers	Social and Historical Perspectives
<b>Tier 1—Social and Historical Perspectives</b>		
ECON 101	History of Economic Thought	
ECON 103	Current Economic Issues	
ECON 115	Money & Markets	
ENGL 125	Stories of the University	Language, Literary, and Cultural Studies
ENGL 130	Reading the Environment	Language, Literary, and Cultural Studies
GEOS 120	Water Explorer	Scientific and Quantitative Inquiries
GEOS 130/ETHN 130	Understanding Ethnic Conflict	
HIST 131	Metropolitan New York	
HIST 133	Cranks & Critics	
MDT 165	Billings to Tupac & Beyond	Creative Process and Production
MDT 180	Music by Women Composers	
MEDI 130	History of Media	
POLI 120	Global Challenges	
POLI 130	Debating Current Controversies	Language, Literary, and Cultural Studies
POLI 140	American Politics	
SOCI 121	Sociology of Families	
WGST 101	Telling Women's Lives	Language, Literary, and Cultural Studies
WGST 109	Gender, Sexuality, & Culture	Language, Literary, and Cultural Studies
WGST 110	Diversity & Difference	
<b>Tier 2—Social and Historical Perspectives</b>		
ART 200	Art Now	
ART 263	Activists, Interlopers, and Pranksters	Language, Literary, and Cultural Studies
ART 271	Body Adornment	Creative Process and Production
ART 225	Illustration, War & Identity	Language, Literary, and Cultural Studies
ART 226	Representation & Illusion in Art	Language, Literary, and Cultural Studies
ART 270	Acts of Resistance: DIY + Making	Creative Process and Production
ENGL 235	Reading Hip Hop	Language, Literary, and Cultural Studies
FINC 250	Financial Literacy	Scientific and Quantitative Inquiries
GEOG 220	Geographies of Immigration	
GEOS 231	Water Chronicles	Scientific and Quantitative Inquiries
GEOS 235	Global Climate Change	Scientific and Quantitative Inquiries
HIST 231	The US in the World	
HIST 245	Cities in History	
MEDI 255	The Media Revolution of 1960s	
PHIL 245	Social Justice	
PHIL 246	Food, Philosophy, Global Health	Language, Literary, and Cultural Studies
PHIL 260	Philosophy of Education	Language, Literary, and Cultural Studies

Department/Course #	Seminar Course Title	Counts Toward Second Mode of Inquiry
POLI 230	Business & Politics by the Numbers	Scientific and Quantitative Inquiries
POLI 217	Globalization and Governance	
POLI 250	International Political Economy	
SOCI 230	Cities of Industry	
SOCI 237	Refugees and Forced Migration	
WGST 220	Women & Leadership	
WGST 225	Women, Hip Hop, Social Change	Creative Process and Production

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<p><b>Area C: Arts &amp; Media</b>  <i>Prior to Fall 2016: 6 credits with a maximum of 3 credits from a single department.</i>            Art: 102, 104, 105, 130, 131, FYE 112            Media: 100, 102, 103, 119, 215, FYE 111/1111            Music, Dance, Theater: 101, 102, 103, 104, 106, FYE 105, FYE 113  <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i>            Art: 114, 125, 145, 150, 170, 200, 225, 226, 241, 242, 255, 263, 270, 271, 286            English: 255            Media: 120, 130, 255, 260            Music, Dance, Theater: 109, 110, 165, 180, 209</p>	6	<p>_____ cr.          _____ cr.</p>
<p><b>Area D: Humanities</b>  <i>Prior to Fall 2016: 6 credits with a maximum of 3 credits from a single department.</i>            English: 187, 188, 190, 192, 199, FYE 107, FYE 120            History: 150, 152, 154, 158, 160, FYE 109            Philosophy/Religion: 101, 102, 103, 106, 110, FYE 103, FYE 122  <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i>            Art: 255            English: 125, 130, 133, 135, 235, 255            ESL: 130, 140            History: 131, 133, 231, 233, 245            Literacy Education: 160            Philosophy/Religion: 125, 140, 245, 246, 260            Sociology/Anthropology: 230</p>	6	<p>_____ cr.          _____ cr.</p>
<p><b>Area E: Multicultural Disciplines &amp; Languages</b>  <i>Prior to Fall 2016: 6 credits with a maximum of 3 credits from a single department.</i>            African/African American Studies: 101, 106, 108, 118, 164, FYE 101            ESL: FYE 102            Ethnic Studies: 114, 115            Interdisciplinary: 149            Latin American/Caribbean/Latino Studies: 105, 120, 125, 201, 209            Modern Languages: 103, 104, 105, 106, 107, 108, 117, 118, 119, 120, 123, 124, 131, 132, 141, 142, 215, 216            Women's and Gender Studies: 100, 103, 108, 190, 202, FYE 116, FYE 119  <i>Fall 2015 and later: 6 credits with a maximum of 3 credits from a single department.</i>            Ethnic Studies: 130            Geography (Cultural): 220            Geoscience: 130            Women's and Gender Studies: 101, 109, 110, 220, 225</p>	6	<p>_____ cr.          _____ cr.</p>
<p><b>Area F: Quantitative and Computer Literacy</b>  <i>Prior to Fall 2016: 6 credits from any of the following.</i>            Computer Science: 115, 214, 215            Mathematics: 140, 165, 175, 190, 192, 205, 1165            Economics: 215, 220            Geography: 250, 350            Interdisciplinary: 180            Media: 205            Physics: 103            Political Science: 208  <i>Fall 2015 and later: 6 credits from any of the following.</i>            Computer Science: 120            Economics: 210            Math 215, 225</p>	6	<p>_____ cr.          _____ cr.</p>
<b>Total General Studies</b>		<b>51-53 credits minimum</b>

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

**Total Degree Credits (120 minimum)**  
 Semester hours/non-degree credits are not applicable toward the minimum. A minimum of 30 credits must be completed at NJCU. Courses that are repeated count only once toward the minimum.

Gen Ed Courses for Area A-F Credit on Planning Sheet 3-GS

Dept./ Course #	Course Title	Area A: Natural Sciences	Area B: Social Sciences (Group 1)	Area B: Social Sciences (Group 2)	Area C: Arts and Media	Area D: Humanities	Area E: Multicultural Disciplines and Languages	Area F: Quantitative and Computer Literacy
<b>Area A: Natural Sciences</b>								
BIOL 225	Human Sexual Biology for GEP	✓						
CHEM 130	Chemistry of Everyday Things	✓						
CHEM 140	Forensic Science	✓						
ETHN 130	Understanding Ethnic Conflict	✓		✓			✓	
GEOG 120	Mapping the City	✓						
GEOG 220	Geographies of Immigration	✓		✓			✓	
GEOG 220	Geographies of Immigration	✓					✓	
GEOG 225	Earth 360: Integrated Geography	✓						
GEOS 120	Water Explorer	✓						
GEOS 130	Understanding Ethnic Conflict	✓		✓			✓	
GEOS 135	Our Planet Earth	✓						
GEOS 231	Water Chronicles	✓						
GEOS 235	Global Climate Change	✓						
GEOS 250	Plunder: Race for Natural Resources	✓						
PHYS 108	Physics of Sports	✓						
PHYS 114	Why Things Move	✓						
<b>Area B: Social Sciences (Group 1)</b>								
PSYC 120	Social Psychology of Everyday Life			✓				
PSYC 140	Exploring Human Sexual Behavior			✓				
SOCI 121	Sociology of Families			✓				
SOCI 237	Refugees and Forced Migration			✓				
<b>Area B: Social Sciences (Group 2)</b>								
PSYC 120	Social Psychology of Everyday Life			✓				
PSYC 140	Exploring Human Sexual Behavior			✓				
SOCI 121	Sociology of Families			✓				
SOCI 237	Refugees and Forced Migration			✓				
<b>Area C: Arts and Media</b>								
ART 124-2016	Passion for Painting				✓			
ART 125	Ceramics & Civilization				✓			

Gen Ed Courses for Area A-F Credit on Planning Sheet 3-GS

Dept./ Course #	Course Title	Area A: Natural Sciences	Area B: Social Sciences (Group 1)	Area B: Social Sciences (Group 2)	Area C: Arts and Media	Area D: Humanities	Area E: Multicultural Disciplines and Languages	Area F: Quantitative and Computer Literacy
ART 145	Websites for Everyone				✓			
ART 150	Empower Tools: Art for Social Change				✓			
ART 170	Time Travel: Intro to Time-Based Art				✓			
ART 200	Art Now				✓			
ART 225	Illustration, War & Identity				✓			
ART 226	Representation & Illusion in Art				✓			
ART 226	Representation & Illusion in Art				✓			
ART 241	Self: I as Body				✓			
ART 242	Self: I as Image				✓			
ART 255	Cut, Copy, Paste, Write				✓	✓		
ART 255	Cut, Copy, Paste, Write				✓	✓		
ART 263	Activists, Interlopers, and Pranksters				✓			
ART 270	Acts of Resistance: DIY + Making				✓			
ART 271	Body Adornment				✓			
ART 286	Info Graphics for the Sciences				✓			
ENGL 255	Cut, Copy, Paste, Write				✓			
MDT 109	Musical Improvisation				✓			
MDT 110	Music & the City				✓			
MDT 165	Billings to Tupac & Beyond				✓			
MDT 180	Music by Women Composers				✓			
MDT 209	Music Now				✓			
MDT 250	Sing with Swing				✓			
MEDI 130	History of Media				✓			
MEDI 255	The Media Revolution of 1960s				✓			
MEDI 260	The Fantastic in Film & TV				✓			
<b>Area D: Humanities</b>								
ART 255	Cut, Copy, Paste, Write				✓	✓		
ART 255	Cut, Copy, Paste, Write				✓	✓		
ENGL 125	Stories of the University					✓		
ENGL 130	Reading the Environment					✓		



Gen Ed Courses for Area A-F Credit on Planning Sheet 3-GS

Dept./ Course #	Course Title	Area A: Natural Sciences	Area B: Social Sciences (Group 1)	Area B: Social Sciences (Group 2)	Area C: Arts and Media	Area D: Humanities	Area E: Multicultural Disciplines and Languages	Area F: Quantitative and Computer Literacy
ENGL 133	Dark Stories for Young Adults					✓		
ENGL 135	Place in US Immigrant Lit					✓		
ENGL 235	Reading Hip Hop					✓		
ENGL 255	Cut, Copy, Paste, Write					✓		
ESL 130	American Myths					✓		
ESL 140	The Language of Science					✓		
HIST 131	Metropolitan New York					✓		
HIST 133	Cranks & Critics					✓		
HIST 231	The US in the World					✓		
HIST 233	Beyond Boundaries: Global History					✓		
HIST 245	Cities in History					✓		
LTED 160	Languages of Power and Social Justice					✓		
MEDI 120	Understanding Movies				✓			
PHIL 125	Ethics in Everyday Life					✓		
PHIL 140	The Examined Life					✓		
PHIL 245	Social Justice					✓		
PHIL 246	Food, Philosophy, Global Health					✓		
PHIL 260	Philosophy of Education					✓		
SOCI 230	Cities of Industry			✓				
<b>Area E: Multicultural Disciplines and Languages</b>								
ETHN 130	Understanding Ethnic Conflict	✓					✓	
GEOG 220	Geographies of Immigration	✓					✓	
GEOG 220	Geographies of Immigration	✓					✓	
GEOS 130	Understanding Ethnic Conflict	✓					✓	
WGST 101	Telling Women's Lives						✓	
WGST 109	Gender, Sexuality, & Culture						✓	
WGST 110	Diversity & Difference						✓	
WGST 220	Women & Leadership						✓	
WGST 225	Women, Hip Hop, Social Change						✓	
<b>Area F: Quantitative and Computer Literacy</b>								

Gen Ed Courses for Area A-F Credit on Planning Sheet 3-GS

Dept./ Course #	Course Title	Area A: Natural Sciences	Area B: Social Sciences (Group 1)	Area B: Social Sciences (Group 2)	Area C: Arts and Media	Area D: Humanities	Area E: Multicultural Disciplines and Languages	Area F: Quantitative and Computer Literacy
CS 120	Computers and Info Tech							✓
ECON 210	Personal Finance Practices							✓
MATH 215	Problem Solving in Math							✓
MATH 225	Math on Global Climate Change							✓

# ACADEMIC REGULATIONS & POLICIES

## ACADEMIC HONORS

Students with a semester average of 3.50 or better (minimum of 12 credits of computable grades) will be placed on the Dean's List. Students who have a cumulative average of 3.65 or better as they begin the spring semester at the University will be officially identified for honors in the Commencement program and designated as follows:

- 3.65-3.79 cum laude
- 3.80-3.89 magna cum laude
- 3.90-4.00 summa cum laude

based on a minimum of 32 credit hours in residence at New Jersey City University. Only graduates with a cumulative average of 3.65 or higher will have an honors notation on their permanent records.

## ACADEMIC STANDARDS

1. Academic standing is determined by a student's cumulative G.P.A. Failure to attain minimum G.P.A. levels will lead to suspension, probation or academic dismissal from the University.

2. A student will be placed on probation for the next semester for which the student enrolls if the cumulative grade point average falls below the following levels:

- 1.60 cumulative G.P.A. after a minimum of 13 credit hours attempted
- 1.75 cumulative G.P.A. after a minimum of 24 credit hours attempted
- 1.85 cumulative G.P.A. after a minimum of 48 credit hours attempted
- 2.00 cumulative G.P.A. after a minimum of 72 credit hours attempted
- 2.00 cumulative G.P.A. is required for graduation

A. A student on probation may not enroll for more than 13 credits during a semester or the 11 credits maximum allowed in the combined summer sessions. Students can enroll in Summer sessions.

B. A student on probation who achieves a semester average of 2.00 or higher during the probationary semester may continue with his/her studies.

C. Probation is removed when the student's cumulative grade point average reaches the appropriate level.

3. When a student fails to meet the prescribed academic standards at the mid-year point, s/he will be notified as to his/her continued probationary status and given an academic warning. Depending upon the student's C.G.P.A. at the end of the academic year, the Office of the Dean of Students may implement additional sanctions (continued probation, suspension, and/or dismissal).

4. At the end of the spring semester, a student who has been on probation for two consecutive semesters or more and who receives a semester C.G.P.A. lower than 2.00 maybe suspended or dismissed from the University.

5. Any appeal of this suspension must be made to

the Dean of Students within two weeks of receipt of the official notice by completing the appeals application available in the Office of the Dean of Students, Michael B. Gilligan Student Union, Room 127 or online at [njcu.edu/academicappealform](http://njcu.edu/academicappealform). The Academic Appeals Committee, will review the appeal and make a recommendation to the Dean. The decision of the Dean of Students is final.

6. Any student who is suspended from the University may not be considered for readmission for at least one calendar year after the date of suspension.

7. Any reinstated student who does not maintain a semester average of 2.0 or higher will be dismissed for a final time.

8. The academic dismissal is final; it cannot be appealed; and the student cannot apply for readmission to the University for the future.

## TRANSFER STUDENT GRIEVANCE/APPEALS

In accordance with the Comprehensive Statewide Transfer Agreement\* (hereafter known as the "Agreement"), A transfer student can appeal a decision that he/she believes to be inconsistent with the Agreement.

NOTE: Neither the Agreement nor the accompanying appeals procedure initiate a request for course substitutions. Students wishing to make such a request must file a "Request to Substitute General Studies Area Requirements" form.

## APPEALS PROCEDURE

Appeals must include the reason for appeal as well as all supporting documentation verifying course credit and placement.

The transfer student must file a written complaint with the Director of The University Advisement Center within 30 days of any evaluation decision that the student is disputing: [jduff@njcu.edu](mailto:jduff@njcu.edu).

Upon receipt of the Director's decision, which is due to the student within 15 days of receipt of the complaint, the student may appeal directly to the Provost within ten days. The Provost's decision is final and is due to the student within ten days of receipt.

All decisions will be communicated via the student's NJCU e-mail and mailing addresses. Students should have a GothicNet ID and updated mailing address prior to submitting the complaint.

## ACADEMIC GRIEVANCE/APPEAL PROCEDURES

(Effective spring 2004)

To resolve grievances regarding grading, course requirements, attendance, academic integrity, and other academically-related complaints:

**Step 1.** Meet and discuss the complaint with the faculty member involved to resolve the situation within 45 days of the last day of the semester

during which the grievance took place. At the conclusion of the meeting, the faculty member will inform the student of a decision.

**Step 2.** The student may submit a written appeal to the faculty member within 10 calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within 10 calendar days, the student may submit a written appeal to the next level of review, the department chairperson, with ten calendar days.

**Step 3.** Written appeal to the appropriate department chairperson within 10 calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed 10 calendar days.

**Step 4.** Written appeal to the appropriate Academic Dean within ten (10) calendar days of notification of a decision pursuant to the previous step. The appropriate dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

**Step 5.** Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step.

Grievances that are not resolved at the Dean's level may be referred to the Student Affairs Committee of the University Senate. Within 20 days of receipt of a written appeal from a student, the Committee shall determine that the appeal has basis in fact; inform the complainant of the legal and administrative limitations of the Committee in resolving grievances; and determine that all normal avenues of appeal resolution between the parties involved and the applicable department chair and dean have been exhausted. The Committee may choose to meet with the parties involved. The Committee will provide notice of its decision to the Provost, who will render a final decision within 30 calendar days of receiving the Committee's recommendation.

## FINAL APPEAL

Only expulsion cases may be appealed to the President. The student will have ten calendar days from the date of the Provost's decision to file a written appeal with the President. The President shall render a final decision within 20 calendar days of receiving the appeal. The President's decision is final and there is no further recourse at the University.

## ADVISORS

First-semester freshmen, and new transfer students, undeclared/unclassified students will be assigned to a general studies advisor by the University Advisement Center. They will report to Vodra Hall, Room 101 for advisement. Each student must meet with his/her advisor prior to registration.

1. Students accepted into a major report to their major department for advisement.

2. OSP students report to Vodra Hall, 2<sup>nd</sup> floor.

3. TLC Students report to Hepburn Hall, Room 113 for advisement.

4. Students receiving V.A. educational benefits (i.e. veterans or dependents of veterans) must schedule an appointment with the Coordinator of Veteran's Affairs at the University Advisement Center, Vodra Hall, Room 101.

### ADVANCE CREDIT

#### 1. Advance Credit by Examination and Experience, Advanced Placement High School Courses, and Other Courses or Programs Recognized by the American Council on Education.

A student may achieve advance standing by presenting evidence of knowledge gained through experiential learning outside the classroom, which is evaluated through the following examination programs: the University-Level Examination Program (CLEP), American University Testing Program (ACT/PEP), University Proficiency Examination Program (CPEP), and departmental challenge examinations. The student must submit examination scores that meet the criteria for credit.

A student may also achieve advanced standing by presenting evidence of knowledge gained through the successful completion of Advanced Placement high school courses, United States Armed Forces Institute courses, and military, non-collegiate courses and training programs recognized by the American Council on Education.

#### 2. Advance Credit by Transfer.

Transfer credit is granted for courses completed at another institution with a minimum grade of "C". Generally, transfer students are expected to satisfy their major program requirements in-residence at New Jersey City University. Under the recommendation of a department chairperson, may approve the application of some transfer credits to the major requirements. Transfer credit will only be accepted as satisfying major requirements if the department chairperson or appropriate department committee approves the transfer credit.

A student seeking to transfer to New Jersey City University must submit official transcripts of all credits completed at other institutions prior to the time of application to the University. The only exception to this are credits being earned elsewhere at the time of NJCU application. For these credits, a student must submit a final official transcript no later than October 15 for fall applicants and February 28 for spring applicants.

3. Advance credit by transfer with an A.A. or A.S. degree from an Accredited Two or Four-Year College in the State of New Jersey. Graduates from accredited two or four-year colleges in New Jersey with an A.A. or A.S. degree, who earned a C.G.P.A. of at least 2.0 (on a scale of 4.0) may transfer a maximum of 66 credits to New Jersey City University, thereby satisfying the University's general studies requirements.

### DECLARATION OF MAJOR PROGRAM OF STUDY

Degree students applying for acceptance into their major program, must file the form online. Once application is submitted, an advisor will review the application and inform the student of its approval via the NJCU e-mail account. New transfer students should apply for admission to a major program at the beginning of their first semester at the

University. Freshmen should apply for acceptance into a major after following completion of all undergraduate required courses, approximately 35 degree credits. Prospective music majors must audition in person before music faculty.

A minimum cumulative average of 2.0 is generally required for admission to a major; department may refuse to accept if a student's work in core courses is below a "C". Specific admission are available from individual departments. No student is accepted to a major until he/she passes and/or been tested out of the Academic Foundations Program.

Veterans or dependents of veterans receiving VA benefits who have completed 32 semester hours and have an acceptable grade point average, must declare a major once granted admission to the major program. The student will receive a copy of the provisionally approved application and assigned to an advisor for the major program. Students are approved conditionally for admission to the major; continuation in the major is contingent upon satisfactory progress in the major program.

Students interested in education major may be provisionally accepted into the major as early as the second semester provided they have a G.P.A. of 2.75 or higher. Other requirements for formal admission are available from the department or the Advisement Center.

### APPLICATION FOR MINOR PROGRAM OF STUDY

Students who wish to pursue a minor program of study must file an Application for Admission to Undergraduate Minor Program at the University Advisement Center, Vodra Hall, Room 101.

### ATTENDANCE POLICY

Each faculty member determines attendance requirements for the courses he or she teaches. At the first meeting of each class, students shall receive a written statement of the attendance requirements. Attendance records may be factored into the evaluation of the student's performance and achievement for the course.

Students are required to take all examinations announced by the faculty on the days scheduled for them.

To comply with federal and state aid requirements, instructors are required to keep attendance records, complete Mid-Semester Audit Report Forms, and certify the last date of attendance of students receiving aid.

Financial aid recipients who never attend one or more of their classes or who stop attending all of their classes will be paid a reduced amount of aid and are subject to forfeiture of their financial aid.

Students enrolled in Joint Programs (NJCU/Rutgers) and (NJCU/NJIT) shall at all times be required to follow the rules and regulations established by affiliated clinical, governmental, accreditation agencies, professional associations and any other institution, agency, or organization participating in the Joint Program.

They shall do so under the specific instruction of the supervisory staff of those agencies.

### CANCELLATION OF COURSE AND STAFFING

The University reserves the right to cancel any course for insufficient enrollment. Any student registered for a cancelled course is eligible for a 100% refund provided he or she is registered for less than 12 credits. The student can accept the refund or substitute another course. Adding the other course must be completed before the end of the Add/Drop period. The University reserves the right to change faculty assignments and therefore cannot guarantee students faculty of their choice.

### CHANGE OF MAJOR

To change a major students must complete and file the Application to Change Major Program of Study Form. Forms are available at the University Advisement Center, Vodra Hall, Room 101.

### CHANGE OF ENROLLMENT STATUS

1. A currently-enrolled, degree-seeking, part-time student, who wishes to change to full-time enrollment status for the next semester is eligible to do so once he or she has:

- A. completed a minimum of 12 college level credits at NJCU
- B. achieved a minimum cumulative G.P.A. of 2.0
- C. completed and filed change of Enrollment for Continuing Students Form at the University Advisement Center, Vodra Hall, Room 101.

2. A currently-enrolled, "unclassified", part-time student, who wishes to change to degree study is eligible to do so once he or she has:

- A. completed a minimum of 12 college-level credits at NJCU
- B. achieved a minimum C.G.P.A. of 2.0
- C. completed and filed change of Enrollment for Continuing Students Form at the University Advisement Center, Vodra Hall, Room 101.
- D. Taken the University's basic skills test. (Arrangements for the test may be made at the University Advancement Center)

### COURSE LOAD AND OVERLOAD OPTIONS

Each full-time, undergraduate student must register for at least 12 credits each regular semester. This is the course load required of full-time undergraduates.

Overload is defined as registering for more than 12 credits for a regular semester. Various restrictions apply:

- 1. Full-time undergraduates on academic probation may register for a maximum of 13 credits.
- 2. Full-time undergraduates who have not passed, all the required courses below the 100 level, may register for a maximum of 16 credits.
- 3. Full-time undergraduates who have passed the All University Requirement courses and all Required courses below the 100 level are eligible to register for more than 16 credits if below criteria is met:



**A.** Students with a C.G.P.A.:

**B.** between 2.5 and 3.5 Maximum of 18 credits with permission from a dean\*

**C.** >3.5 Maximum of 22 credits, with permission of the dean.

Permission of the dean of the college of the student's major, or, intended major for over 18 credits.

Summer Session: A maximum of 6 credits is allowed per summer session.\*

Winter session: A maximum of 3 credits is allowed for winter session.\*

\*Dean's permission required for:

-Summer more than 6 credits

-Winter more than 3 credits

### COURSES AT ANOTHER INSTITUTION

Any NJCU student wishing to take a course at another institution, must obtain permission, in the form of a signed waiver, prior to taking the course. Waiver forms are available at the University Advisement Center, Vodra Hall, Room 101.

Any student wishing to substitute a course from another institution for a general studies requirement, must submit an Application for Waiver of General Studies Requirement, signed by his/her advisor to the Dean of the William J. Maxwell College of Arts and Sciences, for approval. If approved, the waiver will be forwarded to the University Advisement Center.

Any student wishing to substitute a course from another institution for a requirement in his/her major, must submit a Waiver of Major Requirement signed by his/her faculty advisor and major department chairperson to the University Advisement Center.

The student must obtain a grade of "C" or better to receive transfer credit for a course taken at another institution.

An NJCU-matriculated student cannot receive financial aid as a visiting student at another school. However, the student should check with the financial aid office of the school he/she is visiting to determine whether there can be (or is) a consortium agreement with NJCU for purposes of enrollment there. Such an agreement must be reviewed and processed by the financial aid offices at each school. Supporting statements indicating that the course(s) will be credited toward a student's degree requirements must also be submitted.

### COURSE SUBSTITUTION

Substitution of a General Studies Requirement. If an advisor wishes to substitute a non-general studies NJCU course for a general studies requirement, the student must submit a waiver, signed by the advisor, to the Dean of Arts and Sciences for approval. If approved, the waiver will be forwarded to the University Advisement Center.

Substitution of Major Requirement. Any student wishing to substitute another NJCU course for a requirement in the major, the student must submit a Waiver with the signatures of his/her faculty advisor and (major) department chairperson. If the Waiver is signed by both these parties, it must be brought, by the student, to the University Advisement Center, Vodra Hall, Room 101.

### DEGREE REQUIREMENTS

To be eligible for graduation from New Jersey City University with the degree of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science in Nursing, or Bachelor of Science, a student must fulfill the following requirements:

**1.** Earn a minimum of 120 credits: of these, at least 32 credits must be at NJCU.

**2.** Maintain a minimum C.G.P.A. of 2.00 (C average). Major Department requirements may be higher.

**A.** Complete the University's general education requirements as described in the University catalog and Academic Planning sheet

**B.** Completion of at least 36 credits and achieve at least a 2.0 C.G.P.A. in an approved major as outlined in the catalog by the department offering the major

**C.** Be recommended for graduation by University faculty.

**NOTE:** *Academic Foundations courses: Students admitted to NJCU who are deficient in English, reading and/or mathematics are required to take certain Academic Foundations courses (below 100 level). Although these courses are credit bearing, they do not count toward the required 120 credits needed for graduation.*

**3.** Any candidate who already holds a bachelor's degree from a college recognized by an American accrediting agency may apply for admission to NJCU for a second baccalaureate degree. Those accepted must complete at least 36 credits in residence beyond the first degree. These credits must fulfill all the requirements for the new degree.

If the candidate is a graduate of New Jersey City University or another accredited American College, prior credits earned will be recognized as having satisfied all General Studies and elective requirements.

### CLASS STATUS

For purposes of general operations of the University:

Freshman: 0-29.5 credits\* completed

Sophomore: 30-59.5 credits\* completed

Junior: 60-89.5 credits\* completed

Senior: 90+ credits\* completed

\*Credits for courses above the 100 level.

### GRADING SYSTEM

The standing of each student at the completion of each course is determined by the instructor and recorded at the end of each semester.

A	(4.0)	D	(1.0)
A-	(3.7)	P	(Pass)
B+	(3.3)	F	(0.0)
B	(3.0)	W	(Withdrawal)
B-	(2.7)	IN	(Incomplete)
			Foundation Course only)
C+	(2.3)	R	(Academic-Repeat
C	(2.0)		
C-	(1.7)		

**Grade Point Averages:** The numbers in parentheses represent the index values used to compute grade point averages. The number of credits/semester hours assigned to the course multiplied by the grade index received gives the grade points earned for that course. The sum total of grade points earned divided by total credits attempted constitutes the student's G.P.A.

**IN (Incomplete) Grade** Used only in extraordinary circumstances, the "IN" grade grants a student further time to complete required course work. The deadline for revision of "IN" is six weeks after the beginning of the next semester. "IN" grade for Fall semester or winter session must be satisfied by the sixth week of the following Spring semester. "IN" grade for the Spring or Summer session must be satisfied by the sixth week of the following Fall semester. "IN" grades that are not resolved by the deadline will automatically be converted to "F" grades.

**W (official withdrawal) Grade:** This grade is used when a student officially withdraws from a course by filing a withdrawal form with the Office of the Registrar. Deadlines for filing are November 1 for the fall semester; April 1 for the spring semester; And the mid-semester point for summer sessions. Any student who does not complete course work and does not officially withdraw will receive the grade of "F". In extraordinary circumstances, such as hospitalization for an accident or illness, a student may submit a written request to the appropriate academic dean for an official withdrawal after the deadline date. Such request must be accompanied by appropriate documentation of the time and nature of the circumstances. Decisions by the Academic Dean's are final. To obtain a refund, students must file an official form and follow the Registrar's Refund Schedule. A partial refund is available only within the first third of each semester or summer session.

**R Grade:** This grade, is only used for Academic Foundations courses, used for student's who demonstrate progress in a course but not sufficient progress to warrant a passing grade. Any student who receives an "R" grade must either repeat the course or demonstrate the ability to advance to the next level of course work. Students may receive one "R" grade per course. When the course is repeated, an "F" grade leads to dismissal from the University. Letter grades (A through F) issued for Academic Foundation courses (catalog number less than 100) are not calculated in the grade point average.

**Grade Access:** Final grades are posted to the transcript file approximately three weeks following the last day of the semester. Grades can be accessed via the Internet at GothicNet.

**Change of Grade:** A Grade change must be submitted to the Registrar's Office prior to posting of the degree. A Grade change will not be approved once degree is posted.

**NOTE:** The grades "W" (Withdrawal), "P" (Pass) and "R" (Repeat-Academic Foundations) do not affect the grade point average; however, an excessive number of "W" grades can adversely affect a student's eligibility for various types of financial aid. "R" grades do not count toward degree requirements.

## GRADE RECOMPUTATION POLICY

1. Effective Fall 2014, an automatic grade recomputation process will no longer require the student to file a form with the Registrar's office to enact the recomputation of the GPA.
2. All grades will remain on the official transcript. An explanation of this policy appears on the transcript.
3. Any course may be repeated subject to department policies restricting students from repeating an elementary course once a more advanced course has been completed. No substitutions are allowed.
4. The maximum grade recomputation allowed is 16 credits.
5. This policy is not retroactive. Courses repeated prior to the effective date(Spring 1992) of this policy are not eligible for grade recomputation.
6. Students must submit a recomputation form to the Registrar's office for courses repeated prior to Fall 2014.
7. This policy does not apply to students who have graduated.
8. Credit for courses repeated is applicable only once toward the degree.
9. Foundation courses are excluded from the recomputation policy.
10. Course coded with plagiarism are excluded from the recomputation policy.

Please note that Veterans Administration education benefits are not payable for courses previously completed, unless the completed course has a grade of "F" and/or the course has a minimum grade requirement for the student's major program of study. For additional information on the above policy or veterans affairs, please contact the Coordinator of Veterans Affairs in the University Advisement Center, Vodra Hall, Room 101, or call (201) 200-3005.

## GRADUATION AND CERTIFICATION DEADLINE DATES AND FORMS FOR UNDERGRUATES

A senior eligible for graduation must complete the online Graduation Clearance form. Log to your GothicNet account. Click on the Student Dashboard tab, then click on "Apply for Graduation" link. Students with a co-major of Education/certification must complete the Intent To Graduate Form and if applicable, the Application for Certification: both are available at the Registrar's Office Hepburn Hall, Room 214, 9:00 a.m. – 5:00 p.m., Monday – Friday, p.m. during the Fall and Spring semesters and until 7:00 p.m. Mondays and Thursdays during the Fall and Spring semester. Deadlines are:

1. May 15 to June 15 if the student expects to complete all requirements by the end of the Summer I or II Sessions. Transcripts and diplomas will be dated August 15 and diplomas will be available by October 15.  
  
Students applying for graduation clearance and completing degree requirements in summer 2016 sessions/s are eligible to participate in the May 2017 commencement ceremonies.
2. August 1 to September 30 if the student expects to complete all requirements by the end of the fall semester. Transcripts and diplomas will be dated January 31 and diplomas will be available by March 15.

3. November 1 to 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 by mid July. Students who apply for graduation clearance in the spring semester and are denied because of a short fall of six credits or less may request permission from the University Registrar to participate in the Spring commencement ceremonies after registering for the summer session. Permission to participate form must be submitted between April 3 through April 21, 2017.
4. All graduating seniors will receive a letter from the Dean of Students in March regarding participation in the May Commencement.
5. Effective July 2010, a \$75.00 non-refundable graduation clearance fee will be charged to all students filing for graduation clearance.

## INDEPENDENT STUDY

Independent study consists of problem centered projects undertaken on a variable credit basis. The William J. Maxwell College of Arts and Sciences, College of Professional Studies, School of Business, and the Deborah Cannon Partridge Wolfe College of Education limit undergraduates to six credits of independent study.

## MAJOR REQUIREMENTS

All students must complete a major program of at least 36 credits, as determined by the department administering the program.

Students majoring in an approved Program should consult the chairperson to obtain a printed copy of specific courses and requirements. Also, students interested in Teacher Education programs should consult with the appropriate chairperson to obtain a printed copy of specific courses and requirements.

## MATRICULATION

Matriculation is admission to the University as a degree student.

## PASS/FAIL OPTION

Pass/Fail Forms are available on a table located in the hallway opposite the Registrar's Office Service Window, Hepburn Hall, Room 214. Forms may be submitted at the service window during office hours or through the door mail slot after office hours. Students may request a final grade of PASS or FAIL instead of a letter grade in an elective, non-major, general studies (not an AUR or core course), or academic minor course. The Pass/Fail Option is limited to nine credits and no more than one course per semester. A grade of "Pass" is given for satisfactory completion of course requirements and a grade of "Fail" for unsatisfactory completion of course requirements. When the "Pass" grade is achieved, the credits assigned to a course are indicated as earned but the student's C.G.P.A. remains unaffected. Only the grade of "F" negatively affects the cumulative average. Students must complete a Pass/Fail form at the Registrar's Office, Hepburn Hall, Room 214.

An elective is any course outside the major and not specifically required in the student's program. At the discretion of any department, certain courses

within the major field can be designated "Pass/Fail." The Pass/Fail option may be exercised following the add-drop period. Deadline to apply for P/F option: Fall semester is November 1, Spring Semester is April 1, mid semester for summer.

## REFUND OF TUITION AND FEES

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

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

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

**Late fee charges are not refunded.**

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

## REPEATED COURSES

A student MUST repeat any course that he/she has failed if the specific course is required for graduation. When a course is repeated, both the original course and grade and the subsequent course and grade are reflected on the transcript, BUT the credits are counted ONLY ONCE TOWARD DEGREE REQUIREMENTS. Effective Fall 2014, computation of the lower grade of a repeated course may be omitted from the GPA. For more details, see Grade Recomputation Policy on this page.

## RESIDENCE FOR TUITION PURPOSES

Tuition is assessed according to a student's legal and permanent residence at the time of admission to the University. A student who becomes a legal and permanent resident of New Jersey subsequent to his admission to the University must directly contact the Registrar, Hepburn Hall, Room 214, and submit the required documentary evidence prescribed by law.

## SENIOR CITIZENS

1. 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.
2. Senior citizens, 65 years or older, who are residents of New Jersey and meet the admissions 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. As of spring 2013, senior

citizens using a tuition waiver cannot enroll until the 3<sup>rd</sup> day of the fall and spring semester or 2nd day of the summer and winter session.

### SUMMER SESSIONS AT NJCU

During Summer Session I and Summer Session II a student may register for a maximum of 6 credits for each five-week session.

### TRANSCRIPTS

There are three ways to request a transcript:

1. In person: Fill out a form at the Registrar's Office Hepburn Hall, Room 214.
2. By mail: Send a signed letter to Transcripts, c/o Registrar's Office, New Jersey City University, 2039 Kennedy Boulevard Jersey City, N.J. 07305.
3. Via the Internet: Visit <http://www.njcu.edu/registrar> or <http://gothicnet.njcu.edu>.

Students may request separate undergraduate and graduate transcripts but no portion of the undergraduate or graduate record may be deleted. Procedures for the issuance of transcripts are governed by the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (Final Regulations, 41 Fed. Reg. 24662 399.33).

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars and Officers of Admission. Where NJCU transcripts show credit hours earned at other institutions, the official transcripts from those institutions have become a part of the student's permanent file in the Registrar's Office. New Jersey City University does not provide copies of transcripts from other institutions. To obtain such transcripts, the student must contact the institution previously attended. Transcripts should be requested at least ten days prior to the time needed.

The University will not issue an official academic transcript if a student owes a past due balance on a student account or has defaulted on repayment of a student loan. A one-time transcript fee of \$25.00 is charged to all new students.

Regular transcript requests are limited to ten annually. Regular service is provided within four working days. A one-hour transcript service is available weekdays until 4:00 p.m. for a \$10.00 processing fee.

### VISITING STUDENTS

- A. DURING THE FALL AND SPRING SEMESTERS, a formal application to NJCU is not required for visiting students. Visiting students present to NJCU Registrar an authorized permission letter from the university he or she is attending listing the course titles.
- B. DURING THE SUMMER SESSIONS, formal application to New Jersey City University is not required for visiting students. The visiting student presents to the Registrar:
  1. an authorized permission letter from the university he or she is attending listing the course titles.
  2. a copy of a university transcript, or
  3. a photostat of the student's high school diploma.

Graduating high school seniors must submit a signed letter from their high school certifying their status as a senior and their expected graduation date.

- C. GRADES FOR VISITING STUDENTS Grades will be posted to the official transcript three weeks after the last day of the semester. Visiting students may request on official transcripts be sent to the University of their choice by writing to Transcripts c/o Registrar's Office New Jersey City University, 2039 Kennedy Blvd., Jersey City, N.J. 07305.
- D. FINANCIAL AID FOR VISITING STUDENTS. A visiting student cannot receive financial aid from New Jersey City University. Visiting students should check with their college or university's financial aid office about a consortium agreement with NJCU for purposes of the student's enrollment at NJCU. All requests for these agreements are reviewed and processed by the Financial Aid Offices at each institution. Supporting statements indicating that these courses will be credited toward the student's degree requirements must also be submitted to the home school.

### VETERANS AFFAIRS

The office of the Coordinator of Veterans Affairs is located in the University Advisement Center, Vodra Hall, Room 101. The Coordinator assists veterans and eligible dependents of veterans with:

- The certification of veterans to the Veterans Administration for education benefits.
- Processing of Veterans Tuition Credit Programs forms (VTCP) for students eligible to receive such grants from the State of New Jersey.
- The processing of tuition credit waiver for members of the New Jersey National Guard.
- Veterans should schedule an appointment with the Coordinator of Veterans Affairs each semester to discuss their benefits and academic status.

Effective Fall 2014, all active service members and veterans of the United States Armed Forces will be eligible to receive in state tuition rates for undergraduate and graduate courses at New Jersey City University. This policy applies to all programs offered at the institution.

For additional information on veterans' affairs, contact the Coordinator of Veterans Affairs at (201) 200-3300.

### ACADEMIC FRESH START

The Academic Fresh Start facilitates the return to NJCU of students who left because of academic difficulty. The policy addresses students who want to return to NJCU after one year or more and have demonstrated the potential for success by having completed 12 credits or more with a cumulative GPA of 2.5 or better at another institution, or have received an Associate's Degree from a community college.

1. Academic Fresh Start may be granted one time and only for courses taken at NJCU;
2. An undergraduate student must be separated from the college for minimum of 12 months;
3. Current students who were readmitted after a 12-month separation from NJCU are

eligible for Academic Fresh Start policy;

4. Application for Academic Fresh Start must be submitted to the Dean of Arts and Sciences unless there is a declared major in one of the other colleges. This application will be submitted by July 1 for the next fall semester readmits, or by November 1 for the next spring semester readmits;
5. Upon return to NJCU, a readmitted student will be placed on academic probation until the completion of 15 credits with no grade below C. The student can withdraw from a course only with permission of the new program advisor and the Dean.
6. Appeals may be made to the appropriate Dean (as stated in Policy #4) and then to the Provost.
7. Courses omitted from the recalculation will remain on the transcript and will be identified by "" and will not be counted towards graduation requirements. Up to 30 credits may be omitted prior to recalculation, subject to departmental policies. Only courses with a grade lower than C will be eligible for omission;
8. W records will remain on the transcript;
9. An academic probation contract with the new program advisor is required prior to registration;
10. Financial aid policies are independent of the Academic Fresh Start Policy;

### ADMINISTRATIVE WITHDRAWAL

The University reserves the right to administratively withdraw or deny registration to any student who fails to comply with institutional policies and regulations.

### VOLUNTARY WITHDRAWAL

Students who find it necessary to withdraw from the University must schedule an appointment with a counselor in the Counseling Center in the Michael Gilligan Student Union (201) 200-3165. Any student who withdraws from the University must also OFFICIALLY withdraw from courses at the Registrar's Office, Hepburn Hall, Room 214. See directions below.

### WITHDRAWAL FROM A COURSE

Students cannot drop or withdraw from Academic Foundation Courses without the approval of the Office of the Dean of William J. Maxwell Arts and Sciences. Any student who has earned 30 credits or more cannot drop or withdraw from an All University Requirement (Tier I) course, unless he or she is substituting a different section of the same course or has the approval of the Office of the Dean of Arts and Sciences. Any student who has earned 60 credits or more cannot drop or withdraw from an All University Requirement (Tier II) course, unless he or she is substituting a different section of the same course, or has the approval of the Office of the Dean of Arts and Sciences, or this action is a result of the placement test. Withdrawal forms are available on a table in the hallway across from the Registrar's Office service window, Hepburn Hall, Room 214. Forms may be submitted at the window during regular working hours; after hour forms may be placed in the door mail slot.

1. DURING ADD/DROP PERIOD: Students may Add/Drop classes through self service by login to GothicNet, or at the Registrar's Office



# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Hepburn Hall, Room 214 on days assigned for add/drop. Any dropped course(s) will not be recorded on the student's transcript and a 100% refund of tuition and fees will be granted for each credit below 12 credits.

**2. BETWEEN ADD/DROP AND THE FIRST THIRD OF THE SEMESTER:** Students must complete an official Withdrawal Form, at the Registrar's Office Hepburn Hall, Room 214. These course(s) will receive a "W" grade on transcripts and the student will receive a 50% refund of applicable tuition and fees for each credit below 12 credits.

**3. AFTER THE FIRST THIRD OF SEMESTER TO NOVEMBER 1 FOR FALL SEMESTER TO APRIL 1 FOR SPRING SEMESTER OR TO MID-SEMESTER FOR SUMMER SESSIONS I and II:** Students must complete an official Withdrawal Form, at the Registrar's Office, Hepburn Hall, Room 214. These course(s) will receive a "W" grade on the transcript and the student is not entitled to any refund.

**4. AFTER NOVEMBER 1 FOR FALL SEMESTER; APRIL 1 FOR SPRING SEMESTER; AND MID-SEMESTER FOR SUMMER SESSIONS I and II:** For any course(s) a student ceases to attend after these dates he/she will receive an "F" grade on his/ her transcript and there will be no refund.

After the deadline (paragraph 4 above), a student may no longer receive a "W" grade except in an extraordinary situation, and only with the written authorization of the appropriate academic dean. Request for appeal of the deadline must be made in writing, and must be accompanied by appropriate documentation about circumstances that prevented the student from withdrawing within the required time limits. The academic dean, either grant or deny the "W" grade. Regarding refund of tuition charges and fees after the deadline dates, see Refund of Tuition and Fees policy stated on page 20.

**NOTE:** Non-attendance does not constitute drop or withdrawal. The student will not receive a refund and will receive a grade of "F" for the course(s) in question.

An official drop or withdrawal can only be transacted by completing the appropriate forms by the date and locations noted on page 20.

## FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations require institutions to establish minimum standards of satisfactory academic progress for students receiving federal, state/and or institutional financial aid. These standards include "qualitative" as well as "quantitative" components. Students must maintain a certain cumulative grade point average (qualitative) and successfully earn minimal numbers of degree credits at each evaluation (quantitative). In determining satisfactory academic progress, all course work is considered, whether or not the student received financial aid at the time the work was completed.

Academic progress is measured annually after spring grades are posted. Students who do not meet the standards of satisfactory academic progress are notified by the Office of Financial Aid.

## QUANTITATIVE MEASURE

The quantitative component measures the pace at which the student must progress through his/her program of study to ensure completion within the maximum time frame allowed. Pace is calculated by dividing the cumulative number of credit hours the student successfully completed by the number of cumulative credit hours the student has attempted. The completion ratio must be 67% or greater.

For example, a student attempted 12 credit hours in the fall semester and earned 8 credits and in the spring semester s/he attempted 14 credits and earned 11. 8 credits + 11 credits = 19 credits earned. 12 credits + 14 credits = 26 credits attempted.  $19/26 = 73\%$  which is greater than the completion ratio of 67%.

**Transfer Credits:** Credits accepted by NJCU from prior institution(s) are totaled and divided by 15. The result, which is rounded down to the nearest whole semester, is the official measurement of the number of semesters spent at other institution(s). Transfer credits accepted toward the student's educational program are counted as both attempted and completed hours.

**Incomplete and Withdrawals:** Incomplete and withdrawn grades do not earn credits to meet the academic year minimum or influence the GPA in the term the course was attempted, but the credits are counted for time frame determination. Repeated courses count toward determination of enrollment status and maximum time frame.

## MAXIMUM TIME FRAME

The maximum time frame a student may attend and continue financial aid eligibility cannot exceed 150% of the published length of the student's academic program measured in academic years. The published length of a four-year undergraduate program is eight semesters; therefore a full time student has a maximum of twelve semesters to complete the program. The length of a graduate program is based on the published length for each individual program; in no case will the graduate student's enrollment exceeds the 150% point in time. If a student enrolls part-time, the semester will be prorated accordingly. When the student's enrollment exceeds the 150% point, the student is no longer eligible for financial aid.

## QUALITATIVE MEASURE

The qualitative component measures the student's cumulative grade point average (CGPA). Consistent with the University's academic standing policy; undergraduate students must achieve the stated CGPA as follows:

1.60 CGPA after a minimum of 13 credits hours attempted.

1.75 CGPA after a minimum of 24 credit hours attempted.

1.85 CGPA after a minimum of 48 credit hours attempted.

2.0 CGPA after a minimum of 72 credit hours attempted.

Consistent with the general academic requirements of the Graduate School, graduate students must maintain a cumulative grade point average of at least 3.0 to retain their eligibility for financial aid.

## SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

A student notified of their failure to meet Satisfactory Academic Progress is no longer eligible for federal, state or institutional financial aid. The student may appeal for additional eligibility by completing a SAP appeal form. As part of the appeal the student must explain:

- Why they failed to make academic progress, and
- What has changed that will allow the student to make SAP during the upcoming academic year.

All appeals are submitted to the Office of Financial Aid and reviewed by a committee.

If an appeal is granted the student will be placed on a status of Financial Aid Probation and given an academic plan. The Probation status will last for one term. At the end of that term the student will again be evaluated to determine either;

- The student is now making SAP; or
- The student is making progress under the specified academic plan.



# FALL 2016, SPRING AND 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

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.

**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 computer accounts, and internet/networking connections including wireless connections.

**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:

- A.** Students must check billing information on GothicNet. Students paying by credit card or e-check must pay their tuition and fees online using GothicNet. If paying by cash, check, or money order, report to the Bursar's Office, Hepburn Hall, Room 106. Bills are no longer mailed.
- B.** New accepted students who have paid the \$50.00 tuition deposit will receive a tuition credit for this amount in their first semester.
- C.** A \$50.00 one time mandatory orientation fee is charge to all new students.
- D.** A \$25.00 one time mandatory transcript fee is charge to all new students
- E.** Late Registration Fee is \$75.00, not refundable, and begins December 5, 2016 for continuing students.
- F.** Internship Fees:
  1. Student Teaching Internship: \$150.00.
  2. Museum Internship: \$150.00.
  3. School Nursing Internship: \$150.00.
  4. Practicum Fee: \$65.00.
- G.** Lab Fees: Fees are determined by the academic departments
- H.** 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>

# HOW TO READ THE COURSE OFFERINGS SECTION

The following is an example:

**(1) SCHEDULING CODE:**

D - Day Course, 8:30 a.m. - 3:25 p.m.

E - Evening Course, 4:00 - 9:45 p.m.

S - Weekend Course, 8:30 a.m. - 5:15 p.m.

**(2) ACADEMIC DEPARTMENT CODE:** ART, BIOL, CHEM.

**(3) COURSE CATALOG NUMBER:** The catalog number as it appears in the College Catalog, which provides a description of the course and the level of the course, i.e., 100, 200 are lower and 300, 400 are advanced.

**(4) CLASS NUMBER:** This four digit number is placed in the registration/add/drop card. It indicates the specific course section the student is enrolled in for the semester.

**(5) TITLE:** This is the title of the course.

**(6) CREDITS:** This is the number of credits received for the course.

**(7) DAY CODES:** These are the days the course section meets:

**M** – Monday    **W** – Wednesday    **F** – Friday

**T** – Tuesday    **R** – Thursday    **S** – Saturday    **U** – Sunday

**(8) TIMES:** This is the time the course meets.

**(9) MAIN CAMPUS BUILDING/ROOM BUILDING CODES:**

**A** Visual Arts Building

**C** University Charter High School

**F** Fries Hall

**G** Grossnickle Hall

**H** Hepburn Hall

**K** George Karnoutsos Arts and Sciences Hall

**L** Congressman Frank J. Guarini Library

**M** John J. Moore Athletic & Fitness Center

**P** Education and Professional Studies Bldg

**R** Rossey Hall

**S** Science Building

**U** Gilligan Student Union

**V** Vodra Hall

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

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

**(11) INSTRUCTOR:** Name of instructor scheduled to teach the course.

**(12) COMMENTS AND PREREQUISITES:** This is the notes area. Abbreviations which are found in this column are:

**A.** PR or PREREQ. Prerequisite for a course.

**B.** Perm Instr. or Perm Chairperson. Instructor or department chair permission required.

**C.** WW- Course delivered via the world wide web which requires no face-to-face meetings. WE- Face-to-face course which utilizes blackboard CE (formerly Web CT) component to enhance regularly schedule course meetings. BL- Course in which course content is distributed between online and face to face instruction.

**D.** DLTK. Dual Track: These courses are scheduled for identical lectures twice in one day for students who are employed for round-the-clock hours.

**E.** LAB FEE. Fee determined by the academic department.

**F.** AUR. All Undergraduate Requirements.

**G.** PRE AUR. Non-degree credit courses.

**H.** OFF CAMPUS. Courses are not taught at the NJCU Main Campus.

**I.** TBA. To be announced by the Academic Department offering the course. See Page 6 for department offices.

**J.** TAKE WITH, CONCUR. The course is offered concurrently with another course. You must register for both courses.

*Day, Evening, and Weekend courses are listed separately under each academic department.*

# GET YOUR REFUND CHECK FAST!

## BILL & PAYMENT ACCOUNT CENTER

### ✓ E - PAYMENT PLAN

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

### ✓ E - BILLS

A paperless and earth-friendly way to handle tuition payments

### ✓ E - PAYMENTS

Fast and secure automated payments

### ✓ E - REFUNDS

Direct deposit of refunds into your account

### ✓ AUTHORIZED USERS

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

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

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





# Study Abroad

**Bring more than a bachelor's degree to  
your next job interview!**

Employers are looking for candidates who have more than a bachelor's degree.

They want college graduates who can communicate with people from different backgrounds, view problems from different perspectives, and function successfully in new and challenging environments.

New Jersey City University's Study Abroad Program helps you develop and demonstrate that you have these characteristics. It is a once in a lifetime opportunity to experience another country's culture, earn up to 24 credits toward graduation, and acquire skills that are essential for a successful career.

**For more information, contact the  
Office of International Education at (201) 200-3022**






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

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

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



Come visit us in Hepburn Hall 101!  
Telephone: (201) 200-3342  
<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.



# SCHEDULE FOR CLASS WORKSHEET

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

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

# FINAL EXAM SCHEDULE FOR UNDERGRADUATE DAY COURSES SPRING 2017

## EXAM DATES

## EXAM TIME

Tuesday, May 9	For Classes with First or Only Meeting on T or R at 8:30 a.m.: For Classes with First or Only Meeting on T or R at 11:20 a.m.: For Classes with First or Only Meeting on T or R at 2:00 p.m. or 2:10 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:00 p.m. 1:30 p.m. or 3:30 p.m.
Wednesday, May 10	For Classes with First or Only Meeting on M, W, or F at 9:55 a.m.: For Classes with First or Only Meeting on M, W, or F at 11:20 a.m.: For Classes with First or Only meeting on W or F at 2:00 p.m. or 2:10 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:00 p.m. 1:30 p.m. - 3:30 p.m.
Thursday, May 11	For Classes with First or Only Meeting on T or R at 9:55 a.m. or 10:20 a.m.: For Classes with First or Only Meeting on T or R at 12:10 p.m.: For Classes with First or Only Meeting on T or R at 12:45 p.m.:	8:30 a.m. - 10:30 a.m. 11:00 a.m. to 1:00 p.m. 1:30 P.m. - 3:30 p.m.
Friday, May 12	For Classes with First or Only Meeting M, W, or F at 8:30 a.m.: For Classes with First or Only Meeting M, W, or F at 12:45 p.m.: Conflicts: Conflicts:	8:30 a.m. - 10:30 a.m. 11:00 p.m. - 1:00 p.m. 1:30 p.m. - 3:30 p.m. 4:00 p.m. - 6:00 p.m.
Monday, May 15	For Classes with First or Only Meeting M, W, or F at 10:20 a.m.: For Classes with First or Only Meeting M, W, or F at 12:10 p.m.: Conflicts:	8:30 a.m. - 10:30 a.m. 11:00 a.m. to 1:00 p.m. 1:30 p.m. - 3:30 p.m.

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

# FINAL EXAM SCHEDULE FOR UNDERGRADUATE EVENING COURSES FALL 2016

CLASS MEETING	TIME	EXAM DATE	DAY	EXAM TIME
Tuesday	4:00	May 9	Tuesday	4:00 p.m. - 6:00 p.m.
Tuesday	4:25	May 9	Tuesday	4:00 p.m. - 6:00 p.m.
Tuesday	5:30	May 9	Tuesday	6:00 p.m. - 8:00 p.m.
Tuesday	7:00	May 9	Tuesday	8:00 p.m. - 10:00 p.m.
Tuesday	8:30	May 9	Tuesday	8:00 p.m. - 10:00 p.m.
Wednesday	4:00	May 10	Wednesday	4:00 p.m. - 6:00 p.m.
Wednesday	4:25	May 10	Wednesday	4:00 p.m. - 6:00 p.m.
Wednesday	5:30	May 10	Wednesday	6:00 p.m. - 8:00 p.m.
Wednesday	7:00	May 10	Wednesday	8:00 p.m. - 10:00 p.m.
Wednesday	8:30	May 10	Wednesday	8:00 p.m. - 10:00 p.m.
Thursday	4:00	May 11	Thursday	4:00 p.m. - 6:00 p.m.
Thursday	4:25	May 11	Thursday	4:00 p.m. - 6:00 p.m.
Thursday	5:30	May 11	Thursday	6:00 p.m. - 8:00 p.m.
Thursday	7:00	May 11	Thursday	8:00 p.m. - 10:00 p.m.
Thursday	8:30	May 11	Thursday	8:00 p.m. - 10:00 p.m.
Friday	4:00	May 12	Friday	4:00 p.m. - 6:00 p.m.
Friday	4:25	May 12	Friday	4:00 p.m. - 6:00 p.m.
Friday	5:30	May 12	Friday	6:00 p.m. - 8:00 p.m.
Friday	7:00	May 12	Friday	8:00 p.m. - 10:00 p.m.
Friday	8:30	May 12	Friday	8:00 p.m. - 10:00 p.m.
Monday	4:00	May 15	Monday	4:00 p.m. - 6:00 p.m.
Monday	4:25	May 15	Monday	4:00 p.m. - 6:00 p.m.
Monday	5:30	May 15	Monday	6:00 p.m. - 8:00 p.m.
Monday	7:00	May 15	Monday	8:00 p.m. - 10:00 p.m.
Monday	8:30	May 15	Monday	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 13**

# UNDERGRADUATE ACADEMIC CALENDAR

## 2016 FALL SEMESTER

<b>October 18 to November 22</b>	Early Academic Advising/Registration/ Add/Drop for continuing students for 2017 Winter/Spring Semester. Read page 8 for detailed directions and hours.
<b>October 14</b>	Deadline for faculty to submit midterm grades.
<b>November 1</b>	Recommended filing date for Financial Aid Applicants for Spring 2017 Semester.
<b>November 1</b>	Graduation Clearance for seniors completing Bachelor degree requirements during the 2017 Spring Semester until December 15. Read page 28, Graduation and Certification Deadline Dates for specific directions and evening hours. \$75.00 non-refundable graduation clearance fee will be charged upon filing for Graduation Clearance.
<b>November 7</b>	2017 Spring Semester billing available online for registered students. November 7 to December 8 Payment/ Deferment of tuition at Bursar's Office, Hepburn Hall, Room 106. Read page 8 for specific directions. All prior indebtedness must be paid. \$75.00 late fee begins December 12. Bills are no longer mailed.
<b>November 23 to January 23</b>	Advisement/Registration/Add/Drop continues.
<b>November 24, 25, 26</b>	Thanksgiving Recess, no classes.
<b>December 4</b>	Last day for continuing students to register for Spring Semester and avoid the late \$75.00 late registration fee. Read page 8 for directions and evening hours.
<b>December 5</b>	\$75.00 late registration fee begins for continuing students.
<b>December 8</b>	Deadline to pay/clear tuition charges at Bursar's Office. All prior indebtedness must also be paid.
<b>December 15</b>	Deadline to file for the Spring 2017 Undergraduate Commencement. Read page 28 Graduation and Certification Deadline Dates for specific directions.
<b>December 26 to January 2</b>	Winter recess: University closed.
<b>January 3</b>	Deadline for faculty to submit Fall 2016 grades.

## 2017 WINTER INTERSESSION

<b>January 3 to 13</b>	Winter Intersession – In Person Course
<b>January 3 to February 17</b>	Winter Intersession – Online Course

## 2017 SPRING SEMESTER

<b>January 3 to January 23</b>	Registration and Add/Drop continues.
<b>January 16</b>	Martin Luther King Day: University Closed.
<b>January 17</b>	2017 Spring Semester classes begin
<b>January 17 to 23</b>	Add/Drop only for registered students, see page 8 for detailed directions and times.
<b>January 20</b>	Deadline to apply for Field Experience II and Senior Internship for Fall 2017.
<b>January 23</b>	Final day to drop a course(s) for 100% refund of tuition at the Registrar's Office, H-214 9:00 a.m. to 7:00 p.m. Canceled courses are dropped by computer for 100% refund. See page 28 for Refund of Tuition and Fees Policy.
<b>January 24 to April 1</b>	Period to submit Pass/Fail forms at Registrar's Office, H-214. Forms available outside office. See page 28 for Pass/Fail Option.
<b>February 20</b>	President's Day: University Closed.
<b>February 21</b>	Final day to withdraw from a course(s) for a 50% refund of tuition with a "W" grade(s) at the Registrar's Office, H-214. See page 28 for Refund of Tuition and Fees policy.
<b>February 24</b>	Deadline to declare a major for all degree students with 35 or more earned credits and with at least a 2.0 cumulative average. For specific information read page 26.
<b>March 1</b>	Deadline: Incomplete grades for the 2016 Fall Semester and 2017 Winter Session become "F" grades.
<b>March 6 to 11</b>	Spring recess: Classes resume March 13.
<b>March 14</b>	Deadline for faculty to submit midterm grades.
<b>March 21</b>	Early Academic Advising/Registration/Add/Drop for continuing students for the 2017 Summer and Fall Semesters.
<b>April 1</b>	Final Day to withdraw from a course(s) for a "W" grade(s) at the Registrar's Office, H-214. See page 28 for Refund of Tuition and Fees Policy.
<b>April 14, 15</b>	Good Friday and Saturday: No Classes.
<b>April 15</b>	Recommended filing date for Financial Aid Applicants for 2017 Fall Semester.
<b>May 9 to 15</b>	Final exam week for the 2017 Spring Semester.
<b>May 15</b>	End of 2017 Spring Semester.
<b>May 15 to June 15</b>	Graduation clearance for seniors completing bachelor degree requirement during the 2017 Summer term. Read pages 28, Graduation and Certification Deadline Dates for specific directions. Students completing degree requirements during Summer 2017 will participate in May 2018 Commencement. \$75.00 non-refundable graduation clearance fee will be charged upon filing for Graduation Clearance.
<b>TBA</b>	Commencement.
<b>May 22</b>	Deadline for faculty to submit final grades.
<b>May 29</b>	Memorial Day: University Closed.

NOTE: Forms are available online at the Registrar's webpage and outside the Registrar's Office, Hepburn Hall, Room 214. After office hours, use door mail-slot. University reserves the right to cancel courses, change calendar, modify tuition and fees, and change instructors.



UNDERGRADUATE ADVISEMENT/REGISTRATION FORM

Last Name

First Name

ID Number

NEW JERSEY CITY UNIVERSITY UNDERGRADUATE ADVISEMENT/REGISTRATION FORM		STUDENT COURSE REQUEST		
		CLASS NO.	COURSE TITLE	CREDITS
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.		SELECTION 1		
		SELECTION 2		
NUMBER & STREET		SELECTION 3		
CITY		SELECTION 4		
STATE		SELECTION 5		
( ) - - - - - ( ) - - - - - DAY PHONE EVENING PHONE		SELECTION 6		
REGISTRATION FOR: 20 <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER		ADVISERS SIGNATURE: _____ DATE _____		
FOR NJCU UNDERGRADUATE DEGREE STUDENTS: (Check one) <input type="checkbox"/> General Studies, Major Undecided <input type="checkbox"/> Accepted to Major: Specify: _____		OVERLOAD APPROVAL: _____ DATE _____		
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		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 _____		