NJCU FAQ SYSTEM

Graduate Student Registration Category
## Contents

**Graduate Student Registration**

<table>
<thead>
<tr>
<th>Question</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can assist me with the online enrollment process?</td>
<td>1</td>
</tr>
<tr>
<td>Can I take a course as an “Independent Study,” and how do I arrange for it?</td>
<td>1</td>
</tr>
<tr>
<td>How do I get a GothicNet ID/Password?</td>
<td>2</td>
</tr>
<tr>
<td>Can you send me a copy of the Course Offerings?</td>
<td>2</td>
</tr>
<tr>
<td>How are enrollment request processed?</td>
<td>2</td>
</tr>
<tr>
<td>When is the payment deadline and how do I make payments?</td>
<td>2</td>
</tr>
<tr>
<td>How do I register as a Visiting Student?</td>
<td>2</td>
</tr>
<tr>
<td>How do I register for an undergraduate class?</td>
<td>3</td>
</tr>
<tr>
<td>How do I register for classe(s)?</td>
<td>3</td>
</tr>
<tr>
<td>How many credits would a student need to be considered full-time status?</td>
<td>3</td>
</tr>
<tr>
<td>How many credits can I register for?</td>
<td>3</td>
</tr>
<tr>
<td>How many credits can I take Pass/Fail, and how do I arrange for this?</td>
<td>3</td>
</tr>
<tr>
<td>How can verify if I am registered for the current semester?</td>
<td>4</td>
</tr>
<tr>
<td>What should I do if I encounter difficulties with my ID/Password while attempting to log in GothicNet?</td>
<td>4</td>
</tr>
<tr>
<td>If I am dropped for non-payment, what is the reinstatement process?</td>
<td>4</td>
</tr>
<tr>
<td>How can I obtain a Department/Instruction Consent, or Permission Number?</td>
<td>4</td>
</tr>
<tr>
<td>What graduate programs are offered at New Jersey City University?</td>
<td>5</td>
</tr>
<tr>
<td>When does registration begin?</td>
<td>5</td>
</tr>
<tr>
<td>What is the withdrawal process?</td>
<td>5</td>
</tr>
<tr>
<td>How can I obtain a copy of my schedule?</td>
<td>5</td>
</tr>
<tr>
<td>Can I get a Catalog?</td>
<td>5</td>
</tr>
</tbody>
</table>
Who can assist me with the online enrollment process?

Contact Graduate Studies at 201-200-3309, or e-mail grad_dept@njcu.edu

Can I take a course as an “Independent Study,” and how do I arrange for it?

Independent Study

Independent Study is to be used judiciously. Graduate students may pursue independent study/research for 1-3 credits, when appropriate:

a. The student must be a matriculated student, in a graduate degree program, with a 3.00 cumulative GPA.

b. An independent study may be requested to provide an exceptional student with specialized study or to respond to exceptional circumstances.

c. Approval for the independent study is required from:
   1). the graduate advisor
   2). the department chair
   3). the college dean

d. In a total program of study, no more than 6 credits of independent study will be allowed in the major area.

e. At a minimum, the student will enter into a learning contract with the faculty member detailing the purpose of the study, the product to be accomplished, the number of contacts with the faculty member, and specific requirements for grading.

f. Grading will be governed by the standard University academic regulations.
How do I get a GothicNet ID/Password?

Once admitted, each “new” student will receive in the mail a GothicNet ID and Password which are used to enroll, make payments, view schedules, check financial aid, and many other areas of importance to students. Former and continuing NJCU students (undergraduate or graduate) retain their same GothicNet ID/Password. For your default password, please refer to the GothicNet ID letter mailed to you by the Office of Admissions. For all students, your ID is the number that appears below your name on the Gothic Card. If you encounter problems with your password, please go to the “Need Help Signing In” link located in the GothicNet portal sign in box (http://gothicnet.njcu.edu). Click on “Contact Form: Help with GothicNet” and complete the form. A staff member from the Department of Information Technology Help Desk will respond to you via e-mail.

Can you send me a copy of the Course Offerings?

The course offering is available online at the NJCU home page at http://www.njcu.edu/Catalogs.aspx or at the Registrar’s webpage at http://www.njcu.edu/registrar/graduate-master-course-list/

Note: The “real-time” course offerings can always be viewed online via GothicNet by prospective students as well as current students by following the instructions for “Class Search” at the GothicNet home page (http://gothicnet.njcu.edu).

How are enrollment request processed?

Students must fill out a Registration/ADD/Drop form for processing. All forms should be submitted to the Registrar’s Office service window or it can be faxed at 201-200-2062, or emailed at registrar@njcu.edu.

Note: Telephone requests are not honored.

When is the payment deadline and how do I make payments?

Please refer to the academic calendar (http://www.njcu.edu/registrar/calendars/) for important dates such as payment deadlines and late fees. You can also find the payment deadline in the Master Course List (http://www.njcu.edu/registrar/master-course-list/)

Tuition bills are available online on GothicNet and notification of the bill is sent to your NJCU email account. You are responsible to check your NJCU email and make appropriate payment arrangements. To view your bill log onto: http://gothicnet.njcu.edu and navigate to Student Center – Bill and Payment Account Center – E-bills. If you have questions regarding your bill, please contact the Bursar’s Office at 201-200-3040.

How do I register as a Visiting Student?
During the FALL and SPRING Semesters, a formal application to NJCU is not required. The visiting student presents to the Registrar’s Office, H-214 a permission letter from the university the student is attending. The permission letter should list course titles and be authorized by a proper authority and a completed NJCU visiting student registration form. You can obtain the visiting form at http://www.njcu.edu/registrar/visitingstudents/

How do I register for an undergraduate class?

You must obtain approval/consent by the Department Chair and submit the form to the Registrar’s Office in Hepburn 214.

How do I register for classe(s)?

Students can self-enroll by logging on the GothicNet portal (https://gothicnet.njcu.edu/) Click on the Students link then click on the Student Center.

For step by step instructions click on the link How Do I folder in the “Student Center” or view an instructional video at http://www.njcu.edu/registrar/registration/

How many credits would a student need to be considered full-time status?

Graduate students are considered full-time status if they are enrolled for 9 or more credits.

How many credits can I register for?

You are allowed to self-enroll for a maximum of 15 credits. Students who desire to enroll beyond 15 credits must obtain written approval from the program department chair/graduate coordinator. Approval can be in the form of a signed letter addressed to the Registrar.

How many credits can I take Pass/Fail, and how do I arrange for this?

Pass/Fail Options

Up to eight credits of graduate courses may be taken as Pass/Fail and applied to a graduate degree. To register with a Pass/Fail option, a student must receive the approval of the instructor or advisor. Approval form must be submitted to the Registrar’s Office by November 1st for the Fall and April 1st for Spring. For Summer deadlines please refer to the Published Academic Calendar.

• P/F grading in a course utilizing the A-B-C-F- grading system

• A-B-C-F grading in a
course utilizing the P/F grading system

No more than one course a semester may be elected under either option.

**How can verify if I am registered for the current semester?**

You can log onto GothicNet (https://gothicnet.njcu.edu/) under My Menu click on Students > Student Center. Select the drop down box (other academics) then select class schedule, select the term and click on continue.

You can view or print your class schedule.

**What should I do if I encounter difficulties with my ID/Password while attempting to log in GothicNet?**

If you encounter problems with your ID/password, please go to the http://gothicnet.njcu.edu sign in web page and click on “Need Help Signing In” link located in the bottom of the sign in box. Click on the appropriate link for assistance or fill out the Contact Form for assistance from the Department of Information Technology.

**If I am dropped for non-payment, what is the reinstatement process?**

You must submit the Reinstatement form to the Registrar’s Office during the Reinstatement period. You must be prepared to make payment IMMEDIATELY

If you do not take classes at the Jersey City campus and would like to be reinstated, please click on the http://www.njcu.edu/bursar/ for payment options to clear your bill. Questions regarding your bill, call 201-200-3040.

Once your bill is cleared, go to http://www.njcu.edu/registrar/forms/ click on the Reinstatement Form link and fax to 201-200-2062 or email Registrar@njcu.edu the completed form. The reinstatement form must be submitted to have course reinstated. A confirmation will be sent to your NJCU email. Please make sure you frequently check for NJCU Email messages as Email is an official means of communication between students and the University.

**How can I obtain a Department/Instructor Consent, or Permission Number?**

You must contact the academic department in order to obtain department/instructor consent and a permission number.

Note: Each permission number is unique and can only be used once. If you receive an error message regarding the permission number,
contact the academic department to verify its validity.

If you continue encountering a problem, send an e-mail to Registrar@njcu.edu and include your name, GothicNet ID, the term for which you are enrolling, the course and class number and the permission number being used. The Registrar’s office will process the request and send you confirmation.

What graduate programs are offered at New Jersey City University?

You can search in the Graduate Catalog (http://www.njcu.edu/Catalogs.aspx) to check what Graduate Programs are offered or you can contact the University Admission office at 201-200-3409 or visit http://www.njcu.edu/Graduate_Students.aspx.

When does registration begin?

Registration begins for the Summer I, Summer II sessions and Fall semester in late March for Degree/Matriculated Students. Registration for non-degree/non-matriculated students begins in early April. Registration begins for the Winter session and Spring semester in early October for Degree/Matriculated Students. Registration for non-degree/non-matriculated students begins in late October.

What is the withdrawal process?

Student must submit a withdrawal request form to the Registrar's Office, H-214. The course will receive a “W” grade. After Add/Drop and the first third of the semester, students are eligible to receive a 50% refund for each credit.

After the first third of the semester to November 1 (Fall) and April 1 (Spring) or mid semester for Summer Sessions, the course will receive a “W” grade and student is not entitled to any refund.

Note:
Withdrawals cannot be done online thru self-service. Withdrawal form must be submitted to the Registrar’s Office.

Please refer to the Academic Calendar for dates.

How can I obtain a copy of my schedule?

A copy of your schedule should be printed each time you register or make changes to your registration. Log onto GothicNet. Click on Student Center, Under Academics select the drop down arrow “other academics” select “My Class Schedule”, click on the double arrows, click on show enrolled classes, click on filter and print schedule.

Can I get a Catalog?
The Graduate Catalog is available online. Please download a copy of the current catalog at http://www.njcu.edu/registrar/academic-catalogs-course-lists.