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# NJCU FAQ SYSTEM

## Applying to NJCU Category

*Applying for Undergraduate and Graduate Admissions and to Continuing Education Classes, Information on Alternate Routes for Teaching Certification, Coming Back to NJCU, and Enrolling as a Visiting Student*

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## Applying to NJCU

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*There are no articles in this category.*

### Undergraduate Admissions

#### **What is the average class size at NJCU?**

Average class size is 19 students.

#### **What is the essay question that one must write about to get accepted to this college?**

The Admissions Office requests that you write a personal statement explaining your aspirations and motivation for attending New Jersey City University. You are expected to prepare this statement thoughtfully and carefully.

#### **Where is New Jersey City University located?**

NJCU is located in Jersey City, New Jersey, about three miles west of Manhattan. Directions can be found at the following site <http://www.njcu.edu/i2e/visit/directions.asp>.

#### **Does New Jersey City University accept international students?**

We will need to see the following information in addition to your admissions application:

Official Foreign Credit Evaluation of all secondary and post-secondary work completed. Visit <http://www.naces.org/> to select a foreign credit evaluation service accepted by NJCU.

For specific information about student visas or any other topics of importance to international students, please call our International Student Coordinator, Craig Katz at (201) 200-3022 or via email at [internationalstudents@njcu.edu](mailto:internationalstudents@njcu.edu).

#### **What are the undergraduate admissions application deadlines?**

We encourage students to apply by the priority deadlines of April 1, for Fall applicants, and November 1, for Spring applicants. However, we do review applications on a rolling basis.

#### **What documents do I need to apply to NJCU?**

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Freshmen are required to submit an application, a \$50.00 application fee, official high school transcript, SAT and/or ACT score(s), and a personal essay (250 words minimum). Letters of recommendation are optional.

Transfer students, those with 12 or more college-level credits completed, are required to submit an application, a \$50.00 application fee, and official transcripts from all colleges previously attended.

## **What is the undergraduate admissions application fee?**

The Undergraduate Admissions application fee is \$50.00.

## **When are NJCU's campus tours?**

NJCU holds campus tours on Mondays and Thursdays at 10:00am, 2:00pm, and 4:30pm during the fall and spring semesters. Summer campus tours are held on Mondays and Thursdays at 10:00am and 2:00pm. Please visit <http://www.njcu.edu/i2e/visit/visit.asp> to schedule a tour.

## **How and where can I take the SAT?**

Students can take the SAT at high schools throughout New Jersey. Please visit [www.collegeboard.com](http://www.collegeboard.com) to find dates, locations, and to register for test.

## **From which agencies does NJCU accept foreign transcript evaluations?**

NJCU will accept transcript evaluations from any of the companies listed at [www.naces.org](http://www.naces.org). Students who have attended foreign colleges or universities need course-by-course evaluations that specify credit equivalencies and GPA.

## **What are New Jersey City University's most popular majors?**

Some of NJCU's most popular majors include Criminal Justice, Education, Music and Media Arts as well as Business majors like Business Management and Accounting. We have over 20 other majors as well. For a complete list of majors, please visit the following web address: <http://www.njcu.edu/Majors.aspx>

## **What are the requirements?**

If you wish to discuss your qualifications for admission to NJCU prior to submitting an application, please call the Admission's Office at 201-200-3234 or 888-441-6528 and ask to speak with an admission counselor.

Freshmen Applicants

To qualify as a full or part-time freshman, you must have graduated from high

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school (or earned a G.E.D. diploma.)

If you have attended college and earned fewer than 12 college-level credits at a college or university, you will be considered as a freshman. Our admissions policy is competitive and we want to carefully review your high school course work. Some of the most important information is your cumulative GPA, rank in class (where available), your SAT or ACT scores, and your admissions essay that details your motivation for attending NJCU.

### Transfer Applicants

If you have graduated from high school and have completed at least 12 college level credits at a college or university, you may apply as a transfer student. If you have graduated from an approved New Jersey community college with an A.A. or A.S. degree or four year college with an B.A. or B.S., and have earned a cumulative grade point average of at least 2.0 (on a 4.0 scale), you will be able to transfer a block of credits, thereby satisfying the University's general studies requirements including the All University Requirements. All degree credits completed toward the associate degree will count toward the requirements for a bachelor's degree at New Jersey City University. Our admissions policy is competitive, and we will want to review your previous college course work and your motivation to attend NJCU.

### Readmit Applicants

Students who have not enrolled at NJCU for three or more semesters are required to reapply for admission. If you have attended any colleges or Universities since you last attended NJCU, you will need to provide official transcripts from those institutions to the Office of University Admissions at NJCU.

## What is New Jersey City University's total undergraduate enrollment?

New Jersey City University's total undergraduate enrollment is about 7,000 students.

## Undergraduate Registration Checklist

### REGISTRATION CHECKLIST Undergraduate Students

Complete the following steps for registration.

ÿ Step 1. Advisement – When advisement opens, you should make an appointment with your academic advisors. If you have declared a major, contact the department for an appointment. If you have not yet declared a major, contact the University Advisement Center, Vodra Hall, Rm. 101, to sign up for an appointment or call 200-3376/3422.

ÿ Step 2. Seat Reservation – After you have met with your advisor, you are able to do online self-registration on or after your designated Enrollment Appointment. Find more information here. You may also report to the Registrar's Office Service Window in Hepburn Hall for assistance.

ÿ Step 3. File the FAFSA (Free Application for Federal Student Aid). You can apply for financial aid on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the Financial Aid Office at (201) 200-3173 or visit Hepburn Hall, Room 212 for additional information or assistance. The school code for NJCU is 002613.

- o Apply as early as possible, so you don't miss important deadlines
- o Check your financial aid status by Logging onto the GothicNet Portal.

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Step 4. Payment/deferment of Tuition Charges must be completed at the Bursar's Office, H-106, by the Payment Deadline. Failure to pay or clear your charges by the deadline could result in enrollment cancellation. Find the chart of tuition and fees here.

Step 5. The State of New Jersey requires all NJCU students to complete the Immunization Questionnaire provided by the Health and Wellness Center, Vodra 107. Failure to properly complete and return the questionnaire may result in your being prohibited from attending NJCU.

Step 6. If you need an ID Card, report to the University Service Center, Gilligan Student Union Building, 1st Floor, or call 200-2233 for assistance. No charge for first card. Replacement \$25.00. Bring proof of registration or tuition payment/clearance.

Step 7. Be sure you know the courses you registered for and the dates, times and rooms when they meet. Print class schedule. go to <http://gothicnet.njcu.edu> enter your gothic Id and password under " enrollment express" click "view my class schedule", click term.

## **Can I apply online?**

The NJCU University Admissions Office only accepts online applications, as we have moved to a completely paperless application system. The application fee is \$50.00 for our online application.

You may apply online by visiting <http://www.njcu.edu/admissions/apply>.

## **Do all freshmen applying to New Jersey City University have to take the SAT's?**

Most freshmen have to take the SAT or ACT in order to apply to NJCU; however, if you are 25 years old or older, then you do not need to take the SAT or ACT test.

## **Does New Jersey City University offer students campus housing?**

Yes, we have three residential halls that house about 650 students. For more information about our housing options, please visit <http://www.njcu.edu/campus-life/housing>.

## **How can I get an application?**

Students can fill out our online application at <http://www.njcu.edu/admissions/apply>.

## **How can I pay my application fee?**

In order to pay the application fee, students can pay by check, money order, cash (through our Bursar Office), or through filling out the fee electronically once the application has been completed. You may mail a check or money order for the \$50.00 fee addressed to 'New Jersey City University' to:

New Jersey City University  
Office of Undergraduate Admissions



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2039 Kennedy Boulevard  
Jersey City, NJ 07305

Please

make sure to include your name, address, and phone number on the check or money order.

## **How do I get to New Jersey City University?**

Please

visit <http://www.njcu.edu/directions-njcu>  
for directions to NJCU.

## **How many credits will NJCU accept when I transfer?**

New

Jersey City University will accept a maximum of 96 transfer credits from other four year institutions, and up to an Associate degree from community colleges. When you apply to NJCU and send in your official transcripts, we will evaluate your transcripts and determine which and how many credits you have been granted for transfer. An evaluation will be mailed to you prior to your enrollment at NJCU.

## **How much is tuition?**

You

can find tuition and fee information on our website at: <http://www.njcu.edu/admissions/apply/tuition-fees>.

## **What are NJCU's Open House dates?**

New

Jersey City University hosts an Open House each semester. You may either call the Admissions Office at 201-200-3234 for more information or check the upcoming events online at: <http://www.njcu.edu/admissions/visit>.

## **What are the athletic teams at NJCU?**

NJCU is a NCAA Division III athletic school with the following 13 sports: Baseball, Basketball (men and women), Bowling (women), Cross Country (men and women), Golf (Men), Soccer (men and women), Softball (women), Tennis(women), Indoor and Outdoor Track and Field(Men and Women) and Volleyball (men and women).

## **What types of scholarships does NJCU offer entering students?**

NJCU offers scholarships to new freshmen and transfer students. Scholarships are based upon class rank or cumulative GPA, and SAT scores for freshmen; and cumulative GPA for transfer students. Scholarships are also available to continuing students. All scholarship opportunities with additional details can be found on the following webpage:  
<https://www.njcu.edu/admissions/scholarships/freshmantransfer-scholarships>

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## Graduate Studies

### **Are classes offered in the evening or during the day?**

The earliest start time for the majority of graduate classes offered on weekdays is 4:00PM. The latest classes end by 10:00PM. Some courses are offered in the day time starting at 8:30AM. Courses offered on Saturdays generally begin at 9:00AM and conclude by noon.

### **Can I fax the application and/or my transcript(s)?**

While not preferred (official transcripts are required for all degree seeking students), applications and supporting documents can be faxed to 201-200-3411.

### **Can my program be completed online or off-campus?**

Online and off-campus course offerings vary by academic department. Some departments offer a number of their graduate courses online, and may be working to offer an entire master's degree or certification/certificate program online.

Some departments offer a number of their graduate courses at off-campus locations. Applicants/current graduate students should contact the academic department offering the program in which they are interested.

### **Do I have to apply again if I already received a graduate degree from NJCU?**

YES

Policy

Students who have completed a master's degree or professional diploma program who wish to continue their graduate studies must apply and be accepted for admission to pursue a subsequent degree, certificate or certification eligibility, or courses only.

Simplified  
Application Requirements

As long as your graduate studies file is still available (you have taken at least one graduate class within three semesters of reapplying for a new program), students who have completed a master's degree or professional diploma program are not required to resubmit transcripts or test

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scores . Please contact the University Admissions for requirements for specific programs.

#### Possible Financial Aid Implications

If a student received financial aid while enrolled in a current or previous degree or certificate program at New Jersey City University, please note that this eligibility for financial aid ends upon completion of that program of study.

If a student wishes to continue to be eligible for financial aid for courses taken after completion of his/her of study, the student must first matriculate (be accepted) into the new program of study.

For any questions about your eligibility for financial aid for subsequent programs of study, please contact your financial aid counselor at 201-200-3173.

### **Do I have to apply again if I am currently completing an NJCU graduate program?**

YES  
(but the application process is modified if you are completing a certification/certificate program, or have been admitted for "courses only")

#### Policy

Students completing a master's degree or professional diploma program who wish to continue their graduate studies must apply and be accepted for admission to pursue a subsequent degree, certificate or certification eligibility, or courses only.

Graduating students may not enroll in any classes in a subsequent term until they have received a letter of admission for their new program.

Students completing a certification/certificate program (or who are "courses only" students) do not have to apply for "readmission," but do have to submit the required items to request a change of Academic Plan.

Students completing a degree or professional diploma program must submit a new Admission Application form. The Application fee will be waived.

Students currently completing a certification/certificate program (or who are "courses only" students), or who have completed their required course work but are still active graduate students (students who have taken at least one graduate class within the three semesters prior to requesting to pursue a new program), do not have to submit a new Admission

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Application form. Certification/certificate students continuing for a degree in their same discipline by taking the additional required courses must submit a new essay (essay length varies by program) two (2) recommendations (forms and/or letters), appropriate test scores/test waiver request form and any teaching certifications held (if appropriate for the program).

Certification/certificate students who wish to pursue a new certification/certificate are required to submit a brief letter requesting a change of Academic Plan, and must also submit a new essay (essay length varies by program) discussing their goals and objectives for pursuing the new certification/certificate.

Students completing a certification/certificate or master's or professional diploma program (or who have been admitted for "courses only") are not required to resubmit any documentation already provided that may be required for admission to a new program (e.g., transcripts, test scores). Please contact the University Admissions for requirements for specific programs.

Possible  
Financial Aid Implications

If a student received financial aid while enrolled in a current or previous degree or certificate program at New Jersey City University, please note that this eligibility for financial aid ends upon completion of that program of study.

If a student wishes to continue to be eligible for financial aid for courses taken after completion of his/her of study, the student must first matriculate (be accepted into) the new program of study.

For any questions about your eligibility for financial aid for subsequent programs of study, please contact your financial aid counselor at 201-200-3173.

## **Do you accept applications after the deadline?**

University Admissions will accept applications after the specified deadlines for all programs except the Master's in Counseling programs, Professional Diploma in School Psychology and Doctorate programs. However, while NJCU makes every effort to process and review "complete" applications received after the specified deadlines in a timely manner so as to permit advisement by academic departments and enrollment/payment by these students, this might not be able to be accomplished in a number of cases. In addition, the later a student applies, the more likely a course a student is seeking to take may be closed (or cancelled).

## **How do I change my current Academic Plan? (I do not want to complete it.)**

Current graduate students who want to "change" Academic Plans should send an e-mail to grad\_dept@njcu.edu stating name, GothicNet ID, and requesting a change from \_\_\_\_\_ to \_\_\_\_\_, and attach a new essay (essay length varies by program) discussing goals and objectives for the new Academic Plan (essay length varies by program). Additional items may be required to submit.

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## **How do I get a copy of my grades?**

Grades can be viewed online via GothicNet at your Student Center. (Grades are NOT mailed.) NOTE: There is a lag each term between the time grades can be viewed at your Student Center and the posting of grades to appear on your academic transcript.

## **How do I get a parking pass?**

Once you enroll in your first class and obtain your Gothic ID card at the University Service Center desk, located on the first floor of the Michael Gilligan Student Union Building, you can also complete an application to use your card as a "parking pass." By paying a certain amount up front (and maintaining a sufficient balance), your Gothic ID card then also serves as a "debit card," to be swiped each time you enter and exit an NJCU parking facility. The remaining balance can be read each time you enter and exit.

## **How do I get my address changed in the NJCU data base?**

You must complete an "NJCU Change of Personal Data" form and submit it to: Registrar, New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305. Forms are available at the Registrar's Office, Hepburn Hall, Room 214.

## **How do I get my Gothic ID card?**

Once you enroll in your first class, you can obtain your Gothic ID card at the University Service Center desk, located on the first floor of the Michael Gilligan Student Union Building.

## **How do I get my name changed in the NJCU data base?**

You must complete an "NJCU Change of Personal Data" form and submit it, along with a copy of the legal document that changed your name (i.e., a marriage certificate, but NOT a driver's license) to: Registrar, New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305. Forms are available at the Registrar's Office, Hepburn Hall, Room 214.

## **How much time will I have to complete my program?**

This policy applies to full-time and part-time students first registered at NJCU for graduate study for the Fall 1998 semester or later: students have seven years within which to complete their degree; only credits not older than seven years at the time a student is first registered for graduate study may be considered for transfer; only credits not older than seven years at the time for which a student requests graduation (clearance) are valid, unless these are transfer credits which meet the previous standard.

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## **How will I know if I was approved for matriculation?**

Once your file is complete, it will first be reviewed by the University Admissions in preparation for review by the Department Chair/Graduate Coordinator (as appropriate for that degree program) for the program into which you are seeking matriculation. These reviews are not done on a fixed schedule, but on a rolling basis. Once the decision has been made by the Department Chair/Graduate Coordinator, a letter with the decision is sent by the University Admissions within 7-10 days.

## **I already sent previous transcripts to the NJCU Undergraduate Admissions Office. Do I have to send them again with my application to Graduate Studies?**

YES

Transcripts sent to Undergraduate Admissions remain a part of a student's undergraduate admission file. In addition, if transcripts were provided earlier for undergraduate credit transfer, only the total credits transferred are shown on the NJCU undergraduate transcript and not the courses taken and grades received.

## **I am a senior citizen and am seeking to get a waiver of my tuition. How can I take classes?**

Senior citizens (65 or older at the time the first enrollment will begin) are eligible for tuition waiver if admitted to University Admissions. Applicants who meet the age requirement must submit all required items for admission to the program they are seeking (including the Application Fee) and must be approved for admission. Once admitted, and enrolled, senior citizens must coordinate with the Bursar's Office (Hepburn Hall, First Floor, H 106) with regard to payment of fees and waiver of tuition.

## **I am enrolled at another school, and I want to take a class as a Visiting Student. What do I have to do?**

A graduate of an accredited college or university, currently enrolled in graduate study at another institution, who wishes to take courses at New Jersey City University for transfer purposes, may apply for admission to graduate study as a "visiting student."

A visiting student must submit the following:

1. Application for Admission to Graduate Study
2. Application Fee (check or money order payable to "NJCU")
3. Essay discussing your goals and objectives for taking the

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course (essay length varies by program)

4. Copy of a transcript reflecting the award of a baccalaureate degree or higher with a GPA of at least 2.75 (except NJCU transcripts, which we will obtain), or an acceptable evaluation of equivalent credentials from a foreign institution

5. An approval letter from the Dean or Department Chairperson of the degree granting college to the University Admissions by the respective deadline date. The visiting student will follow regular registration procedures as a new student.

**I either received a degree from NJCU, or only took undergraduate or graduate classes at NJCU at some time. Do I have to request an NJCU transcript?**

NO, University Admissions will obtain a copy of your NJCU transcript.

**Is housing available on campus for graduate students?**

Limited on-campus housing is available for graduate students. Information is provided online at the Office of Residence Life Home Page at: <http://www.njcu.edu/residencelife/>

**What is your fax number?**

Our fax number is 201-200-3411.

**When are your office hours?**

September – May: 8:30 AM - 7:00 PM, Monday and Thursday, 8:30 AM - 5:00 PM Tuesday, Wednesday, and Friday

Summer Hours: 8:00 AM - 5:15 PM, Monday – Thursday 8:30 AM - 4:00 PM Friday

**When do I have to become matriculated?**

Only degree-seeking students have to become matriculated. For students admitted “conditionally” to master’s degree programs whose credits total 12 or more (counting earned credits and credits for which they are registered) and who have not been approved for matriculation into a degree program, a computer “Advisement Hold” will prevent them from enrolling in any subsequent semester without the approval of the Academic Department offering their program. These students should contact the Department Chair.

It is strongly recommended that degree-seeking students become matriculated upon admission to NJCU or as soon as possible thereafter, for the following reasons:

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Degree-seeking graduate students who are matriculated are eligible for Federal Student Loans—“conditionally” admitted graduate students are not. Matriculated graduate students begin enrolling approximately 2 weeks before enrollment is open to all graduate students. Matriculated graduate students are locked into their degree program requirements in effect at the time of their matriculation. The 12-Credit Advisement Hold is permanently lifted.

## **Where are you located?**

New Jersey City University is located at 2039 Kennedy Boulevard, Jersey City, New Jersey. Graduate University Admissions is located in Hepburn Hall, Room 206.

## **Where do I have my transcripts sent?**

University Admissions (Graduate)

New Jersey City University  
2039 Kennedy Boulevard, H 206  
Jersey City, NJ 07305

## **Where do I take the test?**

Information on all tests can be found online by using your search engine (Google, Yahoo, Bing, etc.) and simply entering the name of the test.

## **Will online or off-campus classes count towards my program?**

YES

NOTE: Transcripts do not reflect whether a course was taken on-campus, off-campus or online.

## **Are test scores required (GRE, MAT, etc.) for admission? Which ones are required for my program? What are the minimum scores?**

Test scores are not required for “conditional” admission to degree programs, or for students applying for certification/certificate programs or for “courses only.” Students requesting matriculation into a degree program must provide the appropriate test scores required for that program, with the exception that some NJCU graduate programs will waive the test requirement if the applicant already has a master’s degree or higher from an accredited U.S. institution.

Please note that NJCU is currently waiving tests for all master’s degree programs. For detailed information, refer to test waiver request requirements: <http://njcugrad.info/forms-library/>



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Doctor of Science in Civil Security Leadership, Management, and Policy requires GRE – Verbal + Quantitative total minimum score of 290 and minimum Analytical Writing score of 4.00, GMAT – minimum of 560 in total and 4.00 on the Analytical Writing, or MAT (Miller Analogies Test) – at least the 25th percentile for the total group.

Educational Doctorate in Educational Technology Leadership requires GRE – Verbal + Quantitative total minimum score of 290 and minimum Analytical Writing score of 4.00, or GMAT – minimum of 560 in total and 4.00 on the Analytical Writing. For other test such as LSAT, please contact the department.

Professional Diploma in School Psychology requires GRE (Graduate Record Examination) – Verbal + Quantitative total minimum score of 290 and minimum Analytical Writing score of 4.00.

## **Are there requirements for immunizations or medical examinations for admission?**

Requirements are specified at the Health and Wellness Center  
Home Page at: <http://njcu.edu/campus-life/health-and-wellness-center>

## **Can I get a Catalog?**

We regret that Graduate Catalogs are not mailed. Please download a copy of the current catalog to review. Go to: <http://www.njcu.edu/registrar/academic-catalogs-course-lists>

## **Does my program require a thesis?**

Applicants and current graduate students may refer to the latest copy of the Graduate Catalog, which is available to be downloaded online (Go to: <http://www.njcu.edu/registrar/academic-catalogs-course-lists>) and then contact the academic department that offers the program in which they are interested for the most current information.

## **How do I get a copy of my transcript?**

Contact the Registrar at <http://njcu.edu/registrar/transcript-requests> or visit the Registrar's Office, Hepburn Hall, room 214 and submit the transcript request form.

## **How do I get there?**

Directions are available online at: <http://njcu.edu/directions-njcu>

## **How many credits are required for my program?**

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Applicants and current graduate students may refer to the latest copy of the Graduate Catalog, which is available to be downloaded online (Go to: <http://www.njcu.edu/registrar/academic-catalogs-course-lists>) and then contact the academic department that offers the program in which they are interested for the most current information.

### **I took the test a long time ago. Do I have to take it again?**

While scores within the last five years are expected, NJCU will accept older scores. However, scores that do not meet the NJCU minimums are less likely to be accepted and students may be required to retake a test before matriculation will be approved.

Please note that NJCU is currently waiving tests for all master's degree programs. For detailed information, refer to test waiver request requirements: <http://njcugrad.info/forms-library/>

### **I took the test more than 5 years ago, and I can't get a copy of my scores. What do I do?**

Unless you have your own copy of the official test scores that you can reproduce and submit with your application, you will have to take the test again.

Please note that NJCU is currently waiving tests for all master's degree programs. For detailed information, refer to test waiver request requirements: <http://njcugrad.info/forms-library/>

### **Is there a minimum GPA for admission?**

The minimum GPA for admission to many graduate programs at NJCU is 2.75 on a scale of 4.0. The minimum GPA for admission to most of education related programs and business programs at NJCU is 3.00. However, some programs will consider applicants with lower undergraduate GPAs after taking other factors into account. Such factors are strong GRE/MAT/GMAT/PRAXIS scores or successful post-baccalaureate or graduate work completed.

### **What is the application deadline?**

There are several application deadlines, as listed below.

General Application deadlines:

Fall – July 1 Spring - December 1 Summer - May 1

International Applicants --> International Application deadlines

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International Applicants --> International  
Application deadline

Master's in Counseling Program  
deadlines:

Fall - July 1 Spring - November 15

Doctorate Programs deadlines:

April 1

Professional Diploma in School Psychology  
Program deadlines:

Fall -

April 1 Spring - November 1

## **What is the cost for tuition and fees?**

Tuition and Fees for the Fall

through summer terms for the year beginning with the current Fall semester are  
available online at the NJCU Bursar's Home Page at: <http://njcu.edu/admissions/apply/tuition-fees>

## **What programs are offered?**

A list of graduate programs offered is available

online on our graduate catalog: [http://www.njcu.edu/sites/default/files/2013-2016\\_graduate\\_catalog.pdf](http://www.njcu.edu/sites/default/files/2013-2016_graduate_catalog.pdf)

## **Who do I contact for advisement (prospective and current graduate students)?**

For advisement on the "application process,"

applicants may call the University Admissions at 201-200-3409, or may send an  
e-mail to [grad\\_dept@njcu.edu](mailto:grad_dept@njcu.edu)

For advisement about any "academic program,"

applicants/current graduate students should contact the academic department  
offering the program in which they are interested. The list of all academic departments are  
available at <http://njcu.edu/academic-departments>.

## **How do I transfer credits?**

For the purpose of transfer credit, courses

taken at another accredited college or university must be approved by the  
University Admissions and academic departments. Students who wish to have  
courses considered for transfer credit must submit the following items to the  
University Admissions, Hepburn Hall 206:

(1) an "official" copy of  
the transcript(s) indicating the successful completion of each course to be  
considered for transfer

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(2) a copy of the description of each course from the applicable school catalog(s)

(3) a completed "Student Request for Transfer Credit" form (available both online <http://njcugrad.info/forms-library/> and at the University Admissions, Hepburn Hall 206).

Transfer of credits from another college or university may be considered only after the student is fully matriculated in a degree program. Requests will be reviewed by the appropriate department and/or Graduate Program Coordinator, who will make a recommendation for approval/disapproval to the University Admissions.

A maximum of one quarter of the number of credits required for a master's degree may be accepted as transfer credits from an accredited college or university if the courses for which they were earned are similar in purpose and content to those offered at NJCU, and are clearly integrated with the student's program as judged by the student's advisor and the University Admissions. Transfer credits must carry a grade of "B" (3.0) or higher; pass/fail credits are not transferable. Credits which are seven years old, or older, are not applicable to a graduate program at New Jersey City University.

Credits earned to complete a previous degree may not be applied toward another degree at New Jersey City University.

However, up to thirty graduate credits in psychology earned at an accredited college or university other than New Jersey City University, may be accepted as transfer credits toward the combination program offering a professional diploma in school psychology and school psychology certification eligibility. In addition, up to thirty credits from the master's degree program earned at an accredited college or university will be applied to the 90-credit sequence doctorate degree programs.

Should credits be accepted for transfer, the student's advisor will submit a "Graduate Transfer" to the University Admissions. After matriculation, the student is not expected to enroll for a course at another institution except for very compelling reasons, and then only with the written approval of the student's advisor. The research component of any major must be taken at New Jersey City University.

## **What are the requirements?**

If you are seeking a degree program, you must submit the following items in general. Online application and application fee Essay (essay length differ by program) Resume Official transcript from all colleges attended Letters of recommendation Official test scores (GMAT, GRE, MAT) or test waiver request Certifications (for most of education related programs) Other items specified by programs

If you are seeking a certification/certificate program, you must submit the following items in general. Online application and application fee Essay Resume (not required for all programs) Transcript from all colleges attended Other items specified by programs

If you are seeking courses only, you must submit the following items in general. Online application and application fee Transcript from all colleges attended

## **How do I submit transcripts from other countries?**

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University Admissions  
only accept foreign transcript evaluation.

Transcripts from foreign schools  
must be evaluated by NACES members ([www.naces.org/members.html](http://www.naces.org/members.html)) such as World Education  
Services [www.wes.org](http://www.wes.org)  
and Educational Credential Evaluators [www.ece.org](http://www.ece.org).  
Request a course-by-course evaluation that lists individual subjects and  
grades, and a final, cumulative, Grade Point Average (GPA).

## Continuing Education

### **Are you registered as a Professional Development Provider with the New Jersey Department of Education?**

Yes, we are registered with the NJDOE. Our provider number is 149.

### **Can I register and then get billed for my courses at a later date?**

No, payment must be made up front in order to register for a non-credit course.

### **Can I register for courses over the phone?**

Unfortunately, our office cannot accept phone registrations at this time.

### **Do I need to apply to your program before I can register for classes?**

No, there is no formal application process for the Continuing Education program.

### **Do you award certificates for completion of non-credit coursework?**

Yes, our office does award certificates for both adult classes and our Kids on Campus program.

### **Do you offer courses in the summer?**

Yes, the Office of Continuing Education offers courses in the summer as well as the fall and spring semesters.

### **Do you only offer courses for adults?**

While most of our courses are geared toward the adult population, we do offer several courses through our "Kids on Campus" program. There is a direct link for these courses on the Continuing Education website.

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## **How do I apply?**

There is no formal application process for the Continuing Education program.

## **What if I lose my certificate for completing a non-credit course? Is it possible to acquire a replacement?**

Our office is not responsible for certificates that are lost or stolen. If you wish to receive a replacement certificate, you may fill out a replacement form in our office. There is a \$10.00 fee and a two-week waiting period for each replacement certificate

## **What is your contact information?**

You can reach our office by telephone at 201-200-3089, by email at [conted@njcu.edu](mailto:conted@njcu.edu), or by fax at 201-200-3252.

## **Would your office accept suggestions on future non-credit course offerings?**

Absolutely. If you are interested in teaching a non-credit course or simply want to suggest that we consider offering a certain non-credit course, then please send an email to [conted@njcu.edu](mailto:conted@njcu.edu). We would love to hear from you.

## **When are your office hours?**

The office is open from 8:30 am to 5:00 pm Monday through Friday, and 8:30 am to 2:00 pm on Saturday.

The office operates on a 4 day work week, Monday through Thursday during the summer months from 8:00 am to 5:00 pm

## **Where are your courses located?**

Most of our courses are offered on campus at 2039 Kennedy Boulevard in Jersey City. The American English Program and some Real Estate classes are offered at the NJCU School of Business campus in the Harborside Financial Plaza near Exchange Place in downtown Jersey City.

## **What if there is inclement weather on the day my class meets?**

NJCU closings will be announced on the radio (WINS 1010 AM and NJ 101.5 FM) and television (News 12 New Jersey). An emergency announcement will be recorded on the university's main number (201-200-2000) and posted on our website ([www.njcu.edu](http://www.njcu.edu)). You can also acquire emergency information by contacting the Department of Public Safety at 201-200-3128.

## **Do you accept cash as payment for a non-credit course?**

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Yes, please visit The Office of Continuing Education Monday to Friday, 9 am to 4:30 pm. DO NOT MAIL IN CASH PAYMENTS.

### **Do you have a website?**

Yes, our URL is <http://www.njcu.edu/academics/continuing-education>. You can also find our website by searching "Continuing Education" from the NJCU homepage, <http://www.njcu.edu>.

### **Do you offer online non-credit courses?**

Yes, we offer a wide range of highly interactive courses that you can take entirely online with courses in Allied Health, Computer, Business and Accounting and much more. Our courses are affordable, fun, fast, convenient, and geared just for you. Visit our website and connect with our participating affiliates at: <http://www.njcu.edu/academics/continuing-education/professional-and-lifelong-learning>.

### **Where is your office located?**

The Office of Continuing Education is located in Karnoutsos Hall, room 102.

### **What happens if I register for a course and it winds up being cancelled?**

If classes are canceled due to low enrollment, students are notified and their payment is refunded.

### **What if I register for a course but then need to withdraw?**

You must withdraw in writing (an email is acceptable), and any refund will be calculated according to the written refund policy.

### **How do I register for courses in your program?**

You can register online, in person, or via mail. To register online go to <https://www.njcu.edu/academics/professional-education-and-lifelong-learning>. To register in person visit Karnoutsos 102. To register via mail download the registration form from our website and mail (check or money order) to The Office of Continuing Education, Karnoutsos Hall room 102, New Jersey City University, 2039 Kennedy Boulevard, Jersey City, NJ 07305

### **How do I register online?**

Go to <https://www.njcu.edu/academics/professional-education-and-lifelong-learning> to view course details, register and make your payment by credit card. If you need help please call (201) 200-3089 or email [conted@njcu.edu](mailto:conted@njcu.edu).

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## Visiting Students

*There are no articles in this category.*

## Undergraduate Students

### **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/>

## Graduate Students

### **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/>

## New Pathways to Teaching in New Jersey (NPTNJ) & Alternate Routes

### **After I finish the 15 credits in NPTNJ, can I go on and receive a Master's Degree?**

Because the NPTNJ curriculum is aligned with course content at NJCU, upon completion of the NPTNJ program, students can transfer up to 12-15 of the NPTNJ credits into an NJCU Master's programs in the College of Education. For any of these programs the student must submit a completed graduate application to NJCU University Admissions. For more information about the graduate admission process you may contact University Admissions at (201) 200-3409.



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## **How do I obtain my official transcripts?**

Upon completion of each stage you may obtain your transcripts if you entered the program as a credit student. This may be done by contacting the Registrar's Office at New Jersey City University (NJCU). Non-credit students will not have an official transcript; however, they will have the option to buy back their credits within a specific time frame. Once this is done, they will have a transcript available.

## **To whom can I speak to get advice about NPTNJ?**

You may contact any NPTNJ Community College Liaison. There are links to each Community College on the <http://nptnj.org/> website. Go to "Additional Navigation", then choose either Stage I or Stage II Start Dates". In either of the two you will be able to find the contact information and link for each community college.

## **What are the admission requirements to NPTNJ?**

A bachelor's degree (or higher degree) from an accredited institution with a minimum GPA of 2.75 (if graduating prior to September 1, 2016) or 3.0 (if graduating after September 1, 2016). A printout showing the Certificate of Eligibility issued by the state of New Jersey. A completed application Stage I Letter of Agreement (found on NPT site or requested from the liaison college) A copy of your Praxis test(s).

All of these documents are submitted to the liaison college you wish to attend. Consider that to move forward in the program, Stage II, NPTNJ students must be hired, at some capacity, as the teacher of record in a classroom utilizing the CE they currently hold. They must also be enrolled in the provisional program and a contract must be provided to the liaison of the community college as proof of appropriate employment.

## **What are the courses requirements for each NPTNJ Master's program?**

You can click on the link for the Master's Programs on the <http://nptnj.org> website to see the required courses for each program. It will one of the choices when you open "Additional Navigation".

## **What is the cost of tuition for NPTNJ?**

The total cost for both Stages is \$3,900 for non-credit option and \$10,119 for the credit option.

## **What role does New Jersey City University play in this program?**

New Jersey City University has a partnership with the Community Colleges so that a candidate can attend the any of the participating community college. Participating colleges use the same NPTNJ

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curriculum and because it is aligned with course content at NJCU, students can transfer 12-15 of the NPTNJ credits into an NJCU Master's program.

### **Where do I submit the application for admittance to NPTNJ?**

The application is submitted to the NPTNJ Community College you plan to attend.

### **Where do I get more information about New Pathways to Teaching in New Jersey (NPTNJ)?**

Please visit NPTNJ FAQ page for more information on NPTNJ Program.

Coming Back to NJCU

*There are no articles in this category.*