



RESOURCES & SERVICES AT **NJCU**

COMPILED BY THE DIVISION OF STUDENT
DEVELOPMENT & COMMUNITY ENGAGEMENT

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NJCU Main Campus

Resource Guide



Designed by
Breanna Felix
SGA VP Public Relations & Marketing

Traditional Office Hours
Monday-Friday 9AM-5PM



West Campus Village

- 1 Computer Lab**
- Professional Studies Building, RM 103
 - Open Mon-Thurs 7:30am-6pm
 - Fri 7:30am-5pm
- Global Initiatives**
- Professional Studies Building, RM 414
 - Email: ckatz@njcu.edu
 - Phone: 201-200-3500

- 3 University Adviseement Center**
- Vodra, RM 101
 - Email: uac@njcu.edu
 - Phone: 201-200-3300
- Health & Wellness Center**
- Vodra Hall, RM 107
 - Email: hwc@njcu.edu
 - Phone: 201-200-3456

- SOAR**
- Vodra, RM 101
 - Email: soar@njcu.edu
 - Phone: 201-503-4922
- OSP**
- Vodra Hall, RM 211
 - Email: osp@njcu.edu
 - Phone: 201-200-3355

John J. Moore Athletics & Fitness Center

- 2 Gothic Knight Food Pantry**
- GSUB, RM 106
 - Email: communitycenter@njcu.edu
- Dean of Students**
- GSUB, RM 111
 - Email: deanofstudents@njcu.edu
 - Phone: 201-200-3525
- Center for Career & Professional Development**
- GSUB, RM 124
 - Phone: 201-200-3005
- Campus Dining (GSUB, 2nd Floor)**
- JBU Soul Kitchen
 - GSUB Cafe
- Counseling Center**
- GSUB, RM 308
 - Email: counselingcenter@njcu.edu
- Pride Center**
- GSUB, RM 321
 - Email: njcupridecenter@njcu.edu
- Center for Leadership & Engagement**
- GSUB, RM 109
 - Phone: 201-200-3525
- Housing**
- GSUB, RM 111
 - Email: reslife@njcu.edu
 - Phone: 201-200-2338
- Military & Veterans Services**
- GSUB, RM 127
 - Email: veterans@njcu.edu
 - Phone: 201-200-3199
- Gothic Clothing Rack**
- GSUB, RM 211
 - Email: communitycenter@njcu.edu
- Speicher-Rubin Women's Center**
- GSUB, RM 318
 - Email: vroddman@njcu.edu
 - Phone: 201-200-3189

- 4 Information Technology**
- Rossey, RM 58
 - Email: it@njcu.edu
 - Phone: 201-200-3350
- Public Safety**
- Rossey, RM 114
 - Email: publicafety@njcu.edu
 - Phone: 201-200-3128

- 5 Office of Specialized Services**
- Karnoutsos, RM 105
 - Email: sli@njcu.edu
 - Phone: 201-200-2091

- 7 Children's Learning Center**
- Hepburn Hall, RM 101
 - Email: njcuc@njcu.edu
 - Phone: 201-200-3342
- Office of Student Accounts (Bursar)**
- Hepburn Hall, RM 106
 - Email: bursar@njcu.edu
 - Phone: 201-200-3045
- Financial Aid**
- Hepburn Hall, RM 215
 - Email: financialaid@njcu.edu
 - Phone: 201-200-3173

- 6 Tutoring**
- Guarini Library, 1st floor
 - Email: threthub@njcu.edu
 - Phone: 201-200-3513
- Dunkin Donuts**
- Guarini Library Lobby
- Lee Hagan Africana Studies Center**
- Guarini Library, RM 225
 - Email: hagancenter@njcu.edu
 - Phone: 201-200-2272

IN THIS SECTION:

- **FINANCIAL AID**
- **THE OFFICE OF STUDENT ACCOUNTS**
- **THE OFFICE OF THE REGISTRAR**



MANAGING YOUR ACCOUNT

FINANCIAL AID

A college education is an important investment in your future. New Jersey City University is dedicated to helping make quality education affordable.

The financial aid office assists you and your family by providing information on ways to pay for education.

If you need assistance paying for your college education, you should contact the financial aid office.

Additionally, you can typically go to the financial aid office to:

- Learn about both federal and private student aid options, including aid programs for NJCU
- Find out about deadlines for student aid applications
- Obtain forms and money management guidance
- Award and process your financial aid and any loan applications you submit

Please include your Gothic ID number in any e-mail.



Scan to learn more about Financial Aid

CONTACT INFORMATION:

Hepburn Hall, Room 215
Phone: 201-200-3173
financialaid@njcu.edu

THE OFFICE OF STUDENT ACCOUNTS (BURSAR)

The specific role of a bursar is to manage student billing. It is the office you will go to pay your bills, and within that office, they can also help you set up a plan to pay your tuition in installments if that is something you and your family need to do. As the financial administrator in charge of making sure that tuition bills are paid on time, the bursar will be the one to let you know if your bills are late. Sometimes if bills are very late, they will assess appropriate fees.

What is the difference between bursar and financial aid?

Financial aid is responsible for determining a student's eligibility for aid and providing funds to cover tuition, fees, and other expenses. The bursar's office is responsible for billing and collecting tuition and fees.

Other things we do:

- Cashiering: posting payments, providing payment options, account inquiries, issuing student refund checks, and administering monthly payment plans.
- Billing: produce and send electronic billing statements, follow-up notifications, and third-party invoices.
- Collections: delinquent student accounts, manage outside collection agencies.
- IRS Form 1098-T Tax Forms: produce and provide students with Tuition Statements according to federal guidelines.



Scan to learn more about the Office of Student Accounts

CONTACT INFORMATION:

Hepburn Hall, Room 106
Phone: 201-200-3045
Bursar@njcu.edu

THE OFFICE OF THE REGISTRAR

The Registrar's Office is the "Keeper of the Academic Record." Our job is to ensure integrity and accuracy in your academic history. At NJCU, we facilitate your registration, update your record, evaluate transfer credit for those studying abroad, and provide services such as transcripts and enrollment verifications for scholarships.

We provide reports to the university to assist decision-making and departmental course planning, provide enrollment information to student loan lenders for deferrals and confirm V.A. benefits and NCAA eligibility. At the end of your time in college, we audit your record, clear you for graduation, and calculate honors.

TIPS to be successful from the Registrar's Office:

- Always check your e-mail from the Office of the Registrar!
 - o Any e-mails you get from the Registrar are really important. We'll alert you to specific deadlines or information about your registration or academic record, which could impact your graduation!
- Understand Dates and Deadlines
 - o Colleges and universities have many important deadlines for students, and the Registrar's Office publishes all of this information in our Academic Calendar. These deadlines are important for registering, scheduling changes, clearing any holds, taking advantage of new course opportunities, and applying for graduation!
- Understand FERPA
 - o The Family Educational Rights and Privacy Act of 1974 is a federal law that protects one's right as a student to privacy over their academic record.
 - o Parents will need to have written approval from their student on file with the Registrar's Office to access certain information regarding their student.

It's important to know your rights under FERPA. These include:

- The right to view your education record
- The right to request an amendment to your record if you believe there is an error
- The right to consent to disclosures of your information, except in cases where FERPA allows disclosure without consent, including to school officials with legitimate educational interest or verification of directory information
- The right to file a complaint with the U.S. Department of Education regarding a non-compliance with FERPA



Scan to learn more
about the Office of the
Registrar

CONTACT INFORMATION:

Hepburn Hall, Rooms
213/214

Phone: 201-200-3333
Registrar@njcu.edu

IN THIS SECTION:

- **DEAN OF STUDENTS**
- **HOUSING**
- **HEALTH CENTER**
- **SOCIAL SERVICES**
- **OFFICE OF MILITARY & VETERAN'S SERVICES**
- **MENTAL HEALTH & WELLNESS**
- **THE SPEICHER-RUBIN WOMEN'S CENTER FOR EQUITY AND DIVERSITY**
- **OFFICE OF SPECIALIZED SERVICES**
- **THE CENTER FOR LEADERSHIP & ENGAGEMENT**
- **STUDENT ACTIVITIES & ORGANIZATIONS**



GETTING TO KNOW NJCU

DEAN OF STUDENTS

The Office of the Dean of Students provides services that affect students' retention and graduation from the university. We seek to build a strong campus community for all. Whether you are a student, faculty, or staff member, we are here to support you. Our resources can connect you with others to build relationships and find peer support. The Student Code of Conduct is the standard to help us maintain our community's support, safety, and integrity. Please connect with us for assistance with any issue involving student conduct.

The Office of the Dean of Students:

- Oversees and administers the Student Code of Conduct.
- Investigates all student behavioral issues and determine appropriate sanctions.
- Provides access to students' disciplinary records under the Family Educational Rights and Privacy Act Regulations.
- Apprises appropriate faculty and staff concerning students' extended absences and maintains related records.
- Connects students with social services such as our Gothic Knight Food Pantry and local Hudson County services.
- Background Checks
- ALL STUDENT NEEDS

When you are unsure if where to go, the Dean of Students Office will always help!



Scan to learn more about the Dean of Students

CONTACT INFORMATION:

Gilligan Student Union
Building, Room 111
Tel: 201-200-3525
deanofstudents@njcu.edu

NJCU HOUSING

Residence halls are more than places to sleep. Studies show that students who live on campus tend to: Complete more credit hours and have higher grade point averages. Become more involved with the campus community.

Get involved and become part of the campus community.

The university experience goes way beyond the classroom NJCU's residential life program provides a unique opportunity for you to be part of an on-campus community. You'll discover new things about yourself. You'll meet and live with students from all walks of life. You'll learn not only about cultural differences but also about universal similarities. Residence life is a valuable part of your NJCU education and goes a long way in preparing you for your post-university life.

HERE ARE A FEW REASONS TO CONSIDER LIVING ON CAMPUS:

Convenience

You're at the heart of everything. You're never more than a few minutes away from classes. Activities. Dining. Athletic and fitness facilities. Common areas. And everything else NJCU has to offer.

More Flexibility

It's much easier to schedule your desired classes without worrying about transit schedules and commuting hours. Use the newfound time for activities. Extra study. Maybe even a few extra winks of sleep!

Sense of Community

Being a resident provides added opportunity to be involved in NJCU's uniquely diverse social and educational community. You'll build lifetime friendships, and you'll grow both personally and socially.



Scan to learn more about housing

CONTACT INFORMATION:

Gilligan Student Union, Room 111
Tel: 201-200-2338
reslife@njcu.edu

HEALTH CENTER



Located in easily accessible Vodra Hall, the Health and Wellness Center offers preventive and primary care services to help NJCU students stay healthy, regardless of insurance. Appointments are necessary; students are seen in the order they arrive unless their condition warrants otherwise.

- Care for acute concerns, including respiratory illness, sprains and strains, fever, stomach pains, skin rashes, and minor emergencies.
- Assistance with chronic illness
- Services such as blood pressure screening and weight monitoring



In addition to providing referrals for off-campus specialists and other resources as needed, HWC's staff educates students on ways to improve their health and self-advocacy in the future as informed consumers of healthcare services. Students can now access the Student Health Services Pyramed Portal by logging into GothicNet using their login credentials. On the landing Student Homepage, students can view the 'My Tasks' tile to check if they have any immunization holds. Students may click the 'My Task' tile to connect to the Student Health Services Pyramed Portal to upload any pending documentation to be submitted. A confirmation notification will be sent to the student once the document(s) have been reviewed and approved. The immunization hold will also be removed from the student's account once the pending documents' requirement is fulfilled.

We hope you find the Student Health Portal a helpful tool to help manage your health. Please send feedback to HWC@njcu.edu.



Scan to learn more about the Health and Wellness Center

CONTACT INFORMATION:

Vodra Hall, Suite 107
Phone 201-200-3456 | Fax 201-200-2011
E-mail: hwc@njcu.edu

NJCU SOCIAL SERVICES

THE GOTHIC KNIGHTS FOOD PANTRY (GKFP):

is open to all students and the community to address food insecurity. Food insecurity has increasingly become an issue on college and university campuses and can pose a significant barrier to student success. The pantry is stocked with different foods as well as hygienic items. The pantry is on the first floor of the Gilligan Student Union Building (GSUB).

THE GOTHIC RACK: provides all students access to new and gently used professional attire for interviews, career fairs, networking events, and the workplace. The goal of The Gothic Rack is to remove financial barriers that may prevent students with the highest need from looking and feeling their best during the internship and job search process. Any items taken from the closet are free of charge and yours to keep. Students are allowed to take two professional outfits per semester. No returns are necessary. The rack is located in GSUB 211.

JBJ SOUL KITCHEN NJCU: is a nonprofit Community Restaurant that serves healthy and delicious three-course meals to guests across the campus community, regardless of your ability to pay. NJCU students experiencing food insecurity may volunteer their time by participating in various activities around the restaurant or other campus locations to help cover the cost of their meals. We offer a Pay It Forward Program, where each additional \$12 donation provides meals to those who cannot donate. When you Pay it Forward, you help your community members with food insecurity experience a fine dining experience. JBJ Soul Kitchen is located on the second floor in GSUB.

SWIPE OUT HUNGER: is a national nonprofit committed to ending campus hunger to help college students reach their potential. Swipe Out Hunger mobilizes students to donate their extra meal swipes to their food-insecure peers for use at campus dining facilities. You can donate funds in the GET App or Card services (H114). If you need meals, a staff member from Gourmet Dining or the Dean of Students can assist you with attaining swipe-out funds that can be used at NJCU dining services.

THE COMMUNITY CENTER, located in GSUB 106, links students with resources that empower and enhance self-determined success. The Center strives to provide equal access to such resources that those who benefit without asking are often taken for granted. These comprehensive resources include food and housing insecurity, nutrition and hygiene, professional clothing, mental health counseling, financial literacy, and the rights of undocumented students.

NJCU SNAP PROGRAM: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

You may wish to apply for SNAP as a resource to aid you along your educational journey. SNAP offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. SNAP is the largest program in the domestic hunger safety net. The Food and Nutrition Service works with State agencies, nutrition educators, and neighborhood and faith-based organizations to ensure those eligible for nutrition assistance can make informed decisions about applying for the program and can access benefits.

<https://www.fns.usda.gov/snap/eligibility>



Scan to learn more
about campus social
services

CONTACT INFORMATION:
communitycenter@njcu.edu



Established in 1982, the Children's Learning Center is inspired by the Reggio Emilia approach to early childhood education, which emphasizes project-based learning, the use of art as a developmental tool, collaborative group work, and attention to the physical classroom environment as a component of teaching and learning. Our teachers embrace the most current understanding of child development, multiculturalism, and performance-based assessment.

FOR STUDENT PARENTS:

The Children's Learning Center has been awarded the Child Care Access Means Parents in School (CCAMPIS) grant from the U.S. Department of Education. CCAMPIS aims to assist low-income students with childcare expenses so they can persist and graduate. Eligible student parents will receive a 50% discount on childcare tuition at the Children's Learning Center. Applicants will be selected based on need and space availability.

Parent Eligibility

- Current FAFSA on File
- Pell Grant eligible
- Enrolled for at least six credits per semester

Child Eligibility

- 2.5- 5 years old during Fall & Spring Semesters
- 2.5- 6 years old during Summer Sessions



Scan to learn more about the Children's Learning Center

CONTACT INFORMATION:

E-mail: njcuclc@njcu.edu
Phone: 201-200-3342

THE OFFICE OF MILITARY & VETERAN'S SERVICES



The Office of Military & Veterans Services assists Veterans, Services Members, and their Dependents to ensure a seamless transition into the academic arena. The office assists with admissions, academic advisement and registration, student support and advocacy, internal and external referral services (for healthcare, employment, readjustment, etc.), and Veteran educational counseling and processing (GI Bill®, etc.). In addition, the office is a resource for faculty, staff, and the community. The office is committed to supporting the retention and success of our student population by creating a welcoming environment that acts as a one-stop shop for military-friendly services.



Scan to learn more about the Office of Military & Veteran Services

CONTACT INFORMATION:
Gilligan Student Union, Room 127
Phone: 201-200-3199
veterans@njcu.edu

MENTAL HEALTH & WELLNESS



THE NJCU COUNSELING CENTER offers currently enrolled NJCU students confidential mental health counseling, support groups, and workshops delivered by experienced professionals. Whether you're grappling with anxiety or depression, facing challenges in your relationships, stressed by family issues, coping with grief, concerned about identity, or are having problems with concentration, motivation, or procrastination, we're here to help.

UWILL AT NJCU

Uwill is a leading mental health and wellness solution for colleges and students. Uwill provides free immediate access to teletherapy and mental health crisis support for students. With Uwill, you can choose a therapist based on your unique needs and preferences (focus area, gender, language, ethnicity) at a time that fits your schedule (day, night, weekend availability) and by the appointment type preferred (video, phone, chat, message). All enrolled NJCU students will have access to Uwill.

Students receive

**FREE Immediate Access to
TELETHERAPY &
CRISIS SUPPORT**

Uwill.

Student Mental Health & Wellness



Scheduling an appointment:

Please get in touch with the Center at counselingcenter@njcu.edu or (201) 200-3165 during office hours. When you request an appointment, you'll be asked for your name, Gothic ID number, phone number, address where you're currently living, and the times you're available from Monday to Friday. We'll try to schedule you for an appointment as soon as possible.

In the event of a Mental Health Crisis...

The following resources are available to assist you or someone you know who needs help.

- **On campus:** call 201-200-3128 for Public Safety
- **Off-campus:** call 988 (Mental health) or 911, or go to your nearest hospital emergency room

Additional resources available 24/7:

- **Crisis Text Line** – text HOME to 741741
- **National Suicide Prevention Lifeline & Mental Health Emergencies** – call or text 988
- **NJ Hopeline** – 1-855-654-6735



Scan to learn more about the Counseling Center

CONTACT INFORMATION:

Gilligan Student Union,
Room 308
Phone: 201-200-3165
counselingcenter@njcu.edu

THE SPEICHER-RUBIN WOMEN'S CENTER FOR EQUITY AND DIVERSITY



With a 50-year history at NJCU, the Speicher-Rubin Women's Center for Equity and Diversity remains committed to creating an inclusive community where everyone respects and values diverse cultures, experiences, and perspectives.

GOALS

- Support of institutional leadership
- The extent to which the issues of equity and diversity are incorporated into both the curricular programs, as well as co-curricular activities
- The degree to which the events, messages, symbols, values, etc., of the campus, make it a welcoming and inclusive environment for all students, faculty, and staff members of the broader community
- To empower students to create a campus culture that values women and under-represented students and their diverse identities and experiences
- To provide, coordinate, and participate in comprehensive sexual violence rich reduction programs
- To assess the campus culture for women and under-represented students and advocate for a climate that eliminates barriers, prejudice, and bigotry and creates a hospitable environment for all women and under-represented students
- To sponsor speakers, performers, events, and activities that address the interest and concerns of women and under-represented students



Scan to learn more about the Speicher-Rubin Women's Center for Equity and Diversity

CONTACT INFORMATION:
Gilligan Student Union, Room 318
Phone: 201-200-3189
Fax: 201-200-2542

OFFICE OF SPECIALIZED SERVICES AND SUPPLEMENTAL INSTRUCTION



The mission of the Office of Specialized Services is to:

Provide equal access for students with disabilities to NJCU's academic programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act;

- Provide reasonable accommodations for qualified students; and
- Maintain an accessible environment for all students with disabilities.

FREQUENTLY ASKED QUESTIONS

How do you register with the Office of Specialized Services?

Students can register with the office by submitting an OSS Registration Form and documentation of their disability. Disability documentation can be uploaded with the form. Documentation can also be submitted via e-mail (jaitken@njcu.edu), by fax (201-200-3083), or by mail at the Office of Specialized Services, 2039 Kennedy Boulevard, K105, Jersey City, NJ 07305.

What types of documentation do you accept?

Examples of appropriate documentation include a 504 Plan, IEP, Educational/Learning Assessment, Psychological Evaluation, or Neuropsychological Evaluation. A letter from a physician or therapist on letterhead addressing the bullet points noted within the documentation guidelines outlined below may also be accepted.

What accommodations are available?

Accommodations are determined on a case-by-case basis upon review of the student's disability documentation and following an interview with the Director.

How do I request accommodations?

Each semester, students must complete an Accommodation Request Form to indicate the accommodations needed for each class. Please note this form must be completed every semester you are enrolled. It is strongly advised that this form be submitted before the start of the semester or preferably no later than the add/drop deadline. Please note accommodations cannot be provided on a retroactive basis. Timely submission of your requests is highly recommended.



Scan to learn more about the Office of Specialized Services and Supplemental Instruction

CONTACT INFORMATION:

Karnoutsos Hall, Rm 105
201-200-2091 (OSS)
201-200-2557 (S.I.)

THE CENTER FOR LEADERSHIP & ENGAGEMENT



The Center for Leadership & Engagement at NJCU empowers students to discover and define themselves through various programs and resources. This includes learning how to get involved on campus through clubs and organizations, fraternities and sororities, planning events and activities, and areas of self-governance through the Student Government Association.

The Center for Leadership & Engagement is the hub for Leadership Development at NJCU. We guide our students and other NJCU departments in facilitating programming and training that engage our students in developing their leadership capacity.

THE CENTER FOR LEADERSHIP & ENGAGEMENT PROMOTES STUDENT GROWTH THROUGH THE FOLLOWING AREAS WITHIN THE UNIVERSITY

- Leadership Honor Society - Join today to gain all the tools needed to enhance your skills outside of the classroom, future careers, and overall skills as a leader
- Gilligan Student Union Building - At the GSUB, as our students like to call it, you'll find many essential student services and various programs and events.
- Greek Life
- Student Government Association - SGA is the voice of the students.
- Clubs and Organizations -Join one of our many clubs or start your own!
- Student Media



Scan to learn more about the Center for Leadership & Engagement

CONTACT INFORMATION:

Gilligan Student Union,
Room 109
201-200-3585

STUDENT ACTIVITIES & ORGANIZATIONS

GREEK LIFE AT NJCU

Greek Life at NJCU is an active life, complementing academic accomplishment with community service projects, philanthropic fundraising, a lively annual Greek Week, social events, and more. Among the fraternities and sororities at NJCU you will find interests including social and cultural awareness, women's issues, child welfare, and high-energy stepping and strolling competitions.

FRATERNITIES

- Alpha Phi Alpha Fraternity, Inc
- Phi Beta Sigma Fraternity, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Tau Kappa Epsilon Fraternity, Inc.
- Lambda Sigma Upsilon Latino Fraternity, Inc.



Sororities

- Alpha Kappa Alpha Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.
- Lambda Tau Omega Sorority, Inc.
- Mu Sigma Upsilon Sorority, Inc.
- Chi Upsilon Sigma National Latin Sorority, Inc.
- Omega Phi Chi Multicultural Sorority, Inc.



Scan to learn more about Greek life at NJCU

CONTACT INFORMATION:

Inter-Greek Council Coordinator
Bianca Cribeiro
bcribeiro@njcu.edu

NJCU CLUBS AND ORGANIZATIONS

NJCU offers a wide variety of student activities that are designed to make your college experience fun and meaningful through rewarding participation in the life of campus and our greater community. We challenge and encourage all students to become involved.

SOCIAL/SPECIAL INTEREST

- Anime Club
- ASEZ (Save the Earth from A to Z)
- Campus Crusade for Christ (CRU)
- Environmental Club
- GAD (Global Networking)
- Gothic Curls
- USRC (Undergraduate

CULTURAL

- CSA (Caribbean Student Association)
- FELA
- Haitian Student Association (HSA)
- MSA (Muslim Student Association)

EDUCATIONAL/ DEPARTMENTAL

- American Society of Biochemistry & Molecular Biology
- Biology Club
- Chemistry Club
- Health Science Student Organization
- Pre Dental Club
- Psychology Society
- Software Development Club



STUDENT ACTIVITIES & ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The purpose of Student Government is to serve the student body and act as a liaison between the students, faculty and staff of the university.

The Student Government Association at New Jersey City University strives to represent, develop, and motivate the student body by driving campus wide student leadership, building partnerships to enhance the student experience, and to embody the ideas, concerns, and visions of the NJCU student body.

SGA council meeting's locations are uploaded monthly via the SGA Instagram.



Scan to learn more about SGA



CONTACT INFORMATION
GSUB, RM 301
Instagram: @sganjcu

STUDENT ACTIVITIES BOARD

The SAB exists for the betterment of the New Jersey City University community as a whole and to remain responsive to student attitudes, interests, and needs. It also provides programs that reflect and respond to those interests and fosters the social, intellectual, and moral development of the members of the NJCU community.

SAB event programming information is uploaded monthly via the SAB Instagram.



Scan to learn more about SAB



CONTACT INFORMATION
GSUB, RM 302
Instagram: @sabnjcu

IN THIS SECTION:

- **ACADEMIC DEANS**
- **CAREER DEVELOPMENT**
- **UNIVERSITY ADVISEMENT CENTER**
- **THE OFFICE OF TUTORING AND ACADEMIC SUPPORT SERVICES**



ACADEMICS

ACADEMIC DEANS

An academic dean serves as a liaison between students, faculty, other staff members, top-level leadership of the school, and other administrators. They head their academic unit, serving as its public face and representing it to the rest of the school and external stakeholders.

Reasons to visit your Academic Dean:

- Grade appeals
- Change of Major
- Class concerns
- Questions about your Major
- Letters of recommendations
- Academic Support and Guidance

DEAN'S OFFICES

THE WILLIAM J MAXWELL COLLEGE OF ARTS & SCIENCES

Dr. Scott Mittman, Acting Dean
George Karnoutsos Arts and Sciences Hall, Room 605
smittman@njcu.edu
(201) 200-3001

Dr. Jason Martinek, Interim Associate Dean of Humanities, Arts, and Social Sciences
George Karnoutsos Arts and Sciences Hall, Room 605
jmartinek@njcu.edu
(201) 200-3001

THE DEBORAH CANNON PARTRIDGE WOLFE COLLEGE OF EDUCATION

Dr. Lourdes Sutton, Acting Dean
Professional Studies Building, Room 303
lsutton@njcu.edu
201-200-2101

THE COLLEGE OF PROFESSIONAL STUDIES & NJCU SCHOOL OF BUSINESS

Dr. Marvin C. Walker, Acting Dean
Professional Studies Building, Room 402
mwalker5@njcu.edu
201-200-3321



Scan to learn more about the Dean's offices

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Career Success Lab provides comprehensive services and resources to research careers, find job opportunities, prepare for graduate school, improve resume writing and interviewing skills, and land appropriate internships for career advancement. We aim to assist you with your job search and career development needs.

- Providing individualized career counseling to discuss the choice of a major for careers of interest, planning a job search, researching career information, and selecting a graduate program.
- Administering self-assessments to evaluate values, skills, and interests so students can identify careers where they best fit.
- Conducting workshops regarding selecting majors for careers of interest, applying to graduate school, writing resumes, and learning interview skills.
- Hosting employer recruitment events.
- Advising non-declared students regarding appropriate majors for career interests.

Employment Services:

- Internships for declared majors.
- Part-Time job opportunities.
- Campus recruitment program.
- Access to Handshake to view/apply to full-time, professional, and internship positions.
- Career Fairs and other employer recruitment events.



Scan to learn more about the Center for Career and Professional Development

CONTACT INFORMATION

GSUB, RM 124
Phone: 201-200-3005

UNIVERSITY ADVISEMENT CENTER

What is the role of an academic advisor?

An Academic Advisor advises students concerning their academic plans and progress, academic schedule, choice of major, and other scholarly activities and career goals to assist the student in making decisions concerning personal and educational goals leading to graduation.

The University Advisement Center seeks to enhance the experience and academic success of NJCU's undergraduate students. UAC's Academic Advisors are dedicated to helping students reach their highest potential, providing awareness of resources, and supporting academic success.



Scan to learn more about the UAC

CONTACT INFORMATION:

Vodra Hall, Room 101
201-200-3300
uac@njcu.edu

THE OFFICE OF TUTORING AND ACADEMIC SUPPORT SERVICES

Academic Coaching and Math & Science Tutoring

We offer one-on-one academic coaching, focused on the student's specific needs, as well as tutoring in math and the sciences, in The Writing Center. Visit njcu.mywconline.com to see the range of offerings and to schedule an appointment.

Writing Workshops

The Writing Center offers occasional workshops on a variety of writing topics, such as getting started on your paper, using sources, and brushing up on grammar. Students can register for workshops at <https://njcu.mywconline.com>.



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CONTACT INFORMATION:

The Writing Center, Guarini Library, 1st Floor
201-200-3513
thehub@njcu.edu

