



# Graduate Academic Policies and Procedures: Registration and Related Requirements

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## **Registration**

Registration is required each semester. The Registrar's office is located in the Student Mall, on the ground floor of the parking deck. The office is open when classes are in session, Monday through Thursday, from 8:30 a.m. to 6 p.m., and Friday 8:30 a.m. to 4:30 p.m. or as announced by the Registrar.

NJIT has an advance self-registration system that obligates all students currently enrolled in graduate degree programs to register in advance for their courses. An approved registration guarantees class seats until the first class meeting. Students who do not attend the first class meeting may lose their place in class.

All admitted students register online via the registrar's Web site at [www.njit.edu/Registrar/](http://www.njit.edu/Registrar/).

## **Responsibility for Registration**

NJIT sends notices in advance, but cannot guarantee delivery. Regardless, students are expected to obtain all necessary information and comply with all registration procedures on time. New international students are only permitted to register after attending the required international student orientation program and must register in-person. Students who receive financial support must be in attendance at NJIT and will not be permitted to have other persons register for them.

**Currently Enrolled Students** Currently enrolled students are informed of registration procedures for the fall and spring semesters by the Office of the Registrar during April and October respectively, and must then register during the advance registration period. Students who fail to comply with these instructions are charged a late fee. Instructions for the summer session are provided separately and sent student. Currently enrolled extension and distance-learning students are informed of registration procedures for fall, spring and summer semesters by the Division of Continuing Professional Education.

**New and Readmitted Students** The Office of University Admissions informs prospective and readmitted students of registration procedures.

**Non-Matriculated Students** Non-matriculated students should contact the Office of University Admissions for details of admission and registration procedures at least one month before the date of intended enrollment. Extension and distance-learning students should contact the Division of Continuing and Professional Education.

## **Approval of Initial Registration**

NJIT degree programs are purposely flexible to meet a variety of career and personal objectives within minimum requirements. Students are required to arrange a conference with their graduate advisor as soon as possible after notification of admission to formulate a course of study that meets the requirements of the particular degree program and reflects the interests and aspirations of the individual student. New students are required to obtain advisor approval for initial course registration. Advisors are available for international students during the international student orientation program.

## **Course Additions and Schedule Changes**

Students who add a course to their program will be charged the full tuition and fee for the course added; however, the flat rate (12-19 credits) may apply. If, within the first five class days of the semester, students change their schedule, they must fill out a schedule change form, present it to the registrar, and pay a schedule change fee.

Courses cannot be added after the fifth day of the semester. Students cannot receive credit for courses if they are not registered. Attendance in a class without proper registration for that class is not permitted.

## **Continuous Registration Requirement**

Once admitted to a degree program, students must be continuously registered for credit each semester until they complete degree requirements, unless they have been approved for a leave of absence by the Office of Graduate Studies.

## **Continuous Registration Requirement, Project/Thesis/ Dissertation**

Once a project, thesis, or dissertation has begun, students must register in these each semester until completion. MR (maintaining registration) is not permitted in place of a credit registration for project, thesis, or dissertation. The grade of I is not permitted for project, thesis, or dissertation.

Students who complete work for projects, theses or dissertations over several semesters receive a concluding grade in the semester in which the work is completed and after the final document is approved and received in proper format.

## **Multiple Registration**

A student generally cannot be matriculated in more than one graduate degree program at a time. Special circumstances may require the approval of

the dean of graduate studies and the director of graduate admissions. This also applies to programs run cooperatively with Rutgers-Newark and UMDNJ. Currently enrolled graduate students who wish to enroll in a subsequent graduate degree program should NOT file an application for admission to the new program until they are in the final semester of their initial program. In addition, students may not be enrolled in both a degree and a non-degree graduate program or as an undergraduate and graduate student simultaneously.

Students should consult the Office of University Admissions when contemplating a change in program enrollment. Students should refer to "Change of Major" under Admissions in this catalog.

### **Cross-Registration Procedures**

Students may take courses at UMDNJ and Rutgers-Newark College of Arts and Sciences provided that the:

- Course is used toward a degree.
- Course is not offered at NJIT, or, because of a conflict in schedule, cannot be taken at NJIT.
- Approval is obtained, in advance, from the student's advisor.
- Approved cross-registration form is submitted by the student to the host school. The course must also be included on the NJIT registration form.

Students in joint programs should register at the school that admitted them to their current degree program. Students from Rutgers-Newark and UMDNJ must be matriculated in graduate programs at their home institution to cross-register for NJIT courses. Students from Rutgers-Newark and UMDNJ who cross-register into NJIT are considered NJIT non matriculated students and are therefore limited to 9 credits maximum. In order to take more than 9 credits, these students would have to apply and be admitted as matriculated students for an NJIT graduate degree program.

Summer course registration procedures and inclusion of courses on NJIT transcripts for students wishing to take courses at Rutgers-Newark and UMDNJ, are determined by the registrar. In general, students enroll as non-matriculated students at the other institution for summer courses.

### **Registration at Another College**

To take graduate level courses at colleges other than those in the cross-registration program, students must obtain prior approval from their advisor and the dean of graduate studies. Students should review the section on

“Transfer of Credit” if they wish to transfer these courses to an NJIT program.

Tuition remission from NJIT is not available for courses taken at educational institutions not participating in NJIT’s cross-registration program.

### **Undergraduate Registration in Graduate Courses**

Undergraduate students who wish to take 500- or 600-level courses must obtain the written approval of the graduate advisor for the program that offers the course and their undergraduate advisor. If undergraduates wish to take 600-level courses, they must also obtain written approval from the chairperson of the department offering the course. Undergraduates are not permitted to take 700-level courses.

The undergraduate and academic advisor will review the student’s academic record prior to approval. Approval can be granted only to students who have completed the appropriate prerequisites for the course and are in satisfactory academic standing. The approval will be noted on a form that requires appropriate signatures and reports the student’s cumulative undergraduate GPA. Students shall have a cumulative undergraduate GPA of 2.5 to be approved for registration in 500-level courses (500G for Architecture) and 2.8 for registration in 600-level courses.

Students whose undergraduate GPA is below the 2.5 or 2.8 minima, are considering courses out of the student’s current major, are lacking appropriate prerequisites, have completed any prior graduate courses with a grade below a B, or have already completed 9 or more credits at the 500 level and above (15 credits for those in the B.S./M.S. program), or have an excessive number of credits for the undergraduate degree will also require review by the dean of graduate studies and the program advisors.

Undergraduate students who enroll in graduate courses for undergraduate credit pay tuition at the undergraduate rate. Grades will follow the graduate grading system.

Undergraduate students should be aware that need-based financial aid may not be sustainable for registration in graduate courses.

### **Graduate Registration in Undergraduate Courses**

Graduate students may be asked to register in undergraduate courses as conditions of admission, as bridge courses, or by direction of the graduate advisor for their current program. Enrollment in other undergraduate courses requires the approval of the Dean of Graduate Studies or the graduate advisor, and the undergraduate department offering the course. Tuition for

these courses is assessed at the graduate rate. Grades will follow the undergraduate grading system.

### **Enrollment Status**

Students registered for 9 credits or more throughout an entire semester are considered full-time. International students must be in full-time status every semester. The Office of International Students and Faculty will report, in SEVIS, international students who meet the full-time definition under F-1 regulation 8CFR 214(f)(6). Any international students unsure of their status should contact the office at 973-596-2451 or send an e-mail to [international.students@njit.edu](mailto:international.students@njit.edu). Students who are not registered for 9 credits and do not meet the conditions for full-time certification are considered part-time.

### **Full-time Certification**

The Office of Graduate Studies may certify students as full-time even if they are not registered for 9 credits, under any of the following circumstances:

If a master's thesis registration is included in a prior semester, an additional semester for a maximum of two with only a master's thesis registration is acceptable

Students have fewer than 9 credits remaining for completion of all degree requirements and are registered for all credits needed to complete the degree. This certification can only be given for one semester.

Doctoral candidates who completed all required course work, and accumulated the required dissertation credits but have yet to complete the dissertation and defense, are registered in Dissertation Research (and seminar if required) for at least 3 credits each semester.

Students originally registered for 9 credits but have substantial extenuating circumstances that require a reduction in course load. Normally this certification applies only in cases of medical or similar emergencies that incapacitate a student for a significant part of a semester. Improper course registration, failure to seek proper advisement, inadequate academic progress, or risk of earning a weak or failing grade are not extenuating circumstances. Inability of an international student who had earlier filed a financial attestation to pay tuition and fees, is also not an extenuating circumstance.

## Course Code Explanation

The course prefixes/codes listed here have been approved in accordance with the policies of NJIT. Department or university needs may necessitate changes in this list, and courses may be cancelled because of insufficient registration. A list of scheduled courses will be issued by the registrar before each semester begins. Information found in the Degree Programs section of this catalog serves as a guide for program planning in consultation with departmental or program advisors.

## Alphabetical Code

Code	Department
Acct	Accounting
Arch	Architecture
BINF	Biomedical Informatics
BME	Biomedical Engineering
CE	Civil Engineering
ChE	Chemical Engineering
Chem	Chemistry
CIS	Computer and Information Science
ECE	Electrical and Computer Engineering (formerly CoE, EE)
Econ	Economics
EM	Engineering Management
EnE	Environmental Engineering
EPS	Environmental Policy Studies
EvSc	Environmental Science
Fin	Financial Management
Hist	History
HRM	Human Resource Management

IE	Industrial Engineering
Math	Mathematics
ME	Mechanical Engineering
Mech	Mechanics
Mgmt	Management
MIP	Infrastructure Planning
MIS	Management Information Systems (formerly Information Systems Management)
MnE	Manufacturing Systems Engineering
MPH	Public Health
Mrkt	Marketing Management
MtSE	Materials Science and Engineering
OPSE	Optical Science and Engineering
OSHE	Occupational Safety and Health Engineering
PhEn	Pharmaceutical Engineering
Phys	Physics
Tran	Transportation

### **Numerical Code**

Numbers from 500 to 599 (500G to 599G for Architecture) indicate entry-level graduate courses normally offered for students who require additional background for admission to 600- or 700-level courses.

Numbers from 600 to 699 indicate regular-level graduate courses normally associated with master's-level study.

Numbers from 700 to 799 indicate advanced-level graduate courses normally associated with research and/or doctoral-level study.

## **Rutgers-Newark Courses**

The current Rutgers-Newark Schedule of Courses can be viewed for cross-registration along with the [Rutgers catalog](#) when planning for cross-registration.