

The NJIT logo is displayed in a stylized, orange-red font at the top left of the page. The letters 'NJIT' are bold and blocky, with a thin, curved line underneath that sweeps from the 'J' to the 'T'.

NJIT

*Graduate
Student
Guidebook
2016*

*Your
Guide
To NJIT*



Key Contacts

Academic/Administrative Office	Phone Number	Location
Bursar	(973)-596-2877	Student Mall
Career Development Services	(973)-596-3100	200 Fenster Hall
Financial Aid	(973)-596-3479	Student Mall
Graduate Studies	(973)-596-3462	140 Fenster Hall
Information Services & Technology	(973)-596-2900	Student Mall
Public Safety (Emergency)	(973)-596-3111	Parking Deck
Public Safety (Non-Emergency)	(973)-596-3120	Parking Deck
Registrar	(973)-596-3236	Student Mall
Office of Research	(973)-596-5275	340 Fenster Hall
Student Services		
Academic Support and Student Affairs	(973)-596-6476	280 Fenster Hall
Dean of Students	(973)-596-3466	255 Campus Center
Disability Support Services	(973)-596-5598	260 Fenster Hall
Veteran and Military Affairs	(973)-596-5475	Student Mall
Colleges and Schools		
College of Architecture and Design	(973)-596-3080	340 Weston Hall
Ying Wu College of Computing Sciences	(973)-596-5304	3500 GITC
College of Science and Liberal Arts	(973)-596-3676	504 Cullimore Hall
Newark College of Engineering	(973)-596-6506	5704 GITC
Martin Tuchman School of Management	(973)-596-3248	Central Ave. Building, 3rd Floor

Introduction

We, here at the ***Office of Graduate Studies***, know that coming onto a college campus for the first time can be overwhelming. Even students who were undergraduates at NJIT can get confused sometimes about graduate academic policies and procedures, as well as other aspects that can improve their NJIT experience. Thus, the Graduate Student Guidebook aims to help not only students who pursued their undergraduate degrees here, but also students transferring in from other schools.

This guidebook aims to fill you in on as many facets of NJIT life as possible. You'll also find a list of *Dates to Remember* at the back of this guidebook, so that you can keep track of important dates and events that are coming up during the Fall 2016 semester. This guide will help you on your journey through graduate education. Learn, enjoy and prosper!



Office of Graduate Studies

The Office of Graduate Studies provides assistance to graduate students in academic matters, approves M.S. thesis and Ph.D. dissertation committees*, handles dissertation documents, and facilitates the development of new policies that affect graduate studies.

* The [Graduate Faculty at NJIT guidelines](#) are followed for the composition of M.S. thesis and Ph.D. dissertation committees.

For newly admitted and entering graduate students, we are the best source of information about any aspect of graduate study at NJIT. If you are not sure who to ask or where to go, try us first.

We can be reached at 973-596-3462, or via email at: gso@njit.edu

An FAQ for prospective Online Students can be found at the following link: <http://njit.edu/online/prospective/faqs/>

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NJIT's Academic Colleges

NJIT has five colleges. Each one is home to a wide variety of graduate programs. Whatever educational goal you wish to achieve, NJIT will help you reach it.

Newark College of Engineering (NCE)

Dean: Moshe Kam

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The Newark College of Engineering (NCE) was established in 1919 as an outgrowth of the Newark Technical School which was founded in the 1880s. Today NCE offers 13 undergraduate and 16 Master of Science degrees, as well as 10 tracks toward a doctoral (Ph.D.) degree. Undergraduate enrollment is approximately 2,500, and graduate enrollment is approximately 1,100. 150 faculty members engage in instruction, student mentoring, professional activities, scholarship, research, and development of public policy in the areas of engineering and technology. NCE has several widely-recognized strengths, including expertise in infrastructure (water, transportation, telecommunications, computer networking); multiple projects on manufacturing, control, navigation and robotics; and fast-growing work in bio-medical engineering, at the interface of engineering, computing and the life sciences.

You can find more info at: <http://nce.njit.edu/>

Degrees Offered (NCE)

Biomedical Engineering (MS, PhD)
Chemical Engineering (MS, PhD)
Civil Engineering (MS, PhD)
Computer Engineering (MS, PhD)
Electrical Engineering (MS, PhD)
Electrical Engineering Online (MS)
Engineering Management (MS)
Engineering Science (MS)
Environmental Engineering (MS, PhD)
Environmental Science (PhD)
Industrial Engineering (MS, PhD)
Internet Engineering (MS)
Manufacturing Systems Engineering (MS)
Mechanical Engineering (MS, PhD)
Occupational Safety and Health Engineering (MS)
Pharmaceutical Engineering (MS)
Power and Energy Systems (MS)
Telecommunications (MS)
Transportation (MS, PhD)



College of Science and Liberal Arts (CSLA)

Dean: Kevin D. Belfield

Email: kevin.d.belfield@njit.edu

The College of Science and Liberal Arts, founded in 1982, offers 13 undergraduate, 14 masters, and 6 doctoral programs. The sciences and liberal arts have formed the heart of the university for centuries. At NJIT, CSLA embodies that tradition while embracing rapid developments in technology and our global community. CSLA graduate degrees range over traditional science disciplines, such as applied physics, biology, and mathematics, and interdisciplinary areas, including environmental science, materials science and engineering, and professional and technical communication.

You can find more info at: <http://csla.njit.edu/>



Degrees Offered (CSLA)

Applied Mathematics (MS)

Applied Physics (MS, PhD)

Applied Statistics (MS)

Biology (MS, PhD)

Biostatistics (MS)

Chemistry (MS, PhD)

Environmental Science (MS, PhD)

History (MA)

Materials Science and Engineering (MS, PhD)

Mathematical & Computational Finance (MS)

Mathematical Sciences (PhD)

Pharmaceutical Chemistry (MS)

Professional and Technical Communications (MS)



College of Architecture and Design (CoAD)

Dean: Urs P. Gauchat

Email: Urs.P.Gauchat@njit.edu

The College of Architecture and Design (CoAD) is comprised of the New Jersey School of Architecture and the School of Art + Design. The School of Architecture dates back to 1973 and offers 2 undergraduate and 4 graduate majors, while the School of Art + Design offers 3 undergraduate courses. The School of Architecture offers a broad spectrum of disciplines that focus on the many different facets of design, from building design to city planning, and the MArch program lends itself quite well to dual-degree options.

You can find more info at: <http://architecture.njit.edu/>

Degrees Offered

Master of Architecture (March, MSArch)

Infrastructure Planning (MIP)

Urban Systems (PhD)



Martin Tuchman School of Management (MTSOM)

Dean: Reggie J. Caudill

Email: Reggie.J.Caudill@njit.edu

Welcoming its inaugural class in 1988, the Martin Tuchman School of Management has 25 faculty members and enrolls approximately 700 students. Unique among its contemporaries, the School's STEM-based academic environment offers distinctive, high-valued academic programs that are business focused, technology integrated, and experientially driven. MTSOM offers five degree programs: BS in Business, MS in Management, MBA, Executive MBA, and Ph.D. in Business Data Science. All MTSOM program offerings are designed to respond to the demand for a new generation of business professionals created by the rapid convergence of technology into business.

You can find more info at: <http://management.njit.edu/>



Degrees Offered (MTSOM)

The *Master of Science in Management (MSM)* proposes 3 concentrations including:

- Business Analytics
- Global Project Management
- Web Design and Media

The *MBA* has three concentrations:

- Management Information Systems
- Marketing
- Healthcare Management
- Finance
- Innovation and Entrepreneurship
- Custom
- STEM-MBA

The *Ph.D.* in Business Data Science has one concentration



Ying Wu College of Computing Sciences (CCS)

Dean: Marek Rusinkiewicz

Email: Marek.Rusinkiewicz@njit.edu

The Ying Wu College of Computing Sciences comprises one-fifth of the student body at NJIT, and is the largest and most comprehensive computing program in the New York metropolitan area. CCS offers programs in Computer Science, Information Systems and Information Technology, including multiple degree programs at the undergraduate, Master's and PhD levels.

You can find more information at: <http://ccs.njit.edu/>



Degrees Offered (CCS)

Computer Science:

- Computing & Business (MS)
- Computer Science (MS, PhD)
- Software Engineering (MS)
- Bioinformatics (MS)
- Cyber Security & Privacy (MS)

Information Systems:

- Business and Info Systems (MS)
- Information Systems (MS, PhD)

Information Technology:

- IT Administration and Security (MS)



Office of Global Initiatives

The Office of Global Initiatives, located in 140 Fenster Hall, is the primary university resource for international student services. The Office provides international students with assistance in all matters related to maintaining valid immigration status. It oversees and offers a range of programs and services, throughout the year, to ease the student adjustment to the NJIT community. Services include: work permission and practical training recommendations (CPT & OPT), travel and dependents' documents, full time certification letters, visit and commencement letters, and Social Security and banking referral letters.

You can find more information about the Office of Global Initiatives at: <http://njit.edu/global/>

Graduate Student Association (GSA)

The Graduate Student Association, or GSA, is a student government organization that seeks to represent the interests of all graduate students in university affairs. All NJIT graduate students are automatically part of the GSA. Student representatives from all graduate programs work with their respective departments to hold feedback sessions for students and work with department administration to resolve academic issues. The GSA also provides travel awards, and hosts many social and educational functions.

You can find more information about the GSA at: <http://gsa.njit.edu/>

Student Mall

The Student Mall, located in the basement of the University Parking Deck, is home to the **Registrar's Office**, the **Bursar's Office**, and **Student Financial Aid Services**.

The **Registrar's Office** deals with course registrations and processes relevant forms, maintains student grades and course schedules, and mails the diplomas. They can be reached at 973-596-3236.

The **Bursar's Office** handles student payments for tuition and fees, housing and meal plan payments, parking decals, parking fines, official transcript requests, ID card replacements, and other miscellaneous duties. They can be reached at 973-596-2877.

Student Financial Aid Services provides options for students to fund their education at NJIT (grants, loans, etc.). They can be reached at 973-596-3479.

The hours of operation for the Student Mall are:

Mon-Thurs: 8:30AM – 6:00PM

Fri: 8:30AM – 4:30PM



Van Houten and Littman Libraries

The Robert W. Van Houten Library, located in the Central Avenue Building, has a variety of resources for individual and group study, research, or simply surfing the web. The library is open to students and faculty and wireless Internet access is available throughout the building. The library also has a collection of Electronic Thesis and Dissertations available for viewing online.

You can find more info about the Van Houten Library at: <http://library.njit.edu/>

The Barbara and Leonard Littman Architecture and Design Library, located on the 4th floor of Weston Hall, offers resources for students enrolled in the College of Architecture and Design.

You can find more info about the Littman Library at: <http://archlib.njit.edu/>



Miscellaneous Resources

Disability Support Services (DSS) offers long term and temporary accommodations for undergraduate, graduate and visiting students at NJIT. If you are in need of accommodations due to a disability please contact Chantonette Lyles, Associate Director of Disability Support Services at 973-596-5417 or via email at lyles@njit.edu. The office is located in Fenster Hall Room 260. For further information regarding self identification, the submission of medical documentation and additional support services provided please visit the Disability Support Services (DSS) website at <http://www5.njit.edu/studentsuccess/disability-support-services/>

The **Department of Public Safety**, located at 154 Summit St. on the first level of the Parking Deck, is charged with maintaining a safe and secure environment for NJIT's students. It provides 24/7 security, including local and on-campus escort service.

For on-campus emergencies, dial: 973-596-3111

For non-emergencies, dial 973-596-3116, or 973-596-3120

The **Fleisher Athletic Center** is home to NJIT's men's and women's basketball and volleyball teams. The building's third floor is home to a fitness center, which is open for use by all students and staff. **Lubetkin Field** is where the men's and women's soccer teams and men's lacrosse team play their home games and practice on campus.

You can find more information about the Fleisher Athletic Center, and about NJIT's sports programs in general, by visiting: <http://njithighlanders.com/>

The **Student Health Services Department** is located on the first floor of the Fleisher Athletic Center. All full-time and part-time students pay a student health fee to allow them to receive basic services free of charge. The services provided by the physician and registered nurses of the Health Services department include prescribing medications, treating common illnesses or injuries, and conducting laboratory tests.

You can find more information about Student Health Services by visiting: <https://www5.njit.edu/healthservices/>

All NJIT students must also complete the **Student Health Packet**, which consists of **Immunization**, **Physical**, and **Positive TB Test forms**. You can find more information about the Student Health Packet by visiting: <http://njit.edu/healthservices/healthpacket/index.php>



An Integrative Development, Center 1

Map Legend

1. Student Mall / Parking Deck
2. York Center for Environmental Engineering & Science
3. Laurel Residence Hall
4. Oak Residence Hall
5. College of Architecture & Design
6. Specht Building
7. Colton Hall
8. Campbell Hall / Student Services
9. ECE Building
10. Microelectronics Center
11. Faculty Memorial Hall
12. Tiernan Hall
13. Lubetkin Field at J. Malcolm Simon Stadium
14. CHEN Building
15. EDC 2
16. EDC 3
17. Estelle & Zoom Fleisher Athletic Center
18. The Green
19. Kupfrian Hall
20. Central King Building
21. Fenster Hall / Admissions
22. Cullimore Hall
23. Eberhardt Hall / Alumni Center
24. Campus Center
25. Cypress Residence Hall
26. Redwood Residence Hall
27. Naimoli Family Athletic & Recreational Facility
28. Guttenberg Information Technologies Center
29. Mechanical Engineering Center
30. Central Ave Building
31. Van Houten Library
32. Warren Street Village
- A. Albert Dorman Honors College Building
- B. Greek Houses

Dates to Remember

There are many important dates over the course of the Fall 2016 semester, and keeping track of all of them will be difficult. Luckily, you won't have to, thanks to this handy and comprehensive list of important dates.

September	5	Monday	Labor Day (NJIT Closed)
September	6	Tuesday	First Day of Classes
September	10	Saturday	Saturday Classes Begin
September	12	Monday	Last Day to Add/Drop a Class
September	28	Wednesday	NJIT Fall Career Fair
November	7	Monday	Last Day to Withdraw
November	22	Tuesday	Thursday Classes Meet
November	23	Wednesday	Friday Classes Meet
November	24	Thursday	Thanksgiving Recess Begins (NJIT Closed)
November	27	Sunday	Thanksgiving Recess Ends
December	14	Wednesday	Last Day of Classes