

The NJIT logo is displayed in a stylized, orange-red font at the top left of the page. The letters 'NJIT' are arranged in a slightly curved line, with a thin orange-red arc underneath them.

NJIT

*Graduate  
Student  
Guidebook  
2018*

*Your  
Guide  
To NJIT*



# Key Contacts

<b>Academic/Administrative Office</b>	<b>Phone Number</b>	<b>Location</b>
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
<b>Student Services</b>		
Vice President for Academic and Student Services	(973)-596-6476	255 Campus Center
Dean of Students	(973)-596-3466	255 Campus Center
Associate Dean of Students	(973)-596-3466	255 Campus Center
Assistant to Dean for Parent and Veteran Services	(973)-596-3469	255 Campus Center
<b>Colleges and Schools</b>		
College of Architecture and Design	(973)-596-3080	340 Weston Hall
Ying Wu College of Computing	(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	3000 CAB

# 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 may not be familiar with graduate academic policies and procedures, as well as other aspects that can improve their NJIT experience as graduate students. 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 and 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 and formats, and offers information about the availability of university-level assistantships, fellowships, and scholarships. 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](mailto:gso@njit.edu)

## Personnel:

### **Sotirios G. Ziavras, D.Sc.**

Vice Provost for Graduate Studies

Dean of the Graduate Faculty

Professor of Electrical and Computer Engineering

[ziavras@njit.edu](mailto:ziavras@njit.edu)

### **Bryan Penczak**

Assistant Director, Graduate Digital Learning

[bryan.m.penczak@njit.edu](mailto:bryan.m.penczak@njit.edu)

### **Clarisa González-Lenahan**

Associate Director of Graduate Studies

[clarisa.gonzalez-lenahan@njit.edu](mailto:clarisa.gonzalez-lenahan@njit.edu)

### **Lynnette Randall**

Administrative Assistant (Graduate Awards)

[randall@njit.edu](mailto:randall@njit.edu)

### **Laurel Brolly**

Office Manager

[laurel.a.brolly@njit.edu](mailto:laurel.a.brolly@njit.edu)

### **Nottoya Thelusma**

Coordinator

(Graduate Awards)

[notoyya.thelusma@njit.edu](mailto:notoyya.thelusma@njit.edu)

### **David Tress**

Administrative Assistant III

[david.m.tress@njit.edu](mailto:david.m.tress@njit.edu)

# NJIT's Academic Colleges

---

NJIT has five colleges for prospective graduate students. 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

Email: [moshe.kam@njit.edu](mailto:moshe.kam@njit.edu)

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 18 undergraduate and 21 Master of Science degrees, as well as 9 tracks toward a doctoral (Ph.D.) degree. Undergraduate enrollment is approximately 4,200, and graduate enrollment is approximately 1,350. 148 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://engineering.njit.edu/>

# Degrees Offered (NCE)

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



# College of Science and Liberal Arts (CSLA)

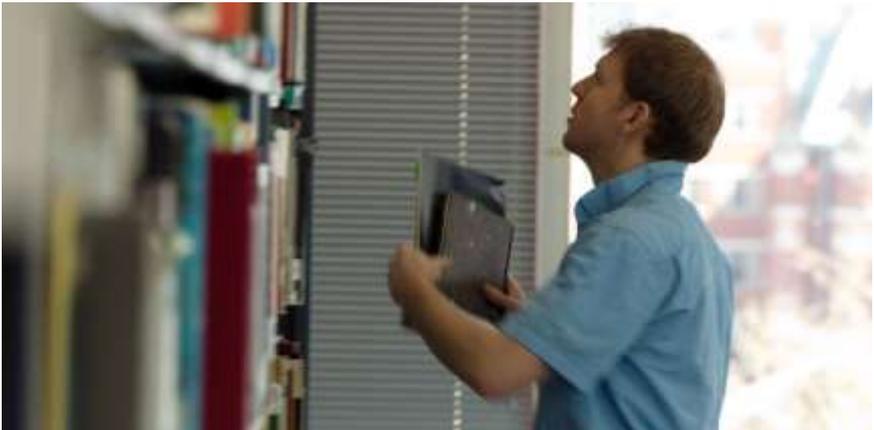
---

Dean: Kevin D. Belfield

Email: [kevin.d.belfield@njit.edu](mailto:kevin.d.belfield@njit.edu)

The College of Science and Liberal Arts, founded in 1982, offers 13 undergraduate, 15 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 Science (MS)

Applied Statistics (MS)

Biology (MS, PhD)

Biostatistics (MS)

Chemistry (MS, PhD)

Computational Biology (MS)

Environmental and Sustainability Policy (MS)

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)

---

Interim Dean: Anthony W. Schuman

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 offers two undergraduate and four graduate degrees, while the School of Art + Design houses three undergraduate programs. The School of Architecture encompasses a broad spectrum of disciplines focusing on design at many scales, from materials research to building design and infrastructure planning. The MArch program may be combined with several dual-degree options.

You can find more info at: <http://design.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

Welcoming its inaugural class in 1988, the NJIT Martin Tuchman School of Management has 27 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 Management. 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 (MS) proposes 11 concentrations including:

Architecture and Business

Bioscience and Business

Business Analytics

Environmental Management

Finance

Global Project Management

Information Systems Management

International Business

Innovation and Entrepreneurship

Networks and Telecommunications

Web Systems and Media

The MBA has three concentrations:

MIS

Marketing

Finance

The Ph.D. has one  
concentration in

Business Data

Science.



# Ying Wu College of Computing (YWCC)

---

Dean: Craig Gotsman

Email: [craig.gotsman@njit.edu](mailto:craig.gotsman@njit.edu)

The Ying Wu College of Computing comprises one-fifth of the student body at NJIT, and is the largest and most comprehensive computing program in the New York metropolitan area. YWCC 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://computing.njit.edu/>



# Degrees Offered (YWCC)

## **Computer Science:**

Computing & Business (MS)

Computer Science (MS, PhD)

Software Engineering (MS)

Bioinformatics (MS)

Cyber Security & Privacy (MS)

Data Science (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, works with international and domestic students alike: we provide international students with assistance in all matters related to maintaining valid immigration status and assist with their adjustment to the NJIT community and American culture. Additionally, we promote study abroad opportunities to all NJIT students, regardless of academic program or level.

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

## Graduate Student Association (GSA)

---

The **Graduate Student Association (GSA)** maintains relationships with graduate students, university administrators and officials, provides travel awards for students representing NJIT at professional conferences and seminars, and hosts many social and educational functions. Student representatives receive periodic feedback from students and subsequently deliver that information to administration within academic departments. All NJIT graduate students are already members of the GSA.

For more information, please visit <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** is responsible for assessment of all charges to a student account and the collection of payment on those charges. Questions regarding charges as they appear on your account should be directed to [bursar@njit.edu](mailto:bursar@njit.edu)

**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 4<sup>th</sup> 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

---

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 community. It provides 24/7 police and security services including, but not limited to, community policing, area patrols, investigations, local and on-campus escort services and emergency vehicle jump starts assistance.

For on-campus emergencies, dial: 9-1-1 and SAY NJIT then your exact LOCATION.

For non-emergencies, dial 973-596-3120 or 973-596-3111

The **NJIT Wellness and Events Center** is an iconic, state-of-the-art and multipurpose building that provides social settings, athletic events, and a fitness center for students, faculty and staff, as well as large-scale space for professional conferences, training and career fairs. The 220,000 square-foot building features a number of flexible spaces that can be quickly configured to support the numerous and varied missions of the university community.

You can find out more information about the NJIT Wellness and Events (WEC) Center at: <http://www.njit.edu/thewec/>

## Miscellaneous Resources (Continued)

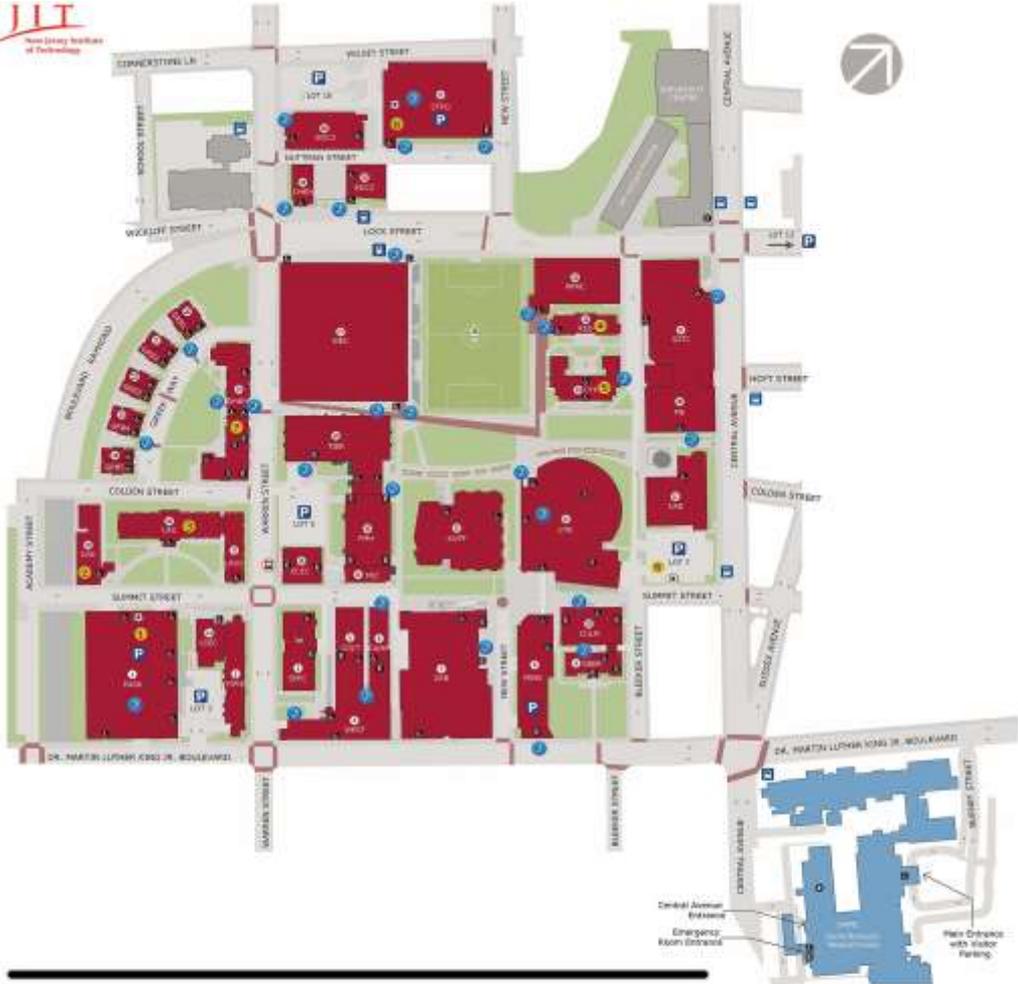
---

The **Dean of Students and Campus Life Office** assists graduate students with medical withdrawals and a leave of absence. Students who are enrolled in a Master Degree program must meet with the Dean of Students and Campus Life Office and their academic adviser.

Students who are enrolled in a Ph.D. Program must meet with both the Dean of Students and Campus Life Office and the Office of Graduate Studies. The Dean of Students and Campus Life Office is located in the Campus Center 255. For more information please call 973-596-3470/3466.

The **NJIT Student Health Services** is located at St. Michael's Primary and Specialty Care Center, 111 Central Avenue, Newark NJ 07102. All eligible students may be seen at the NJIT Student Health Service. Please make sure to bring your health insurance information to all visits. All appropriate services will be billed to your insurance.

For information please call 973-596-3621, email [healthservices@njit.edu](mailto:healthservices@njit.edu) or visit <https://www.njit.edu/healthservices>



## NJIT Map Legend

-  Book Store
-  Building Bridge
-  Public Bus Stop
-  College Town Shuttle Bus Stop
-  Crosswalk
-  Dining
-  Emergency Phone
-  Entrance
-  Entrance Handicap
-  Medical Office - Saint Michael's Medical Center  
111 Central Avenue, Newark, NJ
-  Parking
-  Public Safety
-  Light Rail Station
-  24/7 Staff

<b>Building By Name</b>	<b>Building #</b>	<b>Abbreviation</b>
Athletic Field	28	AF
Campbell Hall	6	CAMP
Campus Center	12	CTR
Central Avenue Building	11	CAB
Central King Building	7	CKB
Colton Hall	5	COLT
Council for Higher Ed in Newark Building	34	CHEN
Cullimore Hall	10	CULM
Cypress Residence Hall	29	CYP
Dorman Honors Residence Hall	25	DHRH
Eberhardt Hall	9	EBER
Electrical and Computer Eng. Center	16	ECEC
Enterprise Development Center 2	35	EDC2
Enterprise Development Center 3	36	EDC3
Faculty Memorial Hall	15	FMH
Facilities Services Building	38	FSB
Fenster Hall	8	FENS
Greek Way 05-07	20	GRB1
Greek Way 09-11	21	GRB2
Greek Way 13-15	22	GRB3
Greek Way 17-19	23	GRB4
Greek Way 21-23	24	GRB5
Guttenberg Information Technology Center	31	GITC
Kupfrian Hall	13	KUPF
Laurel Residence Hall	18	LAU
Laurel Residence Hall Extension	17	LAUX
Life Sciences & Engineering Center	2a	LSEC
Mechanical Engineering Center	30	ME
Microelectronics Center	14	MIC
Naimoli Family Athletic Center	33	NFAC
Oak Residence Hall	19	OAK
Parking Deck/Student Mall	1	PARK
Redwood Residence Hall	32	RED
Science & Technology Park Garage	37	STPG
Specht Building	3	SPEC
Tiernan Hall	26	TIER
Wellness & Events Center	27	WEC
Weston Hall	4	WEST
York Center	2	YORK