# Key Contacts

<table>
<thead>
<tr>
<th>Academic/Administrative Office</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar</td>
<td>(973)-596-2877</td>
<td>Student Mall</td>
</tr>
<tr>
<td>Career Development Services</td>
<td>(973)-596-3100</td>
<td>200 Fenster Hall</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(973)-596-3479</td>
<td>Student Mall</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>(973)-596-3462</td>
<td>140 Fenster Hall</td>
</tr>
<tr>
<td>Information Services &amp; Technology</td>
<td>(973)-596-2900</td>
<td>Student Mall</td>
</tr>
<tr>
<td>Public Safety (Emergency)</td>
<td>(973)-596-3111</td>
<td>Parking Deck</td>
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<tr>
<td>Public Safety (Non-Emergency)</td>
<td>(973)-596-3120</td>
<td>Parking Deck</td>
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<tr>
<td>Registrar</td>
<td>(973)-596-3236</td>
<td>Student Mall</td>
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<tr>
<td>Office of Research</td>
<td>(973)-596-5275</td>
<td>340 Fenster Hall</td>
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## Student Services

<table>
<thead>
<tr>
<th>Student Services</th>
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<tbody>
<tr>
<td>Dean of Students and Campus Life</td>
<td>(973)-596-3466</td>
<td>255 Campus Center</td>
</tr>
<tr>
<td>Associate Dean of Students</td>
<td>(973)-596-3466</td>
<td>255 Campus Center</td>
</tr>
<tr>
<td>Parent and Veteran Services</td>
<td>(973)-596-3470</td>
<td>255 Campus Center</td>
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## Colleges and Schools

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<thead>
<tr>
<th>Colleges and Schools</th>
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<tr>
<td>College of Architecture and Design</td>
<td>(973)-596-3080</td>
<td>340 Weston Hall</td>
</tr>
<tr>
<td>Ying Wu College of Computing</td>
<td>(973)-596-5304</td>
<td>3500 GITC</td>
</tr>
<tr>
<td>College of Science and Liberal Arts</td>
<td>(973)-596-3676</td>
<td>504 Cullimore Hall</td>
</tr>
<tr>
<td>Newark College of Engineering</td>
<td>(973)-596-6506</td>
<td>5704 GITC</td>
</tr>
<tr>
<td>Martin Tuchman School of Management</td>
<td>(973)-596-3248</td>
<td>3000 CAB</td>
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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 about 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 and help you on your journey through graduate education. Learn, enjoy and prosper!
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

Personnel:

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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

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 21 Master of Science degrees, as well as 9 tracks toward a doctoral (Ph.D.) degree. Undergraduate enrollment is more than 2,500, and more than 1,500 are enrolled in graduate study. 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 biomedical engineering, at the interface of engineering, computing and the life sciences.

You can find more info at: [http://engineering.njit.edu/](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)
Critical Infrastructure Systems (MS)
Electrical Engineering (MS, PhD)
Electrical Engineering Online (MS)
Engineering Management (MS)
Engineering Science (MS)
Environmental Engineering (MS, PhD)
Health Care 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)
The College of Science and Liberal Arts (CSLA) is a thriving academic community of more than 1,000 graduate and undergraduate students as well as 150 full-time professors and researchers. CSLA is home to a diverse range of academic disciplines, with graduate degree offerings in biology, chemistry, history, mathematics, and physics, as well as interdisciplinary programs such as biotechnology, mathematical and computational finance, professional and technical communication, and materials science and engineering, which are designed specifically to meet the challenges and needs of the rapidly changing technological and global landscapes. In addition to the college’s 13 master’s and 6 doctoral degrees, CSLA also offers 9 graduate certificate (GC) programs that provide continuing education opportunities for working professionals.

You can find more info at: http://csla.njit.edu/
Degrees Offered (CSLA)

Applied Mathematics (MS)
Applied Physics (MS, PhD)
Applied Statistics (MS)
Applied Statistical Methods (GC)
Biology (MS, PhD)
Biostatistics (MS)
Biostatistics Essentials (GC)
Biotechnology (PSM)
Chemistry (MS, PhD)
Computational Biology (MS)
Digital Marketing Design Essentials (GC)
Environmental Science (MS, PhD)
Financial Mathematics (GC)
History (MA)
Instructional Design, Evaluation, and Assessment (GC)
Materials Science and Engineering (MS, PhD)
Mathematical & Computational Finance (MS)
Mathematical Sciences (PhD)
Pharmaceutical Chemistry (MS)
Professional and Technical Communications (MS)
Quantitative Tools for Finance (GC)
Social Media Essentials (GC)
Technical Communication Essentials (GC)
User Experience Essentials (GC)
The New Jersey School of Architecture in the College of Architecture and Design (CoAD) offers four graduate degrees at the master’s and doctoral levels in architecture, infrastructure planning and urban studies. There are several dual-degree options, particularly for the MArch program. In addition to graduate programs, CoAD offers two undergraduate degrees in architecture at the School of Architecture (est. 1973) and three undergraduate degrees (interior, digital and industrial design) at the School of Art + Design (est. 2008).

You can find more info at: [http://design.njit.edu/](http://design.njit.edu/)

Degrees Offered
Master of Architecture (March, MSArch)
Infrastructure Planning (MIP)
Urban Systems (PhD)
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 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) offers three concentrations:
Business Analytics
Global Project Management
Web Systems and Media

The MBA has five concentrations:
Finance
Healthcare Management
Innovation and Entrepreneurship
Marketing
MIS
Custom Concentration

The Ph.D. has one concentration in Business Data Science.
Ying Wu College of Computing (YWCC)

Dean: Craig Gotsman
Email: 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:
Bioinformatics (MS)
Computer Science (MS, PhD)
Computer Science Online (MS)
Cyber Defense Professional Science (MS)
Cyber Security & Privacy (MS)
Data Science (MS)
Software Engineering (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 (OGI), located in 140 Fenster Hall, is the primary university resource for immigration information and study abroad programs. The OGI provides international students with assistance in all matters related to maintaining their immigration status. Additionally, the office promotes many opportunities for students to study abroad. Through partnerships abroad, NJIT students have the chance to experience another culture, earn credits toward their degree, and make their resume stand out.

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, or GSA, is a student government organization that represents 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/
The Student Mall, located in the lower level 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 provides 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-Fri: 8:30AM – 4:30PM
Van Houten and Littman Libraries

The Robert W. Van Houten Library, located in the Central Avenue Building, provides a variety of resources for individual and collaborative study, research, and computing. The Library has wireless access throughout the building and houses an Information Commons computer lab with more than 120 computer workstations. The staff is committed to developing innovations in access services, information literacy and digital initiatives, including online access to Electronic Thesis and Dissertations. The Library’s collection comprises of over 390,000 volumes with 34 full-text databases, over 55,000 electronic journals, 168,000 ebooks, and 222,000 physical holdings.

View more information 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 the Weston Hall, maintains a core collection of architecture, art and design resources for students enrolled in the College of Architecture and Design.

View more information about the Littman Library at http://archlib.njit.edu/
Additional 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 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/](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. The services provided by the clinical staff of the Health Services department include treating common illnesses or injuries, conducting laboratory tests, and health counselling and education.

You can find more information about Student Health Services by visiting: [https://www5.njit.edu/healthservices/](https://www5.njit.edu/healthservices/)
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<tr>
<th>Building By Name</th>
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<tr>
<td>Campbell Hall</td>
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<td>CAMP</td>
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<tr>
<td>Campus Center</td>
<td>12</td>
<td>CTR</td>
</tr>
<tr>
<td>Central Avenue Building</td>
<td>11</td>
<td>CAB</td>
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<td>Central King Building</td>
<td>7</td>
<td>CKB</td>
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<td>Colton Hall</td>
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<td>Council for Higher Ed in Newark Building</td>
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<td>CHEN</td>
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<td>Greek Way 05-07</td>
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**Student & EDC Parking**
- Lot 10
- Lot 12 (Open as Needed)
- PARK
- STPG (New for 16F)

**Pre-Arranged Visitor Parking**
- Lot 7
- PARK
- STPG (New for 16F)

**Reserved Faculty & Staff Parking**
- FENS Parking Level 1

**Faculty & Staff Parking**
- Lot 3
- Lot 5
- Lot 7
- Lot 10
- Lot 12 (Open as Needed)
- FENS Parking Level 2
- PARK
- STPG (New for 16F)

**NJIT Map Legend**
- Book Store
- Blue Light Emergency Phone
- Building Bridge
- Public Bus Stop
- College Town Shuttle Bus Stop
- Crosswalk
- Dining
- Entrance
- Entrance Handicap
- Medical Office
- Parking
- Public Safety
- Light Rail Station
- 24/7 Staff