### Fall 2016 Academic Calendar

**Sept. 6**  
Opening Day (No Classes)

**Sept. 7**  
First Day of Classes (September 9 for Friday evening and weekend classes)

**Sept. 7-14**  
Final Add /Drop Period for Fall 2016 semester courses.

**Sept. 14**  
Drop deadline for 100% refund/adjustment. Final day for students to drop a Fall 2016 semester course(s) resulting in 100% refund/adjustment of tuition. Courses dropped at 100% may be processed either through NEST or by submitting written notice to the Office of the Registrar. (see: Withdrawal Procedures, Deadlines & Refund Policy). 50% refund/adjustment will be issued between September 14 - October 5, 2016.

**Sept. 20**  
Drop deadline for 100% refund/adjustment for courses meeting on Friday evening, Saturday, Sunday and Monday only. For classes meeting on Friday evening, Saturday, Sunday and Monday only (with a first meeting date of September 9, 10, 11 or 12, 2016) the final day to drop at 100% will be September 13, 2016.

**Sept. 29**  
Pass/Fail and Audit Application deadline (to audit courses) for full term Fall 2016 semester courses.

**Oct. 5**  
Withdrawal deadline 50% refund/adjustment. Final day for students to withdraw from a Fall 2016 semester course(s) resulting in a grade of WD and a 50% refund/adjustment of tuition. Withdrawals may be processed either through NEST or by submitting written notice to the Office of the Registrar. No refund/adjustment issued after this date.

**Oct. 13**  
Deadline for submission of grade changes for Incompletes during Summer Sessions 2016.

**Nov. 7**  
Registration for Winter 2017 begins (tentative date).

**Nov. 3**  
Pass/Fail Application rescind deadline for full term Fall 2016 semester courses.

**Nov. 16**  
Withdrawal deadline no refund/adjustment. Final day for students to withdraw from a Fall 2016 semester course(s) resulting in a grade of WD and no refund/adjustment of tuition. No course withdrawal permitted after this date.

**Nov. 21**  
Registration for Spring 2017 begins (tentative date).

**Nov. 24-27**  
Thanksgiving Holiday (No Classes)

**Dec. 14**  
Wednesday designated as a Monday (for Monday day and evening classes only; Wednesday day and evening classes do not meet)

**Dec. 15**  
Last Day of Classes.

**Dec. 16-22**  
Final Examinations for Fall 2016 semester. (See Final Exam Schedule).

**Dec. 22**  
End of semester.

**Jan. 2**  
Instructor deadline for submission of Fall 2016 final grades.

**Jan. 6**  
Grades for the Fall 2016 semester will be available through NEST.

**Feb. 17**  
Deadline for submission of grade changes for Incompletes received during the Fall 2017 semester.

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*THE UNIVERSITY RESERVES THE RIGHT TO MODIFY THIS CALENDAR.*

Visit montclair.edu/registrar for Spring 2017 dates
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Dear Family Member,

Although Montclair State University appears to be unfamiliar territory right now, you have many guides and resources available to you as a first-year student. This campus will become your home away from home in no time at all.

• Keep this Field Guide handy. This booklet includes a great deal of information about campus resources, University policies and recommended tips that will help you find your way around Red Hawk Country.

• Visit your academic advisor often and discuss with him/her your hopes, plans, obstacles and dreams. Map out what you want to achieve while you are here, make a plan of how you will reach your goals, and review this plan regularly with your academic advisor so you can work on this progress together. The relationship you build with your advisor will be very important to you the moment you begin your time as a Red Hawk.

• Focus on the whole “you” – your academic, personal and social aspirations – to grow holistically. Your first year at Montclair State can set the pace for your entire college career. Immerse yourself in all that the University has to offer.

Enjoy your Montclair State Orientation Experience and Red Hawk Day!

Warmest regards,

Dr. Michele Campagna  
Executive Director  
Center for Advising and Student Transitions
## Meet the Peer Leaders!

<table>
<thead>
<tr>
<th>Name</th>
<th>Major</th>
<th>Club/Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Javan Acevedo</td>
<td>Bus. Admin.: Sports, Events, Tourism Mktg.</td>
<td>Latin American Student Org</td>
</tr>
<tr>
<td>Audrey Anan</td>
<td>Nutrition and Food Science: Applied Nutrition</td>
<td>Nat’l Soc’y of Leadership and Success, Alpha Lambda Delta</td>
</tr>
<tr>
<td>Becky Avillezra</td>
<td>Filmmaking</td>
<td>Nat’l Soc’y of Leadership and Success, Alpha Lambda Delta, Peer Advisor, Sigma Alpha Pi</td>
</tr>
<tr>
<td>Nadine Bischoff</td>
<td>Physical Education</td>
<td>Rugby, Delta Xi Delta sorority</td>
</tr>
<tr>
<td>Evan Griffin</td>
<td>Theatre Studies</td>
<td>Voices of Unity</td>
</tr>
<tr>
<td>Justine Hang</td>
<td>Molecular Biology</td>
<td>Global Medical Brigade, Club Track Team</td>
</tr>
<tr>
<td>Delsana Italis</td>
<td>Biology</td>
<td>Haitian Student Association</td>
</tr>
<tr>
<td>Gilene Jules</td>
<td>Undeclared</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Natascha Komarnicki</td>
<td>Spanish</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Kristy Lim</td>
<td>English</td>
<td>The Normal Review</td>
</tr>
<tr>
<td>Brianna McCall</td>
<td>Psychology</td>
<td>Complexions Band Dance Team, Resident Ass’t</td>
</tr>
<tr>
<td>Dylan Ocasio</td>
<td>Undeclared</td>
<td>Alpha Chi Rho</td>
</tr>
<tr>
<td>Ezinne Onyegbule</td>
<td>Public Health</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Brittany Passano</td>
<td>Psychology</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Jessica Podskoch</td>
<td>English Education</td>
<td>Players, LGBTQ Center</td>
</tr>
<tr>
<td>Anissa Prescott</td>
<td>Undeclared</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Miriam Roberts</td>
<td>Bus. Admin.: Retail Merchandising and Mgt.</td>
<td>Caribbean Students Organization, Fashion Club</td>
</tr>
<tr>
<td>Shalem Santa Cruz</td>
<td>Biology</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Charles Simonson</td>
<td>Theatre Studies</td>
<td>Complexions Band Dance Team, Native African Student Organization, LadiesFIRST</td>
</tr>
<tr>
<td>George Smith</td>
<td>Psychology</td>
<td>Student Gov’t Assoc., Student Life at Montclair, Team Rocky, Res. Life Service Ass’t</td>
</tr>
<tr>
<td>Mika Sunga</td>
<td>Undeclared</td>
<td>Montclair United Filipino American St. Assoc.</td>
</tr>
<tr>
<td>Eric Tumolo</td>
<td>Filmmaking</td>
<td>Peer Leader</td>
</tr>
</tbody>
</table>

**Meet our Graduate Interns from the National Orientation Director’s Association!**

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel DiDonna</td>
<td>Boston College</td>
</tr>
<tr>
<td>Katrice Swope</td>
<td>Grand Valley State University</td>
</tr>
<tr>
<td>Lindsey Proulx</td>
<td>Florida State University</td>
</tr>
</tbody>
</table>
First-Year Advising at Montclair State University

Center for Advising and Student Transitions (CAST)
Webster Hall, Room 200A
973-655-7114
cast@mail.montclair.edu

OFFICE HOURS
Tuesday, Wednesday, Friday 8:30 a.m. – 4:30 p.m. and Monday, Thursday 8:30 a.m. – 6 p.m. Please contact our main office directly to schedule an appointment during these hours.

RESOURCES
University Catalog: montclair.edu/catalog
NEST - Network Engagement and Student Transactions: montclair.edu/nest
Center for Advising and Student Transitions website: montclair.edu/cast

WHAT IS ACADEMIC ADVISING?
Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004). Academic advising should be ongoing throughout your college career. It helps you to clarify your personal, educational and career goals, and to understand how your courses fit into your goals for the future.

The mission of the Center for Advising and Student Transitions (CAST) academic advising program is to assist first- and second-year students with their academic transition as they expand their knowledge and skills, clarify their goals and develop ownership for their educational experiences.

STATEMENT ON DISABILITIES
Any student with a documented physical, sensory, psychological or learning disability requiring academic accommodations should make arrangements through the Disability Resource Center (Webster Hall 100, 973-655-5431). Unlike in high school, you must self-disclose your disability and begin this dialogue with the DRC – they will not approach you first to discuss accommodations.
THE ADVISING RELATIONSHIP

Academic advising is a function of higher education and therefore necessarily includes an educational component. In the case of our first-year advising program, it is to teach you – the student – how to transition to your new learning environment and become the primary architect and executor of your own educational plans – this is a very learner-centered approach to advising.

There is a lot to this concept, including helping you understand the structure of your chosen curriculum, how general education and major courses work together to enhance your development within your chosen discipline, how learning looks different to you now than it has in the past, when to execute the administrative tasks you need to execute in order to register on time and into the correct courses, where to find support when you need it, etc.

At the core of all of this lies the fact that these are things you ultimately need to learn to do on your own – this is one of the ways in which your educational environment has changed. Unlike any other time in your educational career, your courses are not given to you, your schedules are not built for you and you are not told what it is you are going to study. Rather, you are given the responsibility and authority to decide and execute all of these things on your own, with academic advisors as your mentors and guides.

Academic advising, when done well, is a shared experience – a trust-based relationship in which you and your academic advisor both bear some responsibility. Your academic advisor should be your primary point of contact in your first year.

WHERE TO GO FOR YOUR ACADEMIC ADVISING

<table>
<thead>
<tr>
<th>If you are...</th>
<th>Undeclared</th>
<th>Have a Declared Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Student with fewer than 30 credits</td>
<td>Center for Advising and Student Transitions (CAST) Webster Hall, Room 200A</td>
<td>Primary: Faculty or departmental advisor Secondary (for major exploration and additional support): Center for Advising and Student Transitions (CAST), Webster Hall, Room 200A</td>
</tr>
</tbody>
</table>
| Upper-class Student with 30 or more credits | Center for Advising and Student Transitions (CAST) Webster Hall, Room 200A | Faculty or departmental advisor; Additional support still available at:  
  • **30-59 credits** – Center for Advising and Student Transitions (CAST), Webster Hall, Room 200A  
  • **60+ credits** – Academic Success and Retention Programs (ASRP), Webster Hall, Room 321 |

FOR STUDENTS IN OTHER PROGRAMS, THERE ARE ADDITIONAL RESOURCES FOR EXTRA SUPPORT AND SERVICES

- Veteran and Military Students: Office of Academic Success and Retention Programs (ASRP), Webster Hall, Room 321
- Honors Program Students: Honors Program, College Hall, Room 121
- Student Athletes: Office of Student Development for Athletes, Panzer Athletic Center
- Students with Disabilities: Disability Resource Center (DRC), Webster Hall, Room 100
- Educational Opportunity Fund (EOF), Webster Hall, Room 315

Use this Field Guide to learn more about making advising a part of your success plan at Montclair State!
<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Academic Advisor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will:</td>
<td>Academic advisors will:</td>
</tr>
<tr>
<td>Become knowledgeable about General Education and major requirements in your area of interest</td>
<td>Understand and clearly communicate degree requirements at Montclair State University</td>
</tr>
<tr>
<td>Adhere to University policies and procedures, and ask questions about them if necessary</td>
<td>Convey University policies and procedures</td>
</tr>
<tr>
<td>Keep open lines of communication</td>
<td>Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)</td>
</tr>
<tr>
<td>Understand that advisors have a variety of responsibilities that impact their availability, keep scheduled appointments and cancel with at least 24 hours notice if necessary</td>
<td>Be available to you through scheduled appointments, walk-in hours, group advising sessions and emails/phone calls during regular business hours</td>
</tr>
<tr>
<td>Be honest and open with advisors about your strengths, interests and goals</td>
<td>Work with you to identify your strengths and interests to help you develop realistic educational goals</td>
</tr>
<tr>
<td>Be open to opportunities for learning outside of the classroom or the advisement office</td>
<td>Provide you with information on learning opportunities outside the classroom</td>
</tr>
<tr>
<td>Follow up with recommended referrals</td>
<td>Make appropriate referrals as necessary</td>
</tr>
<tr>
<td>Accept responsibility for your academic performance and accept the challenge that college courses provide</td>
<td>Discuss your academic performance and its impact on your future goals</td>
</tr>
<tr>
<td>Listen to and respect the academic advisor as a professional who has your best interest in mind</td>
<td>Listen to and respect you as an individual with unique needs, abilities and interests</td>
</tr>
<tr>
<td>Ask questions and request assistance at the first sign of difficulty or concern</td>
<td>Assist you in making a smooth transition to Montclair State University</td>
</tr>
<tr>
<td>Come prepared to meetings with questions and some initial research done about your areas of inquiry</td>
<td>Provide you with accurate information and follow up with you if any questions were left unanswered</td>
</tr>
</tbody>
</table>

**ADVICE FROM US TO YOU**

- Flex your leadership potential though our Peer Leader Program by becoming a student leader
- Majors and Minors Fair on October 12
- Get clarification on University academic processes and policies
- Show school spirit and have fun at Red Hawk Day (September 6)
- Do well academically, and get inducted into one of two freshman honor societies: Alpha Lambda Delta and National Society of Collegiate Scholars
- Stay connected through Facebook, Twitter and our blog: Twitter – @MSUCAST
  Facebook – Center for Advising and Student Transitions
  Blog – MSUCAST.wordpress.com
- Join the Montclair State community on HawkSync: montclair.edu/hawksync
- Join a learning community – you will meet new people and improve your grades
- Come to the CAST Ice Cream Social and other events – keep your eye out for details
FIRST-YEAR STUDENT LEARNING OUTCOMES

By participating in academic advising within the Center for Advising and Student Transitions, by the end of their first year, students can expect to:

• Understand the academic process within higher education by:
  – Learning degree requirements for Montclair State majors
  – Reflecting on the purpose of Montclair State’s general education
  – Understanding how general education and major coursework relate to their overall intellectual growth

• Become active participants in their own educational opportunities by:
  – Articulating personal, academic and career goals
  – Identifying how their interests, abilities and academic intentions are reflected within Montclair State majors
  – Relating these values to the selection of courses, academic major and a post-baccalaureate plan
  – Identifying their academic strengths and the areas in which they need improvement

• Develop a sense of institutional knowledge by:
  – Identifying campus resources to support the achievement of their goals
  – Understanding how and when to use the Network Engagement and Student Transactions (NEST)
  – Knowing and adhering to University policies and procedures that affect their academic progress toward graduation

RECOMMENDED CALENDAR OF ACTIVITIES

Fall and Spring Semesters:

• At the beginning of the fall term, meet with your academic advisor either in your major or within CAST. Your advisor will work with you throughout your first year (and until you declare a major if you are undeclared), guiding you through the transition from your old learning environment to your new one – Montclair State University.

• You are required to meet with your advisor (either in your department or in CAST) prior to registration in each of your first two semesters; however, you can meet with your advisor as often as you would like.

• Your CAST advisor will email you with weekly reminders about important topics, starting in the fall, just so nothing important escapes your consideration. Make sure you check your email daily!

• In the meantime, take some time to review the information on the next two pages to learn about key milestones during your first year. We hope this list will serve to further demonstrate how you can proactively engage with – and take ownership of – your educational opportunities at Montclair State.
## First-Year Calendar

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confirming Your Classes; Goals</strong></td>
<td><strong>Major Exploration; Career Exploration</strong></td>
<td><strong>Schedule Planning; Registration</strong></td>
</tr>
<tr>
<td>First week of classes:</td>
<td>Declared major?</td>
<td>In early November, you’ll register for your</td>
</tr>
<tr>
<td>List the purposes for each course</td>
<td>• Do you like your major courses?</td>
<td>second semester.</td>
</tr>
<tr>
<td>you are taking.</td>
<td>If you are undeclared...</td>
<td>• Did you see your academic advisor yet?</td>
</tr>
<tr>
<td>• What classes are Gen Eds?</td>
<td>• What interests you?</td>
<td>Remember it’s a requirement!</td>
</tr>
<tr>
<td>• Which classes fulfill major</td>
<td>• What are you good at?</td>
<td>• Did you plan a schedule that meets</td>
</tr>
<tr>
<td>requirements? Consider meeting</td>
<td>• What subjects do you enjoy studying?</td>
<td>requirements? Use your Degree Audit</td>
</tr>
<tr>
<td>your advisor for questions.</td>
<td>• What do you want to be</td>
<td>(in NEST) to plan six to eight classes</td>
</tr>
<tr>
<td>• The add/drop deadline is</td>
<td>“when you grow up?”</td>
<td>you’re interested in, to eventually</td>
</tr>
<tr>
<td>September 13, 2016.</td>
<td>• Do you want a graduate degree, or law</td>
<td>register for five.</td>
</tr>
<tr>
<td></td>
<td>or medical school?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• What type of outside-the-classroom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>experience do you need to start your</td>
<td></td>
</tr>
<tr>
<td></td>
<td>career?</td>
<td></td>
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<tr>
<td><strong>Mid-September:</strong></td>
<td></td>
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<tr>
<td>Your first month in college can</td>
<td></td>
<td></td>
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<tr>
<td>move very quickly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What are your academic goals this</td>
<td></td>
<td></td>
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<tr>
<td>semester?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What steps do you need to achieve</td>
<td></td>
<td></td>
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<tr>
<td>it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What obstacles are in the way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• What resources are available?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Have you estimated your GPA?</td>
<td>• Who do you know who can be a mentor?</td>
<td></td>
</tr>
<tr>
<td>Your advisor can help if you don’t</td>
<td>• What did they study or major in?</td>
<td></td>
</tr>
<tr>
<td>know how!</td>
<td>• What can you do now to improve it?</td>
<td></td>
</tr>
<tr>
<td>• How does this GPA compare with</td>
<td>• Have you sought help from the Center for</td>
<td></td>
</tr>
<tr>
<td>what you were hoping to earn?</td>
<td>Writing Excellence or the tutoring available</td>
<td></td>
</tr>
<tr>
<td>What can you do now to improve it?</td>
<td>from the Academic Success Center?</td>
<td></td>
</tr>
<tr>
<td>• Have you sought help from the</td>
<td>• Have you formed a study group?</td>
<td></td>
</tr>
<tr>
<td>Center for Writing Excellence or</td>
<td>Students who study in groups often do better</td>
<td></td>
</tr>
<tr>
<td>the tutoring available from the</td>
<td>than those who study alone.</td>
<td></td>
</tr>
<tr>
<td>Academic Success Center?</td>
<td>• Pay your bill</td>
<td></td>
</tr>
<tr>
<td>• Have you formed a study group?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students who study in groups often</td>
<td></td>
<td></td>
</tr>
<tr>
<td>do better than those who study</td>
<td></td>
<td></td>
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<tr>
<td>alone.</td>
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<td></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Career Mentoring; New Semester,</td>
<td>• Who do you know who can be a mentor?</td>
<td></td>
</tr>
<tr>
<td>New Start**</td>
<td>• What did they study or major in?</td>
<td></td>
</tr>
<tr>
<td>• Have you sought help from the</td>
<td>• What can you learn from them?</td>
<td></td>
</tr>
<tr>
<td>Center for Writing Excellence or</td>
<td>• How can this semester be different from the</td>
<td></td>
</tr>
<tr>
<td>the tutoring available from the</td>
<td>last?</td>
<td></td>
</tr>
<tr>
<td>Academic Success Center?</td>
<td>• How do you hope to improve upon last</td>
<td></td>
</tr>
<tr>
<td>• Have you formed a study group?</td>
<td>semester?</td>
<td></td>
</tr>
<tr>
<td>Students who study in groups often</td>
<td>• What resources will you use?</td>
<td></td>
</tr>
<tr>
<td>do better than those who study</td>
<td>• How will you do things differently?</td>
<td></td>
</tr>
<tr>
<td>alone.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pay your bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Discovery</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Center for Career Services</td>
<td>• Take Focus-2 assessments to help figure</td>
<td></td>
</tr>
<tr>
<td>provides excellent web resources</td>
<td>out “what you want to be.”</td>
<td></td>
</tr>
<tr>
<td>for you to use! montclair.edu/career-services</td>
<td>• Check out the “Choosing a Major” link to</td>
<td></td>
</tr>
<tr>
<td>• Explore a career of interest in</td>
<td>see what you can do with your major.</td>
<td></td>
</tr>
<tr>
<td>the Occupational Outlook Handbook</td>
<td>• What are you looking for in a job?</td>
<td></td>
</tr>
<tr>
<td>What are you looking for in a job?</td>
<td>Transforming the world?</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>April</td>
<td>May and beyond</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Advising; Academic Maintenance</td>
<td>Schedule Planning; Registration</td>
<td>Final Exams; Keep Connected; Ongoing Exploration</td>
</tr>
<tr>
<td>• How are your grades so far? Don’t know? Ask your professors.</td>
<td>• What classes do you register for?</td>
<td>• How can you better prepare for finals this semester?</td>
</tr>
<tr>
<td>• What resources can you use to help you get back on track, if necessary?</td>
<td>• Do you need summer classes to catch up?</td>
<td>• Plan on checking your email throughout the summer – you will find important information sent to you as you relax in the sun!</td>
</tr>
<tr>
<td>• Did you meet with your advisor to discuss your future plans?</td>
<td>• If undeclared, are you ready to declare your major?</td>
<td>• This summer, spend some time researching majors or careers of interest. How can you get involved next semester in clubs or organization of interest or that connect you to a major or career?</td>
</tr>
<tr>
<td>• Did you plan for next semester’s classes using your Degree Audit in NEST?</td>
<td>• Do you know who your major or departmental advisor is?</td>
<td>• Pay your bill</td>
</tr>
<tr>
<td>• Do all the classes you’ve taken meet requirements?</td>
<td></td>
<td></td>
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<tr>
<td>• What about summer classes?</td>
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</tbody>
</table>
What Can CAST Do for You?

We serve all first-year, undeclared sophomore and first-year transfer students, as well as students changing majors. We’re here to point out new information, help you navigate the University system, and help you feel comfortable with your overall transition to Montclair State, your selection of a major, your career and future goals and plans on how to get there.

**Academic Advising** – All first-year students have an academic advisor in CAST, who is an expert in the General Education requirements, University policy and helping students’ transitions. Students with a declared major also have a major advisor or departmental advisor, who is an expert in the field and in the major curriculum.

**Sophomore Programming** – We offer programs to help sophomores develop relationships, decide whether to study abroad, find internships and connect to campus resources in new ways.

**Major Exploration** – CAST is here to help you figure out a major right for you with one-on-one advising, major fairs and other support services to find the road to success, whether you’re currently undeclared or just thinking about switching your declared major.

**Peer Leadership Program** – Remember those upper-class students who helped you at The Red Hawk 411? Those were the peer leaders! They help at Orientation and Red Hawk Day and are a welcoming and knowledgeable representative of Montclair State. Application process begins in November!

**Peer Advisor Program** – Peer advisors are student leaders trained to help with some advising and programs to help you transition to Montclair State.

**The Academic Warning Program** – This program is for students with a GPA between 2.0 and 2.25, or who have completed fewer than two-thirds of the classes they’ve attempted, to support them to help improve their academic results.

**Academic Progress Program** – APP supports students who need to improve their academic standing by helping them become motivated, self-directed and successful learners.

**Montclair State Orientation Experience** – Learn about campus, meet peers, faculty and staff, and register for classes, all so you feel more confident to begin your University career.

**New Student Seminar** – GNED-199, or GNED-100, is a General Education requirement aimed at assisting you in building the necessary skills to achieve academic success. You will be enrolled in this course during your first semester at Montclair State.

**Learning Communities** – Learning Communities are a series of linked courses you take with a cohort of the same students. These classes meet General Education and/or major requirements and are great ways to meet peers and get connected to faculty in your major.

**Alpha Lambda Delta** – ALD is a national honor society for high-achieving, first-year students who earn a 3.5 GPA or higher during their first semester.

**National Society of Collegiate Scholars** – NSCS is a national honor society that recognizes first-year and sophomore students who have a GPA of 3.4 and are in the top 20 percent of their class. NSCS places an emphasis on service and has chapters in all 50 states, the District of Columbia and Puerto Rico.
Advising FAQs

How do I know if I’m taking the right classes? Your Degree Audit, found in NEST, tells you what classes you still need to complete in order to finish your General Education requirements, majors, minors and certificate programs. This essential document can seem intimidating at first, but don’t ignore it! If you need help understanding it, talk to your advisor.

What do I do if I need to change a class? If this is your first semester at Montclair State, we generally approve few changes to schedules. However if you have already taken a class, or for other specific situations, visit the Center for Advising and Student Transitions at Webster Hall during Add/Drop week (September 7-13, 2016) to discuss those changes. After your first semester, you have the opportunity to build, and edit, your own schedule in NEST.

What’s a major and am I required to have one? A major is the primary focus of your academic career. Majors can range from 33 to 94 credits. At least one major is required, and you may have the option of declaring two majors.

What’s a minor and am I required to have one? A minor is a series of classes you want to focus on, but on a smaller scale than your major. Minors range from 18 to 24 credits. Minors are NOT required. You may be able to declare more than one minor, if interested.

The major I want is restricted – I was told I can’t just declare it. Why is that? Some majors are challenging or require certain skills to be successful. To ensure that students will be successful, some departments restrict these majors with GPA requirements, auditions, interviews or portfolio reviews. Other majors simply do not have the resources to accommodate every student in the major and so restrict the major to ensure they can successfully educate the students in their fields.

What are prerequisites and co-requisites? Prerequisites are classes or other requirements necessary to complete BEFORE taking another class. For example, you must take ENWR 105: College Writing I, before taking ENWR 106: College Writing II. A co-requisite course is a class you must take AT THE SAME TIME as another class. For example, EAES 201: Understanding Weather and Climate, has a listed co-requisite of either ENWR 105: College Writing I, or HONP 100: Honors Seminar in Great Books. You can find out whether a class has a pre- or co-requisite in the University Catalog of Courses found in NEST.

Where can I find a description of a class? The University Catalog of Courses in NEST has descriptions of all the classes offered at Montclair State.

How do I withdraw from classes? Students will be permitted to withdraw courses through NEST with a WD through the ninth week of the semester. Even if you have a hold on your account, you may still WD from a course by going to the Office of the Registrar in College Hall, Room 204.

What happens if I need to withdraw from the University? Nonattendance does not constitute withdrawal. If you do not officially withdraw, you will be financially and academically liable for all charges on your bill. Keep in mind, there is a withdrawal process that includes a form to complete, surrender of your campus photo ID and withdrawing from your courses. Contact the Center for Advising and Student Transitions at 973-655-7114 for more information.

How do I get an “IN” (incomplete) for my course/s? In order to receive an “IN” for a course, you need to discuss your situation and reasoning with your professor. Your professor makes the final decision. If approved, you both must complete an Incomplete Contract. In most cases, incomplete coursework must be completed within six weeks after grades have been posted.

How do I register for next semester? As a first-year student, it is mandatory that you meet with your faculty/departmental advisor (if declared major) or with your Center for Advising and Student Transitions advisor (if undeclared) prior to registration to plan your schedule for the following semester. You will also receive a Registration/Alternate PIN that will allow access to registration.

A class I need is closed! What should I do? Depending on the situation, a number of options may be available to you. If no seats are available in any section of the class, you may be able to ask the professor of a section for a “permit.” This will allow...
you to register for the course even though it is full. Alternately, you may be able to choose another required class, and wait to take the particular class another semester. Finally, it is recommended that you keep checking NEST — this class may open as students change their schedules or drop courses.

Where can I find IMPORTANT deadlines for students? The important deadlines for students are located in the Schedule of Courses Book, which is published online at montclair.edu/registrar/schedule-book.

Who do I contact if I need information about the World Language Requirement or to schedule a foreign language placement test? You can speak with your academic advisor, register online at flp.montclair.edu, or contact the Foreign Language Testing Coordinator at 973-655-6955.

What is the Math Readiness Test? This test is required for all students who wish to immediately take pre-calculus or a higher-level math course without taking lower-level prerequisites. Typically, this is utilized by students in the Feliciano School of Business or the College of Science and Mathematics. Contact the Academic Success Center at 973-655-4476 to schedule this test.

What is the Chemistry Readiness Test? This test is required for anyone who needs to take CHEM 120: General Chemistry I, to determine if a bridge course, titled CHEM 106: Principles of Chemistry, is needed. Many students in the College of Science and Mathematics will need the Chemistry Readiness Test. Contact the Academic Success Center at 973-655-4476.

Where do I go if I have AP credits and/or transfer credits that I need to be evaluated? You can bring an official copy of your transcript or score sheet to the Registrar’s Office in College Hall.

I have a problem with my final grade. How do I advocate for myself? Faculty typically have the final say about grades in their classroom and the grading structure in the class is detailed in the course syllabus. If you think the professor miscalculated a grade, a formal Grade Grievance Procedure exists on our website to govern this process. First, you must try to work it out directly with your professor. If this doesn’t work, further steps and options are available to you. Your advisor can help you figure out what to say, if unsure how to address your professor about this issue.

I see grades posted in Canvas for some classes, but not others. What gives? Your faculty have the option of using Canvas to help structure their classes, but it is not required that they use it. It is appropriate to ask your professor what your grade is if you have not received grades on Canvas or on your returned work. You should note that grades on Canvas are NOT OFFICIAL, and the only official grades will be given at the end of a semester, posted in NEST.
Essential Tech Tools

As a student, you have access to essential tools to manage your coursework, registration, schedule and plan for graduation.

• **NEST** – single sign-in portal, which will give you access to all network systems at Montclair State, including registration, grades, Canvas, Degree Audit, Hawksync, and more

• **Canvas** – helps you manage your classroom learning

• **Degree Audit** – guide to your course requirements

Canvas

Canvas is a learning management system that is used to supplement your learning outside of the classroom. Canvas has a simple interface that is easy to use and navigate. It is used as an extension of your learning outside of the classroom. Many of your instructors will use Canvas for your courses. By using Canvas, instructors and students will be able to do the following:

• Send important course updates (changes in due dates, class cancellations, etc.)

• Send private messages through the Canvas Messaging System

• Post and submit assignments

• Post lecture notes, PowerPoint, multimedia files and other course materials

• Participate in discussion boards

• Take online quizzes and surveys

• Post grades, and more

With Canvas, you will be automatically enrolled in, and receive email updates concerning courses that you sign up for. Additionally, you will have the option of linking various accounts (text messaging, Twitter, etc.) so that you receive notifications through those mediums. This means that you can opt to receive text alerts when important updates/announcements are sent for your classes or you have assignments due. You can also control what types of updates you receive and how often you receive them. If you want to stay even more connected, there is a free Canvas app for your smart phone or tablet, available in your app store if you have an iOS- or Android-powered device.

Other Canvas Features

**Calendar** – Record/schedule important dates and events so that you don’t lose track. If your instructor has set your course with this feature, all important dates from your syllabi will be automatically placed onto your calendar. If you set your notification settings with text alerts, you will receive text messages regarding these important deadlines. You will never miss an assignment again!

**Conferences** – Have you ever felt frustrated during a group project because your group was never able to find a common time and place to meet? The Conferences feature is designed to end that frustration. Through the use of Conferences, you can set up online group meetings that use the webcam on your computer to maintain the face-to-face element. The Conferences feature also allows you to upload files directly into your group meeting and share those files with the whole group.

Want to know more about how to use Canvas and all of its features? Check out the training tools provide by our Office of Information Technology: montclair.edu/oit/canvas/canvas-training.
NEST

montclair.edu/nest OR under the “Quick Links” tab on the top toolbar at montclair.edu

NEST (Network Engagement and Student Transactions) is the primary gateway for all services provided through student self-service, including advising for degree auditing, fee and tuition real-time payments, “one-click” (single sign-on) access to other applications such as the Canvas, your degree audit, Gmail and more!

What you can find in NEST:
• Class registration and class searching
• Course Catalog
• Class schedule
• Grades
• Official Transcript Request
• Holds
• Advisor information
• Financial Aid information, along with a checklist of things you need to do
• Billing information, as well as the primary method of bill payment
• HawkSync, best described as the social network for clubs, organizations and events on campus
• Gmail
• Canvas

NEST will be essential to help you enroll in classes, take classes, get advising, pay your bill, check your email, and get involved on campus in HawkSync. Be sure to start logging into NEST every day!
Degree Audit

Your Degree Audit is a web-based advising tool designed to help you monitor your academic progress towards graduation. It is a review of past, current and “planned” coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration. Your audit is divided in block requirements such as a Degree, General Education and Major Requirements. Each block works like a checklist with boxes that automatically check when a requirement is met.

- General information to graduate
- Academic requirements you have remaining for a degree program
- Academic requirements you have completed or are in progress
- View grades and academic standing
- View cumulative grade point average (GPA)
- View transfer credit earned (if any)
- Forecast a GPA based on presume academic performance
- Plan for registration for future semesters
- Create “what if” audits to model other major degree requirements
- Look up necessary policies regarding graduation and completion of a degree

Log on to NEST to access your Degree Audit: montclair.edu/nest

Tips for using your Degree Audit

- For help in using your Degree Audit, make an appointment during the semester with your academic advisor.
- Review your Degree Audit prior to registration to see what course you need to complete
Your Academics at Montclair State

Building on the University’s strong liberal arts foundation, our faculty provides you with the knowledge you need to compete in today’s world.

Depending on your major, you’ll have a combination of required major, general education and graduation requirements and electives that make up your course load. You may also need collateral classes (required classes outside your major, such as mathematics for biology majors).

A minimum of 120 semester hours of coursework is required for your college degree (min. 32 credit hours of the total must be completed at Montclair State).

Your undergraduate degree:
General Education requirements (p. 20)
  + Major requirements (p. 27)
    + Minor – optional (p. 32)
    + 2nd Major – optional (p. 27)
  
  120 CREDITS

Why grades matter.
To be in good academic standing at Montclair State, you need a minimum 2.0 cumulative GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Perfect GPA!</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Some majors require</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Minimum for good academic standing</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Academic probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Possibility to lose financial aid … NCAA eligibility …</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>No credit</td>
</tr>
</tbody>
</table>
2002 General Education and Graduation Requirements
(effective Fall 2012) Gen Ed 2002 and Graduation Requirements
FALL 2016 and SPRING 2017 SEMESTERS

General Education Requirements, 42 credits
A. New Student Seminar (1 credit)

______ Course ____________________________ Semester ______

C. Communication (9 credits)
C1 Writing (3 credits)

______ Course ENWR 105 College Writing I ____________________________ Semester ______

C2 Literature (3 credits)

______ Course ENWR 106 College Writing II ____________________________ Semester ______

C3 Communication (3 credits)

______ Course ____________________________ Semester ______

D. Fine and Performing Arts (3 credits)*

______ Course ____________________________ Semester ______

F. Humanities: Great Works and Their Influences (6 credits)
F1 World Literature or General Humanities (3 credits)

______ Course ____________________________ Semester ______

F2 Philosophical and Religious Perspectives (3 credits)

______ Course ____________________________ Semester ______

G. Computer Science (3 credits)

______ Course ____________________________ Semester ______

H. Mathematics (3 credits)*

______ Course ____________________________ Semester ______

I. Natural Science Laboratory (4 credits)*

______ Course ____________________________ Semester ______

J. Physical Education (1 credit)*

______ Course ____________________________ Semester ______

K. Social Science Perspectives (9 credits)
K1 American and European History (3 credits)

______ Course ____________________________ Semester ______

K2 Global Cultural Perspectives (3 credits)*

______ Course ____________________________ Semester ______

K3 Social Science Perspectives (3 credits)*

______ Course ____________________________ Semester ______

L. General Education Elective – any 100 or 200 level course (3 credits)*

______ Course ____________________________ Semester ______

Graduation Requirements, 3–9 Credits
World Language and Cultures Requirement
World Cultures (0–3 credits)

______ Course ____________________________ Semester ______

A course from any General Education category denoted with an asterisk (*) can satisfy both a Gen Ed requirement and World Cultures. If you do not choose a Gen Ed course that satisfies World Cultures, you will need to take an additional course to complete this requirement.

World Languages (3–6 credits)

______ Course ____________________________ Semester ______

______ Course ____________________________ Semester ______

Only 3 credits of a world language are required if you place at level 3 or higher of the language.

*Not included in BFA and BMUS degrees

Basic Skills Courses MUST be taken during the first semester of enrollment at Montclair State University.

Note: If you place into the following courses (as determined by the Montclair State Placement Test) they DO NOT count as degree credits toward graduation, and MAY NOT be used as Free Electives:
_______MATH 071 Semester Taken_______________
_______ENWR 100/Semester Taken________________

Note: If you place into the following courses (as determined by the Montclair State Placement Test) they DO count as degree credits toward graduation, and MAY be used as Free Electives:
_______MATH 100/Semester Taken_____________________
_______ENWR 100/Semester Taken_____________________

List any Major Courses
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
Course ____________________________ Semester ______
## Sample Course Schedule and Key

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>41002</td>
<td>CMST 101 43</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>F</td>
<td>2:30 p.m. - 4:20 p.m.</td>
<td>Calcia Hall 209</td>
</tr>
<tr>
<td>43587</td>
<td>MATH 109 01</td>
<td>Statistics</td>
<td>3</td>
<td>M</td>
<td>7:45 a.m. - 8:25 a.m.</td>
<td>TBA</td>
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<tr>
<td>46100</td>
<td>PSYC 101 09</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>M</td>
<td>5:30 p.m. - 8:00 p.m.</td>
<td>Dickson Hall 320</td>
</tr>
<tr>
<td>42070</td>
<td>ENWR 105 27</td>
<td>College Writing: 1</td>
<td>3</td>
<td>TF</td>
<td>10:00 a.m. - 11:15 a.m.</td>
<td>Dickson Hall 179</td>
</tr>
<tr>
<td>42518</td>
<td>GNED 199 06</td>
<td>New Student Seminar</td>
<td>1</td>
<td>W</td>
<td>8:30 a.m. - 9:20 a.m.</td>
<td>Dickson Hall 172</td>
</tr>
<tr>
<td>45998</td>
<td>PHIL 102 03</td>
<td>Ethics</td>
<td>3</td>
<td>MW</td>
<td>10:00 a.m. – 11:15 a.m.</td>
<td>ONLINE</td>
</tr>
<tr>
<td>45898</td>
<td>PEGN 257 02</td>
<td>Weight Training and</td>
<td>1</td>
<td>MW</td>
<td>TBA</td>
<td>Panzer</td>
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<td></td>
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<td>Conditioning</td>
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</tbody>
</table>

### Key:

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday
- S = Saturday
- U = Sunday
- TBA = To Be Announced
- ONLINE = Online/Hybrid

*Be sure you attend class on days for each letter represented*

### Special Dates:

Pay attention to special dates that might be listed under courses for which you have registered, as some course are offered at altered times during the semester. This is especially true for courses under the physical education category.

### Online and Hybrid Courses:

ONLINE courses are strictly administered online. Look for an email from your professor and check Canvas for information prior to the beginning of the semester. HYBRID courses generally mean that half the class is taught on campus at MSU and the other half is online. Check Canvas for details.

### AM/PM Classes:

At MSU, courses are offered both in the morning (a.m.) and afternoon/evening (p.m.). Always be sure that you know when your courses are scheduled so you do not attend an evening class in the morning or vice versa!

### Class Locations:

Check a campus map to find the class locations prior to the beginning of the semester. For location TBA, check Canvas for more up-to-date information.
Sample Schedule Planning

We recommend creating a Schedule Planner worksheet each semester to map out your intended classes. Use this sheet as reference when you go on to NEST for your actual registration. Here you can list the number of credits and courses you plan to enroll in for next term.

**Things to consider when making a plan:**

- Gen Ed: the general education requirements for any major can be found in the online catalog or the Field Guide
- Requirements for your major, minor
- Prerequisites: courses required to be taken prior to taking a class
- Offerings: a class may be listed in the catalog, but only offered in the spring. Check with the department to make sure the course you plan to take will be offered during the semester you list it in.

**Resources to help you create your plan:**

- Your departmental or professional advisor
- Departmental website
- Undergraduate major requirements in the University Catalog
- CAST Four-Year Plans
- NEST/Degree Audit
- Schedule of Courses Book (Registrar’s Office website)

NOTE: Under “Classification” indicate type of requirement: General Education, Major, Minor, Elective

<table>
<thead>
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<th>SEMESTER:</th>
<th>YEAR:</th>
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<tbody>
<tr>
<td>Course Name and #</td>
<td>Credit Hours</td>
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<tr>
<td>TOTAL HOURS:</td>
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<tr>
<td>Alternate Courses:</td>
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## Schedule Planning Worksheet

<table>
<thead>
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<th>CR</th>
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<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SAT/SUN</th>
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### Schedule Planning Worksheet

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Montclair State University | Student Guide 2016
## Index of Departments and Programs

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<th>DEPARTMENT/PROGRAM</th>
<th>CHAIR/DIRECTOR</th>
<th>LOCATION</th>
<th>PHONE 973-655-</th>
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<td>Accounting and Finance</td>
<td>J. DiGabriele</td>
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Undergraduate Majors

A major is a focused series of classes in a particular discipline and the main component of your academic studies at Montclair State. Majors range from 33 – 94 credits. All students are required to declare a major before completing 60 credits at Montclair State.

Undergraduate majors are restricted (entrance requirements) or unrestricted.

To declare an unrestricted major, you need to complete a Change of Major form and receive a signature from the department chair. Your advisor is a valuable resource in helping you learn more about majors and application process. (See list of restricted majors on next pages.) You can also view a complete listing of all majors including dual degree, on the Montclair State website.

Unrestricted Majors

College of the Arts

Fine Arts Major, Arts History Concentration
Fine Arts Major, Art Education Concentration
Theatre Studies Major

College of Education and Human Services

Nutrition and Food Science Major, Applied Nutrition Concentration
Nutrition and Food Science Major, Food Systems Concentration
Public Health Major, Community Health Education Concentration

College of Humanities and Social Sciences

Anthropology Major
Anthropology Major, Community Development Concentration
Arabic Major
Child Advocacy and Policy Major
Classics Major
English Major
French Major
French Major, French Civilization Concentration
French Major, Translation Concentration
Gender, Sexuality and Women’s Studies Major
Humanities Major
Humanities Major, Comparative Mythology and Literature Concentration
German Major
History Major
Italian Major
Latin Major
Linguistics Major
Philosophy Major

College of Science and Mathematics

Biochemistry Major
Biology Major, Environmental Science Concentration
Chemistry Major
Geography Major
Geography Major, Environmental Studies Concentration
Geography Major, Urban Studies Concentration
Geoscience Major
Geoscience Major, Environmental Science/Geoscience Concentration
Information Technology Major
Marine Biology and Coastal Sciences Major
Mathematics Major
Mathematics Major, Discrete Applied Mathematics Concentration
Mathematics Major, Mathematics of Financial Concentration
Mathematics Major, Statistics Concentration
Physics Major
Physics Major, Astronomy Concentration
Science Informatics Major
Sustainability Science Major

Feliciano School of Business

Economics Major

Undecided about your major?
Visit the Majors and Minors Fair on October 12, 2016 in the Student Center
Restricted Undergraduate Majors: Entrance Requirements

Note: This information is subject to change. Consult the department of the major you’re interested in to confirm that the requirements are current. Visit the department websites for additional detailed program information.

THE COLLEGE OF THE ARTS

Art and Design

Bachelor of Fine Arts – Fine Arts/Studio, Animation/Illustration, Graphic Design or Industrial Design

• Students must complete a portfolio interview with the director of the individual programs

Fine Arts/Studio
  – Contact: Livia Alexander, 973-655-4151, alexanderli@mail.montclair.edu

Animation/Illustration
  – Contact: Scott Gordley, 973-655-7295, gordleys@mail.montclair.edu

Graphic Design
  – Contact: Anthony Inciong, 973-655-3318, incionga@montclair.edu

Industrial Design
  – Contact: Denis Feigler, 973-655-2091, feiglerd@mail.montclair.edu

Bachelor of Arts-Fashion Studies

• 2.75 cumulative GPA
• Grade C or better in: ARTX 122, ENWR 105, MATH 109, ECON 102, ARHT 105 or 106
  – Contact: Linda Reilly, 973-655-7485, reillyl@mail.montclair.edu

Communication and Media

Bachelor of Arts-Communication and Communication Studies

• 3.00 cumulative GPA
  – Contact Janet Wilson, 973-655-7471, wilsonja@mail.montclair.edu or Stephanie Wood, 973-655-7870, woods@mail.montclair.edu

Bachelor of Arts-Public Relations, Journalism, Television and Digital Media (Concentrations in Audio/Sound Design, Documentary, Sports Media and Journalism, TV Production)

• 3.00 cumulative GPA
• Submit an application and essay
• Interview required

Bachelor of Fine Arts - Filmmaking

• 3.00 cumulative GPA
• Portfolio review and interview required

Bachelor of Arts - Communication and Media Arts and Communication Studies

• No further requirements

Cali School of Music

Bachelor of Music and Bachelor of Arts - All music majors

• Audition on primary and secondary instruments
• Placement tests in music theory and aural skills
  – Contact: Auditions Coordinator, 973-655-7610, msuauditions@mail.montclair.edu

Theater and Dance

Bachelor of Fine Arts – Acting

• Audition and interview
• Letter of intent, recommendation, resume, headshot, copy of transcripts, application, audition fee
  – Contact: Kim Whittam, Life Hall 126, 973-655-7201, whittamk@mail.montclair.edu

Bachelor of Fine Arts – Musical Theatre

• Audition and placement test
• Letter of intent, recommendation, resume, headshot, copy of transcripts, application, audition fee
  – Contact: Kim Whittam, Life Hall 126, 973-655-7201, whittamk@mail.montclair.edu

Bachelor of Fine Arts – Production and Design

• Portfolio review and interview
• Letter of intent, two recommendations, resume, small photo of yourself, copy of transcripts, application, audition fee – Contact: Kim Whittam, Life Hall 126, 973-655-7201, whittamk@mail.montclair.edu

Restricted Undergraduate Majors: Entrance Requirements

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Bachelor of Fine Arts – Production and Design

• Portfolio review and interview
• Letter of intent, two recommendations, resume, small photo of yourself, copy of transcripts, application, audition fee – Contact: Kim Whittam, Life Hall 126, 973-655-7201, whittamk@mail.montclair.edu
Bachelor of Arts and Bachelor of Fine Arts – Dance

- Audition
- Resume of dance experience, copies of transcripts, two letters of recommendation, photo of yourself in a dance pose, wallet size headshot, written statement, audition fee
- Contact: Lynn Grossman, Life Hall 126, 973-655-7080, grossmanl@mail.montclair.edu

FELICIANO SCHOOL OF BUSINESS

Business Administration

Bachelor of Science – Business Administration

- 3.00 cumulative GPA, online application https://business.montclair.edu/admissions/apply-now
- Concentrations: Business Analytics; Finance; Hospitality Management; International Business Management; Management of Information and Technology; Marketing; Retail Merchandising and Management; Real Estate; Sports, Events, and Tourism Marketing
- Contact: Maureen Branca, Feliciano School of Business 170A, 973-655-4303, brancam@mail.montclair.edu

Bachelor of Science – Accounting

- 3.00 cumulative GPA, application
- 2.75 GPA retention in CUM and major
- Contact: Maureen Branca, Feliciano School of Business 170A, 973-655-4303, brancam@mail.montclair.edu

Business Administration minor

- Application required
- Cumulative GPA of 2.75
- Contact: Maureen Branca, Feliciano School of Business 170A, 973-655-4303, brancam@mail.montclair.edu

THE COLLEGE OF SCIENCE AND MATHEMATICS

Computer Science

Bachelor of Science – Computer Science

- 3.00 average GPA in the following two (2) courses:
  - CSIT 111 - Foundations of Computer Science I
  - CSIT 112 - Foundations of Computer Science II
- Contact: Angela Pena, Richardson Hall 303, 973-655-7796, penaan@mail.montclair.edu

Biology

Bachelor of Science – Biology and Molecular Biology

- Required department meeting
- Certain pre-qualified students may be accepted into major; others will need to complete the following:
  - Earn 3.00 GPA
  - Take Math Readiness and Chemistry Readiness Tests
  - Successfully complete one semester of a math, biology and chemistry course in the major with a C- or better
- Contact: Quinn Vega, vegaq@mail.montclair.edu

THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Political Science and Law

Bachelor of Arts – Jurisprudence, Law and Society

- 3.00 cumulative GPA at the completion of a minimum of 24 credits at Montclair State University or at transfer institution
- 3.00 GPA in the student’s first three courses in the major
- Contact: Dr. Marilyn Tayler, Dickson Hall 315, 973-655-4196, taylerm@mail.montclair.edu

Justice Studies

Bachelor of Arts – Justice Studies

- Cumulative GPA
  - 2.00 – Justice Systems concentration
  - 2.75 – Paralegal Studies concentration
  - 3.00 – International Justice concentration
  - Review of GPA in major courses, statement of interest, two references, application and copy of Degree Audit
- Contact: Brenda Sheehan, Dickson Hall 331, 973-655-7897, sheehanbr@mail.montclair.edu

THE COLLEGE OF EDUCATION AND HUMAN SERVICES

Exercise Sciences and Physical Education

Bachelor of Science – Athletic Training

- 24 internal transfers each year
- Overall GPA of 2.75 or better
- Completion of ATTR 199, ATTR 150, BIOL 244 and BIOL 245 with a grade of C or better
- Application – due by May 1 (only accepted online) – includes personal statement, current Professional Rescuer/Health Care Provider level CPR & AED certification, current physical examination, meeting with ATEP faculty and completion of agreements- contact department.
- Contact: Frederick Gardin, University Hall 4105, 973-655-7156, gardinf@mail.montclair.edu
Exercise Science
- 10 internal transfers accepted each semester
- 3.00 GPA
- Completion of two semesters
- Grade of B- or better in the following: BIOL 244 and BIOL 245, ENWR 105 and ENWR 106, CMST 101, PSYC 101, HLTH 101, MATH 109 and CHEM 113
- Deadline to apply February 28 and September 30
  – Contact: Ed Saavedra, University Hall 4141, 973-655-5254, saavedrae@mail.montclair.edu

Physical Education
- 3.00 cumulative GPA
- Concentrations: Coaching, Physical Activity in Educational Settings
- Students seeking teaching certification must also complete Teacher Education Program requirements
  – Contact: Ed Saavedra, University Hall 4141, 973-655-5254, saavedrae@mail.montclair.edu

Health and Nutrition Sciences
Bachelor of Science – Nutrition and Food Science, concentration in Dietetics
- 3.20 cumulative GPA
- Complete NUFD 192, NUFD 150, MATH 109 and CHEM 113
- C or better in dietetic coursework
  – Contact: Yeon Bai, University Hall 4026, 973-655-3220, baly@mail.montclair.edu

Family and Child Studies
Bachelor of Arts – Family and Child Studies major, concentrations in Family Services or Gerontology
- 3.00 cumulative and major GPA
  – Contact: Chris Cottle, University Hall 4151, 973-655-3387, cottlec@mail.montclair.edu

Bachelor of Arts – Family and Child Studies, concentration in Families, Children and School Settings (K-6 and P-3 certification)
- 3.00 cumulative and major GPA
- Must have completed FCST 200 with a grade B or higher, must have less than 60 credits
  – Contact: Chris Cottle, University Hall 4151, 973-655-3387, cottlec@mail.montclair.edu

Center of Pedagogy: Teacher Education
- Application required. More information included in the next section of this Field Guide.
  – Contact: Teacher Education Admissions, University Hall 1160, 973-655-7976

P-3 or K-6 Certification
Prerequisites for application
- Complete the following courses with grade of C- or better:
  – PSYC 101 General Psychology
  – CMST 101 Fundamentals of Speech
  – ECEL 200* Perspectives in Early Childhood and Elementary Education in a Democracy (*Must be sophomore status or higher to enroll in ECEL 200)
  – FCST 214 Child Development I
- Complete nine credits of major
- Official Scores from the Praxis I exam or exemption by SAT/ACT scores
- Application for Spring Admission – 2nd Monday in September
- Application for Fall Admission – 4th Monday in January

Requirement of program before field experience but not needed for application:
- Two courses in each of the four content areas taught in a preschool setting: math, science, social studies, English and receive a B- or higher in each (please seek advisement from a Teacher Education Advisor).

  – Please note that Mathematics: MTHM 201 + MTHM 302 are required coursework as part of Teacher Education coursework and students must earn at least a B- in both courses
Subject Area Certification (e.g. Math, English, etc.)

- Complete the following prerequisite courses with grade of C- or better:
  - EDFD 200 Psychological Foundations of Education
  - EDFD 220 Philosophical Orientation to Education
  - EDFD 221 Historical Foundations of Education
  - EDFD/SASE 210* Public Purposes of Education
    This course is cross-listed under different departments. This means that EDFD210 and SASE210 are the same course, and you can complete either to satisfy this requirement.
- Complete nine credits of major courses from your department (see Field Guide pg XXX8 for GPA requirements). Math majors must complete 11 credits including Calculus I and II and an additional course that requires Calculus II as a prerequisite.
- Passing Praxis I scores or exemption by SAT/ACT scores
- Application for Spring Admission – 2nd Monday in September; for Fall Admission – 4th Monday in January

Dual Degree/Dual Certification Inclusive Education Program

- Complete the course requirements for your certification area above
- Students on the P-3 or K-6 tracks must also complete EDFD 220 (or take the course the same semester as applying)
- 3.25 GPA required (overall and major)
- Additional essay required
- Additional interview required
- Applications for Dual Degree Program are only accepted in the spring (4th Monday in January)

Learn more about the Center of Pedagogy – see p. 34
MINORS

A minor is a focused series of classes in a particular discipline, but smaller than a major. Minors can help expand your major course of study or focus on other areas of interest or professional development. Minors range between 18-24 credits. You are not required to have a minor to graduate.

College of the Arts
Art and Design Studio Minor
Communication Studies Minor
Dance Minor
Fashion Design Minor
Fashion Merchandising Minor
Journalism Minor
Musical Theatre Minor
Theater Minor

Criminal Justice Minor
English Minor
Environmental Justice Minor
Film Minor
French Minor
Gay, Lesbian, Bisexual, Transgender, Queer Studies Minor
Gender, Sexuality and Women's Studies Minor
German Minor
Greek Minor
History Minor
International Studies Minor
Italian Minor
Jewish American Studies Minor
Justice and Families Minor
Latin Minor
Latin American and Latino Studies Minor
Leadership Development through Civic Engagement Minor
Linguistics Minor
Myth Studies Minor
Paralegal Studies Minor
Philosophy Minor
Political Science Minor
Portuguese Studies Minor
Pre-Law Studies Minor
Psychology Minor
Public Administration Minor
Public and Professional Writing Minor
Religious Studies Minor
Russian Minor
Russian Area Studies Minor
Social Work Minor
Sociology Minor
Spanish Minor
Spanish and International Business Minor
Speech-Language Pathology and Audiology Minor

College of Education and Human Services
Gerontology Minor
Nutrition and Food Science Minor
Public Health Minor

Certificate programs offer specialized enhanced training. Certifications are optional and are generally fewer credits than minors.
• Feliciano Center for Entrepreneurship Certificate
• 3D Printing and Design Certificate
• Child Advocacy and Policy Certificate Program
• Makeup Artistry Certificate with industry partner Bobbi Brown
• Spanish Translation Certificate Program

College of Humanities and Social Sciences
African-American Studies Minor
Ancient Mediterranean Civilizations Minor
Anthropology Minor
Arabic Minor
Arabic Studies Minor
Archaeology Minor
Asian Studies Minor
Chinese Minor
Classics Minor
Cognitive Studies Minor
Creative Writing Minor

Feliciano School of Business
Business Minor
Economics Minor
Entrepreneurship Minor
STEPS FOR ADMISSION TO THE UNDERGRADUATE TEACHER EDUCATION PROGRAM

Fall 2016 - Spring 2017

The Teacher Education Program is overseen by the Center of Pedagogy. The purpose of this guide is to provide a general overview of the steps involved when preparing to apply to the Teacher Education Program. Students should apply for admission to the Program during the second semester of the sophomore year or first semester of the junior year.

STUDENTS MUST SUCCESSFULLY COMPLETE THE PREREQUISITE REQUIREMENTS PRIOR TO APPLYING.

1. CHOOSING A MAJOR AND PLANNING YOUR COURSE OF STUDY

Students in subject area certification programs (everything except Early Childhood and Elementary) work toward certification that is valid for grades P-12. Dance, Art, Music, and Physical Education/Health students may wish to teach in any of these grade levels, but students in the other subject areas (e.g., English, Social Studies) usually intend to teach a specific subject in grades 5 or higher.

Students in the Early Childhood Program work toward certification for Pre-Kindergarten through Grade 3 (P-3). Students in the Elementary Program work toward certification for grades Kindergarten through Grade 6 (K–6). Early Childhood and Elementary candidates usually intend to teach all or most academic subjects for one class of students.

Students in the Dual Degree/Dual Certification Inclusive Education Program (DD/DC) work toward certification in a content area (P-3, K-6, or subject area) AND Teacher of Students with Disabilities. Students in this program earn a Bachelor’s degree in the major and a Master of Arts in Teaching (MAT).

The chart below shows the accepted majors and minimum overall and major GPA requirements for the Dual Degree/Dual Certification undergraduate and graduate initial teacher certification program offered at Montclair State University.

<table>
<thead>
<tr>
<th>CERTIFICATION PROGRAM</th>
<th>ACCEPTED MAJORS</th>
<th>OVERALL GPA</th>
<th>MAJOR GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Degree/Dual Certification Inclusive Education Program (DD/DC) Spring Admission only</td>
<td><strong>All Approved Majors</strong>&lt;br&gt;P-3 Approved Major: Family and Child Studies – Families, Children, &amp; School Settings&lt;br&gt;K-6 Approved Majors: Anthropology; English; Family and Child Studies – Families, Children, and School Settings; Gender, Sexuality and Women’s Studies; General Humanities; Psychology; Religion; Sociology; Spanish&lt;br&gt;Subject Area (P-12) Approved Majors: Biology, Chemistry, English, Fine Arts, French, Geoscience (Earth Science), Health and Physical Education, Linguistics, Mathematics, Music, Spanish</td>
<td>3.25</td>
<td>3.25</td>
</tr>
</tbody>
</table>
The chart below shows the accepted majors and minimum overall and major GPA requirements for each undergraduate initial teacher single certification program offered at MSU.

<table>
<thead>
<tr>
<th>CERTIFICATION PROGRAM</th>
<th>ACCEPTED MAJORS</th>
<th>OVERALL GPA</th>
<th>MAJOR GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood (P-3)</td>
<td>Family and Child Studies – Families, Children and School Settings</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Elementary (K-6)</td>
<td>Anthropology, English; Family and Child Studies – Families, Children and School Settings; Gender, Sexuality and Women’s Studies; General Humanities; History; Math; Psychology; Religion; Sociology; Spanish</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area/Secondary (P-12)</th>
<th>ACCEPTED MAJORS</th>
<th>OVERALL GPA</th>
<th>MAJOR GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science</td>
<td>Biology</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Chemistry*</td>
<td>Chemistry</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Dance</td>
<td>Dance Education</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Geoscience</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>3.0</td>
<td>3.25</td>
</tr>
<tr>
<td>English as a 2nd Language</td>
<td>Linguistics</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Fine Arts Education</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>Physical Education</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>French</td>
<td>French</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Italian</td>
<td>Italian</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Latin</td>
<td>Latin</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Music</td>
<td>Music Education</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physics**</td>
<td>Physics</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Physical Science***</td>
<td>Chemistry or Physics</td>
<td>3.0</td>
<td>2.75</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Anthropology, Economics, Geography, History, Political Science, Psychology or Sociology</td>
<td>3.0</td>
<td>3.25</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spanish</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* Holders of Chemistry certification can teach chemistry, environmental science and general science.
* Holders of Physics certification can teach physics, environmental science and general science.
*** Holders of Physical Science certification can teach physics; chemistry; physical, environmental, general, earth and space science.
2. SUCCESSFULLY COMPLETING THE PREREQUISITE REQUIREMENTS

SUBJECT AREA/SECONDARY (P-12) SINGLE CERTIFICATION

If you plan to apply for a subject area program (anything except Early Childhood and Elementary), first you must successfully complete (C- or better) the following prerequisite courses:

___ EDFD 200       Psychological Foundations of Education (satisfies Gen Ed K3. Social Science Perspective)
___ EDFD 220       Philosophical Orientation to Education (satisfies Gen Ed F2. Philosophical and Religious Perspective)
___ EDFD 221       Historical Foundations of American Education (satisfies Gen Ed K1. American and European History)
___ EDFD/SASE 210    Public Purposes of Education: Democracy and Schooling (satisfies L. Gen Ed elective; Sophomore status or higher)
___ 9 CREDITS OF MAJOR COURSEWORK* (see major GPA requirements)
___ PRAXIS I (New Core Academic Skills) or equivalent SAT/ACT Score

*Math majors must have completed 11 credits including Calculus I and II and a course that requires Calculus II as a prerequisite.

EARLY CHILDHOOD (P-3) or ELEMENTARY (K-6) SINGLE CERTIFICATION

If you plan to apply for the Early Childhood (P-3) or Elementary (K-6) Program, first you must successfully complete (C- or better) the following prerequisite courses:

___ CMST 101 Fundamentals of Speech (satisfies Gen Ed C2. Communication)
___ PSYC 101 General Psychology (satisfies Gen Ed K3. Social Science Perspective)
___ FCST 214 Child Development I (prerequisite PSYC 101)
___ ECEL 200 Perspectives in Early Childhood Elementary Education in a Democracy (satisfies L. Gen Ed elective; must have sophomore status or higher)
___ 9 CREDITS OF MAJOR COURSEWORK* (see major GPA requirements)
___ PRAXIS I (New Core Academic Skills) or equivalent SAT/ACT Score

*Family and Child Studies majors must successfully complete 6 credits of major courses as well as FCST 214.

P-3 and K-6 Applicants: You must take at least two courses in each of the four content areas taught in P-3/K-6 school settings: Math, Science, Social Studies and English and receive a grade of B- or higher in each. Only students who have met this requirement may be fully admitted to the Program; those who are still working on the requirement may be provisionally admitted.

DUAL DEGREE/DUAL CERTIFICATION (DD/DC) P-3 or K-6 Certification

If you plan to apply for the DD/DC Early Childhood (P-3) or DD/DC Elementary (K-6) Program, first you must successfully complete (C- or better) the following prerequisite courses:

___ CMST 101 Fundamentals of Speech (satisfies Gen Ed C2. Communication)
___ PSYC 101 General Psychology (satisfies Gen Ed K3. Social Science Perspective)
___ FCST 214 Child Development I (prerequisite PSYC 101)
___ ECEL 200 Perspectives in Early Childhood Elementary Education in a Democracy (satisfies L. Gen Ed elective; must have sophomore status or higher)
___ EDFD 220 Philosophical Orientation to Education (satisfies Gen Ed F2. Philosophical and Religious Perspective)
___ 9 CREDITS OF MAJOR COURSEWORK*
___ 3.25 Overall and Major GPA
___ PRAXIS I (New Core Academic Skills) or equivalent SAT/ACT Score

*Family and Child Studies majors must successfully complete 6 credits of major courses as well as FCST 214.
DUAL DEGREE/DUAL CERTIFICATION (DD/DC) Subject Area/Secondary (P-12) Certification

If you plan to apply for a DD/DC subject area program (anything except Early Childhood and Elementary), first you must successfully complete (C- or better) the following pre-requisite courses:

___ EDFD 200    Psychological Foundations of Education (satisfies Gen Ed K3. Social Science Perspective)
___ EDFD 220    Philosophical Orientation to Education (satisfies Gen Ed F2. Philosophical and Religious Perspective)
___ EDFD 221    Historical Foundations of American Education (satisfies Gen Ed K1 American and European History)
___ EDFD/SASE 210   Public Purposes of Education: Democracy and Schooling (satisfies L. Gen Ed elective; sophomore status or higher)
___ 9 CREDITS IN MAJOR COURSEWORK*
___ 3.25 Overall and Major GPA
___ PRAXIS I (New Core Academic Skills) or equivalent SAT/ACT Score

* Math majors must have completed 11 credits including Calculus I and II and a course that requires Calculus II as a prerequisite.

TRANSFER EXCEPTION:

Students seeking Subject Certification (P-12) who transfer to Montclair State University with 60 or more credits may apply to the Program immediately if they have completed 9 credits of major courses at their previous college or Montclair State University and if they have completed or are enrolled in SASE 210 Public Purposes of Education: Democracy and Schooling. Math majors must have completed the 11 credits listed above. Please note: Students with an AA or AS degree from a NJ two-year institution can have coursework substituted for, or, may be waived from having to take EDFD 220 and EDFD 221. Please see an advisor for more information.

Students seeking Early Childhood (P-3) or Elementary (K-6) certification who transfer to MSU with 60 or more credits may apply to the Program immediately if they have completed 9 credits of major courses at their previous college or MSU, and if they have completed or are enrolled in ECEL 200 Perspectives in Early Childhood & Elementary Education in a Democracy and Child Development I.

3. APPLYING FOR ADMISSION

The admissions process is separate from admission to the University or to a major. Undergraduate students must apply for admission to the Teacher Education Program by first creating a profile in the Teacher Education database and then submitting a paper application:

1. Create your online profile in the Teacher Education database: https://taurus.montclair.edu


We recommend that you begin the paper application at least 4 weeks in advance as you will need to submit the following items: unofficial transcripts from all universities attended, essay(s), letter(s) of recommendation, resume and cover letter, and passing PRAXIS I or SAT/ACT scores.
APPLICATION DEADLINES

Completed paper applications must be submitted to University Hall, Suite 1160 before 4 p.m.:

- The second Monday in September (single certification programs only)
- The fourth Monday in January (single certification programs and DD/DC programs)

Admission Process

The following five required steps are part of the admission process for the Undergraduate Teacher Education program:

1. Submission of Undergraduate Teacher Education Application by deadline

The steps below are arranged once the application is received by the Center of Pedagogy:

2. Impromptu Writing Sample hosted by the academic department
3. Information Session
4. In-person interview(s)
5. New Admit Orientation

If you are accepted provisionally or fully into the Teacher Education Program, you are permitted to enroll in the first semester of the Professional Sequence. A review of your progress in major, general education, elective and Professional Sequence courses is conducted each semester to ensure you are on track to do your Professional Year field experiences (Clinical I and Clinical II for P-3 and K-6 candidates, Fieldwork and Student Teaching for subject area candidates). See the Teacher Education Program Handbook found at the Center of Pedagogy website and on Canvas for specific requirements for these field experiences; take particular note that students must pass all required Praxis II exam(s) in order to student teach. Undergraduates are advised to take the Praxis II when they have completed 90 semester hours. Students in single certification programs must maintain a minimum overall GPA of 3.00 as well as the minimum GPA required specifically for the major(s) as shown on the previous page in order to complete the Program successfully. Students in dual certification programs must maintain a minimum overall GPA of 3.25 as well as the minimum GPA of 3.25 required in all of the major(s) as shown on the previous page in order to complete the Program successfully.
4. STAYING INFORMED

Teacher education adds a layer of complexity to students’ schedules and graduation requirements; a high level of initiative and follow-through are expected of students. There are many deadlines, policies and procedures that all future and current teacher education students need to be aware of as they progress through the Program. For detailed and up-to-date information, use the following resources:

- Your major advisor and your teacher education advisor (visit them every semester)
  
  **Subject Area Advisor:** Ian Bouie bouiei@mail.montclair.edu  
  To book an appointment please visit: bouiei.youcanbook.me

  **P3/K6 and PEHL Advisor:** Adrian Reagan reagana@mail.montclair.edu  
  To book an appointment please visit: reagana.youcanbook.me

  **Dual Degree/Dual Certification (DD/DC) Advisor:** Carla Parry Engstrom engstromc@mail.montclair.edu  
  To book an appointment please visit: carlaparryengstrom.youcanbook.me

- Our website: montclair.edu/cehs/academics/centers-and-institutes/cop/teacher

- The Teacher Education Program Handbook montclair.edu/cehs/academics/centers-and-institutes/cop/teacher

- Center of Pedagogy Canvas Community (students are automatically enrolled when they take ECEL 200, EDFD 210 or SASE 210, but may be enrolled sooner by emailing Pat Gagnon at gagnonp@mail.montclair.edu).

- **Students interested in obtaining middle school certification in English, Science, Math, World Languages, or Social Studies:** No undergraduate middle school certification programs are offered at Montclair State University, though there are graduate certification programs available in English, Science and Math middle school certification which you may consider doing after graduation. Middle school certification requires having 15 credits, a passing middle school Praxis score in the subject area, plus a course in adolescent development. Students who seek advisement and plan carefully may be able to complete the necessary 15 credits in one or more middle school subject areas while completing their undergraduate degree. This would enable you to apply on your own to the state for the certification after graduation. Due to current job market conditions, we strongly advise students to consider additional endorsements in middle school content areas, TESL, and/or Teacher of Students with Disabilities. P-12 candidates, remember that your certification will enable you to teach middle school in your subject field (e.g., biology certification candidates can teach 7th grade general science) but you may benefit from adding on middle school certification in another subject area.
Praxis I Requirement

<table>
<thead>
<tr>
<th>Exam Code</th>
<th>Praxis I Required: New Core Academic Skills (These tests can be taken separately or together)</th>
<th>Passing Score</th>
<th>Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>5712</td>
<td>First time: Register for exam code 5751 (the Combined Test for $135, rather than $85 for each section)</td>
<td>156</td>
<td>See ETS website for testing windows, they are offered roughly once a month via computer</td>
</tr>
<tr>
<td>5722</td>
<td>Core Academic Skills for Educators: Reading</td>
<td>162</td>
<td></td>
</tr>
<tr>
<td>5732</td>
<td>Core Academic Skills for Educators: Writing</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

When submitting your Teacher Education application, you are required to submit your passing Praxis I or SAT/ACT/GRE equivalent scores. The following scores qualify for the Praxis I exemption:

- SAT scores of 1120 or higher (combined reading and math)
- SAT scores of 1660 or higher (combined reading, writing and math)
- ACT score of 23 or higher (please note there are sections for English, math, science, reading and writing)
- Old PPST Praxis I scores (Math 174, Reading 175, and Writing 173)
- GRE combined score of 310 on the quantitative and verbal sections and a 4.0 on the analytical writing

**Disabilities or Health-Related Needs:** Candidates with disabilities or health-related needs can get more information on how to request accommodations at: ets.org/disabilities/test_takers.

**Praxis Fee Waiver:** Fee waivers may be available for college students who meet all eligibility criteria. Eligibility information can be found at: ets.org/praxis/about/fees/fee_waivers.
Business and Auxiliary Services

Office of Student Accounts

The Office of Student Accounts is responsible for the timely dissemination of accurate information relating to a student’s financial account. The office also acts as the University’s administrative center for processing student payments, payment plans, credits, refunds, school sponsored health insurance and bills. Starting fall 2016, all billing information will be available electronically on NEST at montclair.edu/nest.

- Invoicing and collecting revenue from tuition, fees, room, board and various other miscellaneous charges or fines
- Processing updates for registration, student refunds, Financial Aid, Residence Life and Dining Services
- Providing the highest quality of professional service to our customers in an effort to assist them in the achievement of their financial goals
- Administering employee/third-party reimbursement payments and/or scholarships.
- Process all student refunds

Important Student Accounts Information:

Do not forget to waive health insurance by established deadline.
Further information located at montclair.edu/student-accounts/health-insurance
Help with payment plans. Further information located at montclair.edu/student-accounts/payment-information/third-party-payment

Office of Student Financial Aid

The Office of Student Financial Aid assists eligible students in meeting their educational expenses while attending Montclair State University. Need-based assistance is provided in the form of loans, grants and student employment. Many of the questions you have concerning financial aid can be answered by visiting our website: montclair.edu/financial-aid.

Financial Aid Important Information:

- The FAFSA priority deadline is March 15
- Montclair State University School Code: 002617
- The website to complete your Free Application for Federal Student Aid (FAFSA) is: fafsa.ed.gov
- Monitor NEST for financial aid eligibility

College Hall, Room 216/218
montclair.edu/student-accounts
studentaccou@mail.montclair.edu
waiverinsure@mail.montclair.edu
Office: 973-655-4105
Fax: 973-655-4177

College Hall, Room 208
montclair.edu/financial-aid
financialaid@mail.montclair.edu
973-655-4461
Office of the Registrar

The Office of the Registrar performs numerous functions that are closely related to the academic mission of the University. These include scheduling of courses, registration, academic record maintenance, grade processing, official transcripts, final audit for graduation and certification, curriculum administration and maintenance of the University’s degree auditing system. Our website provides 24/7 access to forms and information regarding these functions.

- Course scheduling and registration via NEST
- Course withdrawals, which can be requested via NEST
- Official transcripts, which can be requested via NEST
- Final audit for graduation and certification, via application available on our website
- Enrollment certification, via application available on our website

Parking Services

The mission of this department is to provide efficient and responsive customer service by effectively managing all parking activities on campus to support the academic, research and service goals of the University.

- Beginning August 1, fall permits for the 2016-2017 academic year will be available online. You may purchase a permit by visiting montclair.edu/parking and selecting “Obtain A Permit.”
- Permits are determined by enrollment and student classification with information transferred from the Office of the Registrar. For rates and prices please visit our website.
- We encourage all students to become familiar with the campus before the first week of classes using our Parking Map. This will assist in making parking decisions before coming to campus. Please allow yourself ample time at the start of each semester.
- With the implementation of our Parker App, commuter students can better understand parking on campus by viewing available commuter parking spaces in real time. Download it on our website straight to your Android or iOS phone.

Short-term parking options available in the Red Hawk Deck or by utilizing PayByPhone in designated or metered areas on campus. All other parkers (students, employees and guests) are required to have a parking permit for any vehicle parked on campus at anytime.
Montclair State Dining

Montclair State Dining is dedicated to providing the freshest, healthiest, highest quality food and “You First” guest service each and every meal. Local Jersey-fresh ingredients coupled with the latest sustainability practices are used on a daily basis. Meal plan options are available to meet the needs of all students no matter your dining or budgetary needs.

- Comprehensive website, featuring menus with nutrition content; find out what’s open now; enroll in a meal plan; follow us on social media; submit a comment; receive special offers; and view the latest dining news.

- Technology on campus includes mobile ordering, smartphone app, nutrition and order kiosks, LCD menu screens, text messaging feedback and student choice feedback system.

- During the semester, you will always find at least one dining venue open, no matter what time it is.

- Catering options for all budgets, including retail brands and pick up catering, among other options.

Some of our venues include:

- All-you-care-to-eat dining at Sam’s Place and Freeman Dining
- Chili’s, Which Wich, Au Bon Pain Bakery Café, Dunkin’ Donuts, and Einstein Bros. Bagels
- Two Convenience Stores
- 24-Hour Red Hawk Diner

University ID Cards

Besides confirming your identity as a member of the Montclair State University community, your University identification card is used to access residence hall exterior/interior doors, University meal plans, Flex and Red Hawk Dollars, computer labs, Student Recreation Center, athletic events, check out library items and more.

ID Card Requirements:

1. Must be registered for classes for the current term 48 hours prior to ID card processing.
2. Two forms of identification are required (mandatory one form of photo ID) to receive an ID card.

Living on campus? Your University ID card is required to check into your residence.

- Is there a charge for my first ID card? No. If the ID card is lost, stolen or damaged, a $20 replacement fee is charged. (Fees subject to change)
- What if my ID card is lost or stolen? Freeze your lost/stolen ID card immediately 24/7 at the Online Card Office via the web or the Red Hawk Dollars app for iPhone and Android mobile devices. Cardholders are responsible for unauthorized spending on lost/stolen ID cards that are not frozen.
- Do not punch holes in or alter your ID card! The replacement card fee will be charged to replace damaged ID cards.
Red Hawk Dollars

Red Hawk Dollars is a convenient pre-paid debit account designed for the University community to make purchases on campus and at select off-campus merchants using the Montclair State University ID Card. One U.S. Dollar ($1.00) equals one Red Hawk Dollar.

Where can I purchase Red Hawk Dollars? The Online Card Office, Red Hawk Dollars app, Cash/check or transfer credit from financial aid or loans to your student account – NEST.

Where can I use Red Hawk Dollars? On campus dining services locations and vending machines, University Bookstore, Parking Services for permits and fines, University Health Center, Student Recreation Center, Pay for Print services (on campus), ID Card office and select off-campus merchants (see the Red Hawk Dollars web page for participating merchants).

Alcohol, tobacco, lottery tickets, gift cards, obscene material and firearms are not permitted to be purchased with Red Hawk Dollars.

Red Hawk Dollars Gift Cards: Available for purchase in any denomination with cash or check at the ID Card Office!

Online Card Office

Online Card Office is an application accessed via the Internet and/or mobile device apps providing services 24/7 to:

- Purchase Red Hawk Dollars with a Visa, MasterCard, Discover credit cards (fee)
- Have family and friends purchase Red Hawk Dollars for students with a credit card (fee)
- Freeze your University ID card if it is lost or stolen to prevent unauthorized spending on your meal plan, Flex and Red Hawk Dollars
- View usage of your Red Hawk Dollars, Flex Dollars, meal plan and recent deposits
- Set up low balance warnings and automatic deposits

The Online Card Office can be accessed through the ID Card Office webpage at montclair.edu. Type ID Card Office into the search bar, then click the link to the Online Card Office. The Online Card Office can also be reached through the free Red Hawk Dollars app for Apple and Android mobile devices.
University Bookstore

You have the option of buying your books either in person or online at montclair.bkstr.com. The University Bookstore has the largest selection of used textbooks specifically requested by the Montclair State University faculty for their classes. Textbooks are available both new and used, whenever possible. Purchasing used books will save you 25 percent off the new book price.

- Unwanted textbooks, not being held for your reference library can be sold back to the bookstore. Based on current market value, you could get back up to 50 percent of the original purchase price. We buy back books every day.

- The Bookstore carries a selection of basic computer products including network cables needed to hook up your computer to the campus network. A full range of blank CD's, iPod accessories, computer bags and cases are also available.

- We offer a complete selection of basic school, art and residence hall supplies to meet your everyday needs.

- The Bookstore is your headquarters for all kinds of Montclair State emblematic clothing and gifts for the whole family. Graduation gear is also available.
Meeting New People
The Center for Student Involvement (CSI)

The Center for Student Involvement complements the academic program and improves the overall experience of students by providing social, cultural and educational opportunities outside of the classroom. We are here to provide a fun, fulfilling and memorable experience for you, and enhance your life as a Red Hawk.

- We’ll provide calendars full of activities. Take advantage of all of the opportunities we have for you, and get involved with any of our more than 125 organizations, including fraternities and sororities.
- Find leadership opportunities to help build professional skills, enhance your resume and create a strong network of connections.
- Commuter students can find a home here, through support, connections and engagement from Commuter Student Programs and Services.
- The Volunteer Resource Center (VRC) can connect you to service opportunities both on- and off-campus.

HawkSync

The online platform, HawkSync, is the hub for student involvement on campus. You can login with your NetID at montclair.edu/hawksync. Best of all, you can already access HawkSync before you come to campus in August. Login today to:

- Learn more about each of the 125+ organizations, when their upcoming events are happening, and join the organization(s).
- View many of the departments on campus, what they have to offer, leadership positions they have, upcoming events and ways to get involved.
- Personalize HawkSync — see only what you want to see. Your feed will display only the clubs/organizations/departments that you have joined and/or are following.
- View the calendar of upcoming events — there’s something happening every day!
- Manage your co-curricular transcript.

Connect with CSI:
- Facebook.com/ MontclairStateCSI
- Instagram: @MSUCSI

Twitter:
- @MSUCSI
- @RedHawkFrenzy
- @MSUWeekends

Student Center, Room 104
montclair.edu/csi
csi@mail.montclair.edu
973-655-7818

Connect at:
montclair.edu/hawksync
Welcome home commuter students! Montclair State University's Office of Commuter Student Programs and Services exist to support, connect and engage Montclair State University’s commuter student population through collaborative, intentional programs and services. Follow us on social media and HawkSync to stay informed about the various programs and services specifically for commuter students and for the opportunity to win prizes and University services. We look forward to meeting you, and again WELCOME HOME! Stop by your Red Hawk Nest (Commuter Student Lounge), open weekdays 7 a.m. to midnight, in Student Center 126 to attend one of many programs, watch TV, catch a nap or mingle with other students in between classes.

Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Center

Founded in 2009 the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Center at Montclair State University seeks to create a campus environment inclusive and supportive of sexual orientation, gender identity and expression through education, advocacy and support for students, faculty and staff. We focus on the unique academic, cultural and social needs of LGBTQ students, and strive to enhance these students’ learning and engagement in the academic process. Through our services, the LGBTQ Center presents educational, cultural and social opportunities for students, faculty and staff to challenge intolerance and promote acceptance, thus creating an open and affirming environment void of homophobia, biphobia, transphobia, cissexism, heterosexism and gender bias.

What you can find in the LGBTQ Center:

• Student Lounge and LGBTQ Lending Library
• Over 400 Programs, Events and Activities per year
• An LGBTQ+ and Allied Residential Community (Stonewall Suites)
• Safe Space Training Program
• Peer Mentor Program
• Various Identity-based Drop-In Clubs and Discussion/Support Groups

Find us on HawkSync for our current calendar as well as detailed descriptions of our events. Facebook.com/MontclairStateCARS Twitter: @MSUCARS Instagram: @MSUCARS_
Office of Residence Life

The Office of Residence Life is dedicated to engaging our students within an inclusive community which fosters knowledge and promotes leadership. We are committed to making on-campus living one of the most lasting influences on a student’s life. From structured activities sponsored by residence hall staff and hall councils, to spur-of-the-moment informal gatherings, our emphasis is on developing an individual’s sense of responsibility, while at the same time encouraging personal growth.

- First-year students may be assigned to live in Blanton Hall, Bohn Hall, the Dinallo Heights, Freeman Hall or the Machuga Heights.
- Returning students may choose to live in Blanton Hall, the Dinallo Heights, Freeman Hall, Hawk Crossings, the Machuga Heights, Russ Hall, Sinatra Hall or the Village at Little Falls.
- We offer 14 Living Learning Communities.
- We employ over 250 student staff members as Resident Assistants, Resident Assistant Coordinators, Service Assistants, Service Assistant Coordinators and Residential Tutors.
- We are home to three Academic Resource Centers that provide evening and weekend tutoring services and a Mediation Resource Center to encourage positive, productive communication and conflict resolution.

Department of Campus Recreation

We offer fun and safe recreational opportunities to undergraduate and graduate students, commuters and residents, faculty, staff and alumni of Montclair State University. We have a variety of collaborative recreational offerings, including: Fitness and Group “Xercise,” intramural and club sports, special events, off-campus trips, outdoor adventures and co-sponsorships.

The Department of Campus Recreation strives to:

- Be an integral part of the collegiate experience
- Exceed accepted national standards of quality for programs and services
- Be responsive to the needs and desires of an ever-changing campus population
The Office of Equity and Diversity

Student Center, Room 110
montclair.edu/equity-and-diversity
973-655-7130

The Office of Equity and Diversity serves students, cultural organizations and the Montclair State community by promoting an environment that fosters and values human understanding. It is a reflection of the University’s commitment to living in a global community. Our aim is to internationalize our curriculum, improve intercultural communications and collaboration as we enhance students’ experience through exploration of the many cultures found on our campus.

Housed within the Office of Equity and Diversity are:
- The Women’s Center
- Campus Coalition Against Trafficking (CCAT)
- Center for Faith and Spirituality
- Diversity and Inclusion Programs
- Bias Response Taskforce

Women’s Center

Student Center, Room 110
montclair.edu/womens-center
973-655-5114

Founded in 1972, the Women’s Center is a tangible expression of Montclair State University’s commitment to women’s issues and concerns. The Women’s Center offers all members of the campus community an opportunity to engage in dialogue on women’s issues. We promote the exploration of topics of individual and collective importance to women in an open and comfortable atmosphere.

- Our programs take theories created in Women’s and Gender Studies and bring them soundly into the realm of practice.
- The Women’s Center maintains an extensive collection of information on local agencies and campus offices that address the unique concerns of women including: intimate partner violence, sexual assault, bias incidents, reproductive rights, health information, support groups, financial literacy and more.
- The Women’s Center is a safe space and guarantees confidential support to all members of the campus community.
- Women’s Center volunteers are highly trained students who create, plan and host a wide variety of events and activities in the Women’s Center as well as providing referrals and advocacy on a walk-in basis.
Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) offers short-term individual and group counseling to students, as well as a variety of educational and community outreach programming designed to promote wellness in the campus community. All counseling services are free, voluntary and confidential. Call or stop by the office to schedule an initial telephone screening to initiate services.

CAPS Offers:

- Individual counseling
- Group counseling
- Case management and referral
- Psychiatry services
- Outreach programming
- Let’s Talk (walk-in consultation and support hours)

University Health Center (UHC)

The University Health Center is a comprehensive outpatient health care facility serving all registered Montclair State University students. Our mission is to keep you well during your academic career and to assist students in making healthy lifestyle decisions. Care is provided by nurse practitioners, registered nurses and collaborating physicians from our community.

Services available include:

- Diagnosis and treatment of illnesses and injuries
- Laboratory services, ECG testing, on-site prescription medications including contraception
- Employment and sports physicals
- Preventive health screening, STI testing, immunizations and women’s health examinations
- Sexual assault forensic examinations and medical treatment
- Online health services at MyHealth: montclair.edu/university-health-center/my-health
Health Promotion

Main Office:
Student Center Annex 205
Drop-In Center: Cottage next to the Student Center
Student Center montclair.edu/hp
healthpro@mail.montclair.edu
Main Office: 973-655-7397
Drop-In Center: 973-655-5271

Health Promotion understands the impact of student health on academic performance and strives to enhance the social, physical and emotional well-being of the diverse student body. Our goal is to give students the knowledge, skills and resources to make informed decisions about their health. Health Promotion is committed to providing services that are designed to develop healthy behaviors and prevent health concerns that may interfere with academic and personal success.

Among these services are:

- Weekly workshops (meditation, Recovery Room, discussion groups)
- Educational outreach and programs
- Peer Advocacy Program
- Safer sex supplies and abstinence kits
- Health information resource center

Main Office: M-F, 8:30 a.m. – 4:30 p.m.
Drop-In Center:
M-Th, 9 a.m. – 6 p.m.
Friday, 9 a.m. – 4 p.m.
Saturday 11 a.m. – 3 p.m.
(academic year)

Health Resources Include:
- Sexual health
- Alcohol and other drugs
- Stress management
- Body image
- Sleep

Health and Wellness
Council for Faith and Spirituality

The Council for Faith and Spirituality, formally known as Campus Ministry, is an umbrella organization that includes all spiritual and religious student organizations and campus ministries. The Council meets monthly during the academic year. Campus ministers, religious leaders and students support each other by learning from and listening to each other. The Council discourages proselytizing but rather affirms and encourages activities and events that support all religious traditions. The council is chaired by the Director of Equity and Diversity.

Services and programs available include:

- The Prayer Room in the Student Center, Room 112, is open daily from 7 a.m. to midnight
- Bereavement services and pastoral counseling is available by appointment
- A full schedule of programs in meditation, praise singing, community service, interfaith dialogues and prayer can be found and enjoyed daily

Department of Intercollegiate Athletics

The Montclair State University Department of Intercollegiate Athletics sponsors 18 sports for men and women. These include baseball, men’s and women’s basketball, field hockey, football, men’s and women’s lacrosse, men’s and women’s soccer, softball, men’s and women’s swimming and diving, men’s and women’s indoor and outdoor track, women’s cross country, and women’s volleyball. All sports are non-scholarship and compete in Division III of the NCAA.

- Prospective student athletes should contact the head coach of the team they are interested in.
- Montclair State University is a member of the New Jersey Athletic Conference.
- Men’s lacrosse competes as a member of the Skyline Athletic Conference.
- Regular season games are free to all current Montclair State University ID card holders.
- We encourage students, faculty and staff to come out and support the Red Hawks.
Sexual Assault Response Team (SART)

Montclair State has a specially trained Sexual Assault Response Team (SART) that offers compassionate, comprehensive care directly on campus 24 hours a day, 7 days a week to all students whether the assault occurred on or off campus. Contacting SART does not mean someone has to be charged with a crime. It does mean that a victim will be able to receive appropriate care. Confidential services that are available include:

- Medical care including STI prevention and emergency contraception
- Forensic examination for evidence collection
- Sexual Violence advocacy; law enforcement services and support
- Options to file criminal/Title IX or disciplinary charges; follow-up counseling; housing and academic accommodations
- Assistance to seek services off campus

If you or someone you know has been sexually assaulted, contact UHC or UPD to get help.

Bias Response Taskforce (BRT)

The Bias Response Taskforce (BRT) works within the division of Student Development and Campus Life (SDCL) to provide a well-coordinated and comprehensive response to incidents of intolerance and bias with respect to race, ethnicity, gender identity and expression, sexual orientation, disability, religion and national origin. It is committed to consistent and timely response.

- The Bias Response Taskforce of Montclair State University serves to prevent and respond to bias incidents on campus while coordinating outreach in the event of a bias incident and hate crime.
- If you or someone you know experiences biased intimidation or violence, the BRT strongly encourages you to report the incident.
University Police Department

The University Police Department is the sole law enforcement agency for Montclair State University. The Department is comprised of 40 sworn officers with the duty to provide a safe atmosphere in learning and living environments. The Montclair State University PD is also responsible for the implementation of programs and services designed to promote public safety, crime prevention and community awareness.

- The University Police Department is available 24/7 for response to emergency situations, reporting of criminal offenses, victim services and for general information related to public safety.

- The University Police Department provides programming in the areas of self-defense, crime prevention, sexual assault awareness and alcohol/drug presentations, among many others.

- The University community may opt-in to several applications for safety including: Mobile Guardian (GPS technology), Emergency Alert Systems (via RAVE applications) and the Crime TIPS texting program.

- We provide a SafeWalk program for interested community members during after-hours

- Annually, the University Police Department releases crime statistics and program efforts to enhance community awareness and involve individuals in their personal safety.

University Police Headquarters
(P0)
montclair.edu/universitypolice
msupolice@mail.montclair.edu
973-655-5222

Emergency Response 24/7
Programming and technology for ongoing safety
Enforcement of criminal and traffic violations
Comprehensive Victim Services programs
Academic Success Center (ASC)
Webster Hall, Room 302
montclair.edu/asc
asc@mail.montclair.edu
973-655-7134

The Academic Success Center conducts the assessment of freshmen and some transfer students for course placement into mathematics, chemistry and reading. The Center also offers tutoring services, academic development symposiums, supplemental instruction and learning-support programs to Montclair State University students in collaboration with academic and administrative departments. ASC is certified by The College Reading and Learning Association (CRLA).

ASC Academic Development Offerings:
• Individual tutoring
• Group tutoring sessions
• Course review sessions
• Supplemental instruction
• Academic development symposiums
• Study groups
And much more...

The Center for Career Services
College Hall, Room 347
montclair.edu/career-services
careerserv@mail.montclair.edu
973-655-5194

The Center for Career Services provides a comprehensive approach to career exploration for undeclared students and alumni. If you have declared your major, your Career Advisor is located in your respective College/School. You can get help with resume writing, job hunting, getting in touch with employers and more!

• Career counseling can help you with self-assessment, determining what major you might want to pursue, as well as provide occupational information.
• Career fairs and employment programs are available to you each semester.
• Cooperative Education (co-op) is a credit-bearing opportunity where you learn outside the classroom through a supervised work experience. Get experience before you graduate – get a co-op! Come to our office to learn more.
Dean of Students

The commitment of the Dean of Students is to provide a growth-enhancing University campus environment in which all students learn and develop to their fullest potential. The Dean and the Associate Deans of Students work together with other University offices and centers to promote the psychological, social, physical, intellectual, occupational, spiritual and ethical wellness of all students. We invite you to contact the Office of the Dean of Students or any of the University centers listed on the Dean of Students website for more information or assistance.

Some highlights of our roles and services to the University include:

- **The Montclair State University Human Dignity and Civility Code** — A statement of our goal and responsibility to create an unbiased community, safe for people of all faiths, ages, abilities, sexual orientations, genders, gender identities and expressions, national origins, races and ethnicities.

- **The University Code of Conduct** — Created to foster a safe and thriving community, enforce academic honesty and solve conflicts between members — montclair.edu/dean-of-students/student-conduct.

- **Course Withdrawal After the University Deadline** — The Dean of Students offers consideration to withdraw from courses after the deadline for extenuating circumstances.

- **Problem Solving** — Provides a confidential and neutral place where issues and problems can be discussed.

Disability Resource Center

The Disability Resource Center provides accommodations and services to students with physical, sensory, learning, attentional, psychological and chronic medical conditions.

- We are committed to providing equal access to all programs and services for students with disabilities.

- It is the responsibility of the student to disclose and document a disability.

- Accommodations are arranged on a case-by-case basis for each student after careful review of the documentation and an intake and needs assessment appointment with the student.

- Affiliation with the Disability Resource Center is confidential and will never be a part of an academic record nor indicated on a transcript.
The Center for Writing Excellence

Bohn Hall, 4th Floor
(Entrance around left side of building)
montclair.edu/center-for-writing-excellence
CWE@mail.montclair.edu
973-655-7442

The Center for Writing Excellence is available to all University students, faculty, staff and alumni who are committed to developing and improving as writers. Sessions with experienced writing consultants are designed to provide help on every aspect of the writing process, with the goal of enabling students to achieve long-term improvement, confidence and independence.

Specifically, we can help you with:

• Getting started: Understanding the writing task and generating ideas
• Drafting: Developing a focus and an argument, selecting appropriate evidence and organizing your ideas
• Revising: Choosing strategies to improve drafts
• Polishing: Learning to edit your own writing
• To prepare for your session, come with: an assignment or task, text for course (if you are taking one), all work you have done to get started (any free writing and notes), draft of your paper (if you have one), your goal for the conference, and/or, most importantly, a specific question or writing problem for which you would like help.

Harry A. Sprague Library

montclair.edu/library
Reference: 973-655-4291
Access Services/Circulation: 973-655-4288

The Sprague Library serves faculty, staff, community patrons and students from freshman to doctoral level. Although we serve many diverse groups, we give special attention to new students through library orientations and instructional classes geared to College Writing courses. One of our most popular services is the Laptop Lending program, where a student may borrow a laptop for a maximum of 4 hours, complete assignments and even print out needed items. See a description of more of our services below.

• Individual help at the Reference desk with assignments
• Email reference service – “Ask Ref”
• Suggestions for recreational reading
• General campus information and locations
• Web-surfing area in the Reference department (20-25 computers)
• Library instruction classes available on all levels and subjects, by faculty request
• Help figuring out assignments
• Laptop loans
• Open extended hours for students
• Faculty may put course materials on reserve for students
• Learn research strategies in classroom with 30 computers
Global Education Center – Study Abroad

The Global Education Center offers students a variety of options to study abroad for fall, spring, and summer semesters, spring or winter break, or a full academic year. We help students through the application process, offer re-entry programs, host study abroad fairs, information sessions, pre-departure orientations and special events. We also provide advising on using financial aid, budgeting and applying for scholarships for the study abroad experience.

- Advise students on the study abroad process
- Weekly information sessions and study abroad fairs each semester
- Host pre-departure and re-entry workshops
- Assist with cost estimation for the Financial Aid Office
- Transfer credits from study abroad programs

Feliciano Center for Entrepreneurship

Entrepreneurs are not just business owners – they are psychologists, artists, scientists, teachers, fashion designers, sociologists, anthropologists, musicians, mathematicians, translators, programmers, graphic designers, counselors, dancers, nutritionists, social workers, economists, filmmakers and more.

Our Minor in Entrepreneurship is the perfect way to pursue your passion through your major, while getting real-world entrepreneurial skills with our minor. Check our website for more info about required courses for the minor. Don’t have enough credits for our minor?

We also offer a Certificate of Entrepreneurship that consists of three, 3-credit courses. Our ENTR courses are open to any student, any major—in fact, only one-third of the students in our ENTR 201 “Entrepreneurial Mindset” course are business majors.

- The Center’s highly interactive courses teach students the mindset of an entrepreneur, a valuable attitude that can help students succeed in any career.
- The classes help students learn how to be more creative and to discover new ways to innovate.
- Learn about our free events, featuring top-notch entrepreneurs: meetup.com/Montclair-State-Entrepreneurship

Application deadlines are listed below:
Fall: March 1
Summer: March 1
Spring: October 1
Academic Year: March 1
Winter break: September 15
Spring break: October 15
Summer faculty-led: February 1

Feliciano School of Business
montclair.edu/entrepreneur
innovation@mail.montclair.edu
973-655-6803

- Learn how to start a business or nonprofit
- Get tips how to be more creative
- Take a course; open to all majors
- Attend an event with dynamic speakers
Teacher Education Advocacy Center (TEAC)

University Hall, Suite 1160
973-655-7696

The Teacher Education Advocacy Center (TEAC) in the Center of Pedagogy enhances the quality of the Teacher Education Program at Montclair State University, by recruiting, retaining, and preparing students from historically underrepresented populations for the teaching profession. TEAC’s mission is to increase the diversity of the Teacher Education Program through the development and implementation of inclusive and responsive education services. In an effort to prepare students for careers in teacher education, TEAC collaborates with faculty, departments, and institutions to provide students with personalized support, academic guidance, college life transitions, mentoring, career networking, and financial assistance. Supportive services TEAC provides include:

- Praxis I exam preparation assistance
- Reading and writing coach
- Support for English Language Learners
- Leadership and volunteer opportunities in teacher education clubs and organizations

Connect with TEAC
Facebook: Montclair State University TEAC
Email: TEAC@mail.montclair.edu
Twitter: @MSUTEAC

Division of Information Technology

University Hall, 5th Floor
montclair.edu/oit
helpdesk@mail.montclair.edu
973-655-7971, option 1

The Division of Information Technology consists of several departments including the University Help Desk and the Public Computing Labs. The University Help Desk acts as the first point of contact for our students for all technology related matters. By contacting us, you will gain access to support for your technical needs. This support includes but is not limited to: Canvas, Microsoft Office, Network Registration, online storage and computer lab services.

Our services include:

- Virtual Computing Lab that can be used 24/7 from home, vacation and class that will give you access to specified course software
- Provides the ability to print from your personal laptop to specific black and white and color print “release” stations
- In-Lab use of multi-functional device that will allow you to copy or scan to a USB or Network share
- Complimentary training sessions on Microsoft Office, Canvas, Acrobat, etc.
- Delivery of secure, online file storage for personal files and the ability to create webpages through MSU-Web
- Support for students on NetID services (i.e., email, Library and the parking website)
- Registration of laptops and mobile devices to the University Wi-Fi network
- Troubleshooting viruses and malware for student-owned computers on the network
- Offers access to six public computing laboratories, including two laptop lending labs
- Software discount page for personally owned computers
- Student employment availability with the University Help Desk, Public Computing Labs and AV Services

Check your print balance at:
printit.montclair.edu

Find Lab Availability at:
app1.montclair.edu/labusage
What to Do After The Red Hawk 411...

- Check your Montclair State email account daily. This is the University’s primary way of communicating with you.
- Complete Part Two of Montclair State Orientation Experience, LEARN: How to Be a Red Hawk online orientation module. montclair.edu/online-orientation
- Review the academic calendar and make note of important dates.
- Log in to NEST at montclair.edu/nest to review information on billing, financial aid, room locations for your classes and class registration.
- Pay your University bills on time.
- Submit Advance Placement (AP) Test Scores and any transcripts to the Undergraduate Admissions Office.
- Contact your advisor for any questions or help you may need.
- Purchase books and be sure to save your receipts.
- Follow Montclair State University on Facebook, where you can connect with fellow Red Hawks in your class and receive updates about Red Hawk Country. Log in to Facebook, go to facebook.com/MontclairStateUniversity and like the page for more information.
- Join clubs and learn of fun events on campus at HawkSync!

Save the Dates:
- LEARN: How to Be a Red Hawk – complete by Friday, September 2, 2016
- Labor Day (no classes) – Monday, September 5, 2016
- ENGAGE: Red Hawk Day – Tuesday, September 6, 2016
- First Day of Classes — Wednesday, September 7, 2016
- Last day to Add/Drop Classes — Tuesday, September 13, 2016