# Academic Calendar

**Fresh Start. Endless Possibilities.**

## 2014 - 2015

### September
- Labor Day No Classes (Sept. 1st)
- Opening Day No Classes (Sept. 2nd)
- First Day of Fall 2014 semester (Sept 3rd)
- Add/Drop Period (Sept. 3rd - Sept. 9th)
- Drop deadline for 100% refund (Sept. 9th)

### October
- 50% Withdrawal Deadline, receive W grade (Oct. 7th)

### November
- Registration for Winter 2015 begins (Nov. 3rd)
- Last day to withdrawal from a course at 0% refund (Nov. 5th)
- Thanksgiving Holiday No classes (Nov. 27th-Nov. 30th)

### December
- Wednesday is Friday schedule (Dec. 10th)
- Last Day of Classes (Dec. 11th)
- Final Examination Period (Dec. 12th - 18th)
- End of the Semester (Dec.18th)
- Winter Classes Begin (Dec. 19th)

### January
- Last Day of Winter Session (Jan. 16th)
- Martin Luther King Holiday No Classes (Jan. 19th)
- First Day of Spring 2015 semester (Jan. 20th)
- Add/Drop Period (Jan. 20th- 26th)
- Drop deadline for 100% Refund (Jan. 26th)

### February

### March
- Spring Break (Mar. 9th - 15th)
- Summer 2015 Registration Begins (TBA)

### April
- Easter Holiday No classes (April 3rd - 5th)
- Fall 2015 Registration Begins (TBA)

### May
- Tuesday is designed as Friday (May 5th)
- Last day of Spring 2015 semester (May 5th)
- Final Examination Period (May 7th - 13th)
- End of the Semester (May 13th)
I’m a new red hawk, where do I go for advisement?

Center for Advising and Student Transitions (CAST)
The Center for Advising and Student Transitions (CAST) supports University-wide advisement services and the transitional needs of students with up to 59 credits:

- Freshman Students
- Sophomore Students
- Veteran and Military Students
- Freshman Transfers (less than 29 credits)

The department works collaboratively with all University advisors, faculty, and staff in taking a proactive role in the educational process.

CAST serves as the primary advising resource for freshmen and sophomore students by helping them make informed decisions about their courses and major choices.

Academic Success and Retention Programs (ASRP)
The Office of Academic Success & Retention Programs (ASRP) supports University-wide advisement services and the transitional needs of students with 60+ credits:

- Junior Students
- Senior Students
- Transfer Students (60+ credits)
- Adult Students

ASRP serves as the secondary advising resource for juniors and seniors by helping them with registration assistance, general advisement on graduation, change of major, Montclair policies, etc.
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**Building Key Index**

- DI – Dickson Hall
- CA – Calcia Hall
- LI – Life Hall
- CS – Schmitt Hall
- RI – Richardson Hall
- ML – Mallory Hall
- SH – Science Hall
- CO – College Hall
- SC – Student Center
- UN – University Hall
- PA – Partridge Hall
- CH – Chapin Hall
Transfer Student Policies and Procedures

Transfer Waivers

*Your General Education requirements will be waived if and only if:*

- You have completed your Associate of Arts (AA) degree from a NJ Community College.
- You have completed your Associate in Fine Arts (AFA) degree from a NJ Community College.
- You have completed your Associate of Science (AS) degree from a NJ Community College.

**NOTE:** If you have an Associate in Applied Science (AAS) degree, your General Education requirements will NOT be waived.

If you are transferring with **less than 15 credits**, you will need to complete the New Student Seminar Requirement.

Follow up with your previous college to ensure that Montclair has received your FINAL transcripts with “Degree Received” notation to the Undergraduate Admissions Office. **All pending degree waivers will be deleted if no final transcript is received.**

**World Language/World Culture requirement**

All students will need to complete a World Cultures requirement **AND** two sequential semesters of a world language at the introductory level (i.e. Spanish 1 & Spanish 2) if they have not done so at their previous institution.
Transfer Student Policies and Procedures
(Continuation)

Transferring credits to MSU

- Only a **maximum of 60 credits** from any County College will be accepted.
- A **minimum of 32 credit hours** of the total required for the baccalaureate degree **MUST** be completed at MSU.
- The **final 24 credits** required of graduation **MUST** be taken at MSU and cannot be acquired through transfer.
- **DPT Credits** are credits that need to be reviewed by MSU Departments immediately for course equivalency. (I.e. HIST DPT credits would be evaluated by the history department.)
- If you are currently completing your final coursework at your transfer institution, the course (s) you have “in progress” are posted as “zero” credits on your Analysis of Academic Progress (Credit evaluation).
FAQ’s

How do I view my class schedule? Class schedules are available online through WESS (wfs.montclair.edu). On WESS, click on “Registration” and select either “Detailed Schedule” or “Student Schedule” to view a copy of your schedule. You may also contact the Registrar's Office at 973-655-4376.

What GPA do I have to maintain to avoid being on Academic Probation? All students must maintain a 2.0 cumulative grade point average. If a student’s cumulative GPA drops below 2.0, regardless of the number of attempted credit hours, you will be placed on academic probation. You will only have one semester to bring your cumulative GPA to a 2.0 or better. For more information, see the MSU Undergraduate Catalog at www.montclair.edu/catalog.

How do I withdraw from classes? Students will be permitted to drop courses through WESS 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? Non attendance 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 dropping your courses. Contact the Center for Advising and Student Transitions at 973-655-7114 for more information.

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 www.montclair.edu/Registrar/schedulebook.

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.

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 http://flp.montclair.edu, or contact Jessica Brandt at 973-655-6955.

What is the math readiness test? This test is required for all students who wish to take pre-calculus or a higher-level math course who did not earn at least a C- or better in the prerequisite course. Contact the Center for Academic Development and Assessment at 973-655-4476 to schedule this test.
2002 General Education Requirements (effective Fall 2012)

General Education Requirements

A. New Student Seminar (1 credit)(Waived)

DISTRIBUTION 44-47 credits

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

E. World Languages(3-6 credit graduation requirement)

F. Humanities: (6 credits)

F1. World Literature or General Humanities (3 credits)
    Course Semester

F2. Philosophy or Religion (3 credits)
    Course Semester

G. Computer Science (3 credits)
    Course Semester

H. Mathematics (3 credits)*
    Course Semester

I. Natural/Physical Science with Laboratory (4 credits)*
    Course Semester

J. Physical Education (1 credit)*
    Course Semester

K. Social Science (9 credits)

K1. American or European History (3 credits)
    Course Semester

K2. Non-Western Cultural Perspectives (3 credits)*
    Course Semester

K3. Social Sciences (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.

List any Major Courses

Course Semester
Course Semester
Course Semester
Course Semester
Course Semester
Course Semester
Course Semester
Course Semester

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

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 be used as Free Electives:

ENWR100 Semester Taken

*Not included in BFA and BMUS degrees
Entrance Requirements to Restricted Majors

Note: This information is subject to change. You should consult the department of the major you're interested in to confirm this information is current. Visit the department websites for other detailed program

COLLEGE OF THE ARTS

Art & Design

Bachelor of Fine Arts - Studio
- Obtain faculty recommendation from full-time professor in your specialization
- Complete portfolio interview with BFA committee
- Transfer Students - apply to the program after completing one full course in your specialization
- Contact: Dr. William McCreath, Calcia 120, (973) 655-7540

Bachelor of Arts - Studio
- Portfolio review (OR) Complete three studio courses in the dept. with a “B” or better and have each professor of those courses complete a recommendation form (available in department)
- Contact: Dr. William McCreath, Calcia 120, (973) 655-7540

Bachelor of Fine Arts - Animation/Illustration, Graphic Design, or Industrial Design
- Students must complete a portfolio interview with the director of the individual programs.
  a. Animation/Illustration
     - Contact: Professor Scott Gordley, (973) 655-4140
  b. Graphic Design
     - 3.00 GPA required
     - Contact: Professor John Luttropp, (973) 655-4163
  c. Industrial Design
     - Contact: Professor Denis Feigler, (973) 655-2091 feiglerd@mail.montclair.edu

Fashion Studies
- 2.75 cumulative GPA
- C or better in: ARTX 122, ENWR 105, MATH 109, ECON 102, ARHT 105 or 106
- Contact: Linda Reilly (973) 655-7485

Communication Studies
- 3.00 cumulative GPA
- Department interview
- Schedule interview with: Janet Wilson, Dept. Coordinator, Life Hall 050, (973) 655-7471
- Visit department website for admission details

Television and Digital Media
- 3.00 cumulative GPA, Departmental interview
- Visit department website for admission details
- Contact: Stephanie Wood, Life Hall 050, (973) 655-7870

Filmmaking

Bachelor of Fine Arts
- 3.00 cumulative GPA
- Department interview/portfolio review
- Contact: Professor Susan Skoog, (973) 655-7471
Entrance Requirements to Restricted Majors (Cont.)

Music
- Audition on primary and secondary instruments
- Placement tests in music theory and aural skills
- Visit department website for admission details
- Contact: T. Ho, Chapin Hall 229, (973) 655-7221

Theatre
Bachelor of Arts
- 2.70 cumulative GPA
- Departmental interview
- Letter of intent, recommendation, resume
- Contact: Deborah Saivetz, Life Hall 126, (973) 655-4217, saivetzd@mail.montclair.edu

Bachelor of Fine Arts
- Audition and interview
- Letter of intent, recommendation, resume
- Visit: http://www.montclair.edu/pages/theatredance/index.htm
- Acting BFA contact: Suzanne Trauth, trauths@mail.montclair.edu
- Musical Theatre BFA contact: Clay James, (973) 655-7341, jamesbr@mail.montclair.edu

Dance
- Audition and Departmental interview
- Visit: www.montclair.edu/pages/theatredance/index.htm
- Contact: Lori Katterhenry, Life Hall 126J, (973) 655-7080

THE SCHOOL OF BUSINESS

Business Administration and Accounting
- Application Required
- 12 credits earned at MSU
- Cumulative GPA of 3.00
- Once requirements are met, complete online application
- Contact: Maureen Branca, Partridge Hall 454, (973) 655-3420

Economics
Bachelor of Arts
- Application Required
- 12 credits earned at MSU
- Cumulative GPA of 3.00
- Once requirements are met, complete online application
- Contact: Dr. Lord, Partridge Hall 416, (973) 655-7448
Entrance Requirements to Restricted Majors (Cont.)

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Jurisprudence
- 3.00 cumulative GPA at the completion of a minimum of 24 credits at Montclair State University or at the institution you’ve transferred from.
- 3.00 GPA in the student’s first three courses in the major.
- Contact: Dr. Marilyn Tayler, Department of Political Science and Law, Dickson Hall 315, (973) 655-4196

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
- Contact: Gale Morganti, Dickson Hall 331, (973) 655-7897

THE COLLEGE OF SCIENCE AND MATHEMATICS

Computer Science
- 3.00 cumulative GPA
- 3.00 average GPA in the following two (2) courses:
  - CMPT 183 - Foundations of Computer Science I
  - CMPT 184 - Foundations of Computer Science II
- Contact: Jenn Schiffer, Department Administrator, Richardson Hall 303, (973) 655-7796

COLLEGE OF EDUCATION AND HUMAN SERVICES

Athletic Training
- Cumulative grade point average of 2.75 at the conclusion of the first semester
- No more than 2 grades of “C” or lower in major coursework
- Demonstrated interest in athletic training as a profession
- Athletic Training written application and statement
- Contact: Dr. D. Middlemas, University Hall 4135, (973) 655-7090

Exercise Science
- 3.00 cumulative GPA
- Contact: Ed Saavedra, University Hall 4141, (973) 655-5254
Entrance Requirements to Restricted Majors (Cont.)

Physical Education
- Physical Activity in an Educational Setting: 2.50 GPA
- Community Based Fitness & Wellness: 2.50 GPA
- Coaching: 2.50 GPA
- Contact: Ed Saavedra, University Hall 4141, (973) 655-5254

**Physical Education w/teacher certification**
- 3.00 GPA (in addition to Teacher Ed requirements)
- Contact: Ed Saavedra, University Hall 4141, (973) 655-5254

Health & Nutrition Sciences, Dietetics Concentration
- 3.20 cumulative GPA
- Contact: Dr. K. Bauer, University Hall 4020, (973) 655-7155

Family & Child Studies
All students interested in any concentration within Family & Child Studies must meet with Chris Cottle, University Hall 4151, (973) 655-3387
- Family Services: 3.00 cumulative GPA
- Gerontology: 3.00 cumulative GPA
- Contact: Chris Cottle, University Hall 4151, (973) 655-3387

**Family Children and School Settings (K-5 and P-3 cert):**
- 3.00 GPA overall and in major classes
- Application required, only 30 internal transfers accepted per year
- Must have completed FCST 200 with a grade of B or higher
- Students who have earned 60 or more credits will not be permitted to apply to the FCSS (K-5 and P-3 Cert.) concentration

Center of Pedagogy – Teacher Education
Application Required (deadlines listed on website). More detailed information included in the next section of this Field Guide

**P-3 or K-6 Certification:**
- Complete the following courses with a grade of B- or better:
  - PSYC 101 General Psychology
  - CMST 101 Fundamentals of Speech
  - ECEL 200* Perspectives in Early Childhood & Elementary Education in a Democracy
  - FCST 214 Child Development I
- Complete 9 credits of coursework in the major. Family & Child Studies majors are required to have 6 credits of major courses, in addition to FCST 214.
- Two courses from each of the following content areas taught in a pre-school or elementary setting are required (a grade of B or higher in each content area required to apply):
  - Mathematics: MTHM 201 + MTHM 302
  - Natural Science: Any two classes offered in section I of the General Education. The second class can also be fulfilled by EAES 100, 101, 102, 103, 104, 107, 150, 201, 250.
  - Social Studies: Met by taking classes in K1, K2, and K3
  - English: ENWR 105 + ENWR 106
- * Must be sophomore status or higher to enroll in ECEL 200
Subject Area Certification (e.g. Math, English, Social Studies):
- Complete the following courses with a grade of B– or better:
  - EDFD 200  Psych. Foundations of Education
  - EDFD 220  Phil. Orientation to Education
  - EDFD 221  Hist. Foundations of Amer. Ed.
  - CURR 210*  Public Purposes of Ed
- Complete 9 credits of major courses from your department. Math majors must complete 11 credits including Calculus I and II and an additional course that requires Calculus II as a prerequisite.
* READ 210, EDFD 210 or CURR 200 and CURR 400 combined can be substituted for this course requirement; must be taken at MSU; must be sophomore status or higher

Dual Degree/ Dual Certification Inclusive Education Program:
- Complete the course requirements for content area with a grade of B or better
- 3.25 GPA required for consideration
- Applications for Dual Program are only accepted in the Spring
- Visit: http://cehs.montclair.edu/academic/cop/teacher/
- Contact: Teacher Education Admissions, University Hall 1160, (973) 655-7976

For any questions or more information contact:
Center of Pedagogy
Teacher Education Admissions & Retention
University Hall, Suite 1160
973-655-7976
Post Orientation Checklist

✓ Submit final transcripts to the Undergraduate Admissions Office

✓ Review your analysis of academic progress to understand how courses transferred in and their course equivalency.

✓ Check your MSU e-mail regularly. This is the University’s primary way of communicating with you.

✓ Login onto WESS at https://wfs.montclair.edu/ahomepg.htm to review information on billing, financial aid, room locations for your classes and class registration.

✓ Pay your University bills on time.

✓ Contact your Advisor for any questions or help you may need.

✓ Purchase books and be sure to save your receipts.

✓ Follow the Montclair State University on Facebook (should be hyperlinked), where you can connect with fellow Red Hawks in your class and receive updates about Red Hawk Country.

✓ Review the academic calendar and make note of important dates.
Whenever the road ahead darkens, a Peer is here to shed some light.

ASRP is proud to have a dedicated group of student leaders - Peer Success Advisors (PSA) - on our team. Our PSA’s were selected for their high energy, their creativity, their knowledge of University policies/procedures, their "can do" spirit and most importantly, their desire to lend a hand to their fellow students. The PSA team is here to support you in reaching your academic goals.

The PSAs host office hours every day in the ASRP office. They welcome upperclassmen and new transfer students to come by to:

- say "hello"
- ask questions
- talk with them about questions/concerns
- discuss upcoming registration plans
Peer Success Leaders (PSL)

During summer orientations, our office hires PSLs to assist with transfer student orientation. We look for students who have same qualities as PSAs: high energy, creativity, enthusiasm, and ability to work well with others. Being a Peer Student Leader will develop your leadership experience, help you gain the skill set to effectively collaborate well with others, and help build your resume. If you thrive on new experiences and like to meet future red hawk students, keep lookouts for our emails regarding PSL info sessions for summer 2015.
In an age of modern technology and social media, there are many ways to connect with one another. Don’t forget to check out our blog for important news and updates about the University, programs, majors/departments, success tips, and more! Read our blog at https://blogs.montclair.edu/roadtograduation/ or click on the link below.

Twitter: MSU_ASRP

Also, you can follow our twitter account for daily posts and useful information.

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