Fall 2015 Academic Calendar*

Sept. 1  Opening Day - Red Hawk Day (No Classes)
Sept. 2  First Day of Classes
Sept. 2 - 9  Final Add/Drop Period for Fall 2015 semester courses.
Sept. 7  Labor Day (No Classes)
Sept. 9  Drop deadline for 100% refund/adjustment. Final day for students to drop a Fall 2015 semester course(s) resulting in 100% refund/adjustment of tuition. Courses dropped at 100% may be processed either through WESS 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 10 - October 7, 2015.
Sept. 24  Pass/Fail and Audit Application deadline (to audit courses) for full term Fall 2015 semester courses.
Oct. 7  Withdrawal deadline 50% refund/adjustment. Final day for students to withdraw from a Fall 2015 semester course(s) resulting in a grade of WD and a 50% refund/adjustment of tuition. Withdrawals may be processed either through WESS or by submitting written notice to the Office of the Registrar. No refund/adjustment issued after this date.
Oct. 15  Deadline for submission of grade changes for Incompletes during Summer Sessions 2015.
Nov. 2  Registration for Winter 2016 begins (tentative date).
Nov. 4  Pass/Fail Application rescind deadline for full term Fall 2015 semester courses.
Nov. 4  Withdrawal deadline no refund/adjustment. Final day for students to withdraw from a Fall 2015 semester course(s) resulting in a grade of WD and no refund/adjustment of tuition. No course withdrawal permitted after this date.
Nov. 9  Registration for Spring 2016 begins (tentative date).
Nov. 20 - Nov. 29  Thanksgiving Holiday (No Classes)
Dec. 9  Wednesday designated as a Monday (for Monday day classes only; Wednesday day and evening classes do not meet)
Dec. 13  Last Day of Classes.
Dec. 14 - 20  Final Examinations for Fall 2015 semester. (See Final Exam Schedule - Fall).
Dec. 20  End of semester.
Dec. 23  Instructor deadline for submission of Fall 2015 final grades.
Jan. 5  Grades for the Fall 2015 semester will be available through WESS.
Feb. 15  Deadline for submission of grade changes for Incompletes received during the Fall 2015 semester.

*Calendar subject to change.
Visit montclair.edu/registrar/schedule-book for important Spring 2016 dates.
Welcome to Red Hawk Country!

Dear First-Year Student,

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.

Here are a few suggestions to help move this process along:

• 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 that 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>Academic Launch Program</td>
</tr>
<tr>
<td>Krystal Aguilar</td>
<td>TV and Digital Media: TV Production</td>
<td>Players, Ambassadors</td>
</tr>
<tr>
<td>Yuribel Alejo</td>
<td>Communication Studies: Public Relations</td>
<td>Latin American Student Org, Ambassadors</td>
</tr>
<tr>
<td>Audrey Anne</td>
<td>Nutrition and Food Science</td>
<td>National Society of Leadership and Success</td>
</tr>
<tr>
<td>Odalys Arias</td>
<td>English Education</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Becky Avill利亚</td>
<td>Undeclared</td>
<td>Inter Varsity Christian Fellowship</td>
</tr>
<tr>
<td>Fred Banton</td>
<td>Theatre, Communication Studies</td>
<td>Players, LGBTQ Center</td>
</tr>
<tr>
<td>Bryanta Crawford</td>
<td>English, Psychology</td>
<td>Jumpstart</td>
</tr>
<tr>
<td>Johanna Durazzi</td>
<td>Political Science</td>
<td>LGBTQ Center, Players</td>
</tr>
<tr>
<td>Jaclyn Gass</td>
<td>English</td>
<td>Campus Band</td>
</tr>
<tr>
<td>Emily Garcia</td>
<td>Family and Child Studies</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Savrae Garrett</td>
<td>Psychology</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Delsana Italis</td>
<td>Biology</td>
<td>Haitian Student Association,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Caribbean Student Organization</td>
</tr>
<tr>
<td>Ariana Leyton</td>
<td>Sustainability Science</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Kristy Lim</td>
<td>English Education</td>
<td>The Normal Review</td>
</tr>
<tr>
<td>Brianna McCall</td>
<td>Psychology</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Dylan Ocasio</td>
<td>Undeclared</td>
<td>Peer Leader</td>
</tr>
<tr>
<td>Fe Lorraine Reyes</td>
<td>English</td>
<td>Speaking Through Silence</td>
</tr>
<tr>
<td>Sugely Toribio</td>
<td>Undeclared</td>
<td>Latin American Student Org</td>
</tr>
<tr>
<td>Katherine Vidales</td>
<td>Family and Child Studies: Family Services</td>
<td>MSU Child Advocates,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Montclair Student Council on Family Relations</td>
</tr>
<tr>
<td>Allison Zale</td>
<td>Math Education</td>
<td>Peer Advisor</td>
</tr>
</tbody>
</table>

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

Marcie Dineen  | Devan Lenz  | Christian Williams  
Canisius College | Marquette University | Florida State University
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. – 6:00 p.m.
Please contact our main office directly to schedule an appointment during these hours.

RESOURCES
University Catalog (montclair.edu/catalog)
Web Enrollment Services for Students WESS (wfs.montclair.edu/ahomepg.htm)
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 things are ultimately for you to learn and to do them 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

If you are...  Undeclared  Have a Declared Major
First-Year Student with fewer than 30 credits
Center for Advising and Student Transitions (CAST)
Webster Hall, Room 200A
Primary: Faculty or departmental advisor
Secondary (for major exploration and additional support): Center for Advising and Student Transitions (CAST), Webster Hall, Room 200A

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

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>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>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 through our Peer Leader Program by becoming a student leader
- Majors and Minors Fair on October 7
- Get clarification on University academic processes and policies
- Show school spirit and have fun at Red Hawk Day (September 1)
- Do well, 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 Web Enrollment Services for Students (WESS)
  - 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.
- 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: List the purposes for each course you are taking.</td>
<td>Declared major?</td>
<td>In early November, you’ll register for your second semester.</td>
</tr>
<tr>
<td>• What classes are Gen Eds?</td>
<td>• Do you like your major courses?</td>
<td>• Did you see your academic advisor yet? Remember it’s a requirement!</td>
</tr>
<tr>
<td>• Which classes fulfill major requirements? Consider meeting your advisor for questions.</td>
<td>• If you are undeclared…</td>
<td>• Did you plan a schedule that meets requirements? Use your Analysis of Academic Progress (in WESS) to plan six to eight classes you’re interested in, to eventually register for five.</td>
</tr>
<tr>
<td>• The add/drop deadline is September 9, 2015.</td>
<td>• What interests you?</td>
<td></td>
</tr>
<tr>
<td><strong>Mid-September:</strong> Your first month in college can move very quickly.</td>
<td>• What are you good at?</td>
<td></td>
</tr>
<tr>
<td>• What are your academic goals this semester?</td>
<td>• What subjects do you enjoy studying?</td>
<td></td>
</tr>
<tr>
<td>• What steps do you need to achieve it?</td>
<td>• What do you want to be “when you grow up?”</td>
<td></td>
</tr>
<tr>
<td>• What obstacles are in the way?</td>
<td>• Do you want a graduate degree, or law or medical school?</td>
<td></td>
</tr>
<tr>
<td>• What resources are available?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finals</strong></td>
<td><strong>Career Mentoring; New Semester, New Start</strong></td>
<td><strong>Career Discovery</strong></td>
</tr>
<tr>
<td>• Have you estimated your GPA? Your advisor can help if you don’t know how!</td>
<td>• Who do you know that can be a mentor?</td>
<td>Career Services and Cooperative Education provides excellent web resources for you to use! montclair.edu/career-services</td>
</tr>
<tr>
<td>• How does this GPA compare with what you were hoping to earn? What can you do now to improve it?</td>
<td>• What can you learn from them?</td>
<td>• Take Focus-2 assessments to help figure out “what you want to be.”</td>
</tr>
<tr>
<td>• Have you sought help from the Center for Writing Excellence or the tutoring available from CADA?</td>
<td>• How can this semester be different from the last?</td>
<td>• Check out the “Choosing a Major” link to see what you can do with your major.</td>
</tr>
<tr>
<td>• Have you formed a study group? Students who study in groups often do better than those who study alone.</td>
<td>• How do you hope to improve upon last semester?</td>
<td>• Explore a career of interest in the Occupational Outlook Handbook (bls.gov/ooh).</td>
</tr>
<tr>
<td>• Pay your bill.</td>
<td>• What resources will you use?</td>
<td>What are you looking for in a job? Security? Wealth? Helping others? Transforming the world?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advising; Academic Maintenance</strong></td>
<td><strong>Schedule Planning; Registration</strong></td>
<td><strong>Final Exams; Keep Connected; Ongoing Exploration</strong></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 e-mail 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 Analysis of Academic Progress on WESS?</td>
<td>• Do you know who your major or departmental advisor is?</td>
<td>• Pay your bill.</td>
</tr>
</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, 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 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? 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 dropping 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.

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. Alternatively, 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 WESS – this class may open as students change their schedules or drop courses.

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

What is the Chemistry Readiness Test? This test is required for anyone who needs to take CHEM120: General Chemistry 1, to determine if a bridge course, titled CHEM106: Principles of Chemistry, is needed. Many students in the College of Science and Mathematics will need the Chemistry Readiness Test.
Essential Tools

All students have access to “Essential Tools” to manage their coursework, registration, schedule and plan for graduation.

- Canvas – helps you manage your classroom learning
- WESS – your web enrollment program
- Analysis of Academic Program – 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/canvastraining.

WESS (Web Enrollment Services for Students)

WESS is where you, as a Montclair State University student, will register for classes; access your class schedule, grades and financial account; and update your contact information, if needed. Students access WESS with their Campus-Wide ID (CVID) number and their six-digit PIN. WESS is generally available Monday-Friday 7:00 a.m. – 11:00 p.m. and Saturday/Sunday noon to 6:00 p.m. (check the current semester schedule of courses for system availability).

How to Access WESS:

wfs.montclair.edu and click on WESS  OR
Go to montclair.edu and click on “Quick Links” on the top toolbar. Under the “Technology” section, click on WESS.

What you can find on WESS:

Student Records
- Grades
- Account Summary and Pay Online
- Analysis of Academic Progress
- Holds
- Official Transcript Request
- Unofficial Transcript
- Advisor

Registration
- Drop and Add Classes
- Student Schedule
- Detailed Schedule
- Registration Status

Financial Aid
- Financial Aid Summary
- Change/Decline Awards
- Award Information by Year
- Student Requirements
- Cost of Attendance
- Academic Progress

Courses
- Course Section Search
- Course Selections
- Online and Hybrid Courses List
- Schedule of Course Book
- Course Catalog

Q: What do I do if I try to log in and it says “The ‘Login ID’ or ‘PIN’ entered is invalid”?
A: For security reasons, you must contact the Office of the Registrar at 973-655-4376 and request your PIN be reset. The Registrar will confirm your identity and advise you of your newly assigned PIN.

For technical issues or comments contact WESS-Admin at: WESS-Admin@mail.montclair.edu.
Analysis of Academic Progress (Degree Audit)

Your Analysis of Academic Progress tells you which specific courses you need to complete for your major and all other requirements. Think of it as the one place you see everything you’ve done, and still need to do, to graduate.

- General information to graduate
- Academic requirements you have remaining
- Academic requirements you have completed or are in progress

Where can I find it?

To access your Analysis of Academic Progress, which includes your transfer credit equivalencies, simply log on to montclair.edu and then go to Quick Links (located at the top of the homepage) drop down menu and select the WESS option.

Once you have reached the Analysis of Academic Progress page:

- Click “select” if you’ve declared your major and want to view your current Analysis
- If the Primary Program is not the major you intend to study, then click on the “Modeling” option. Modeling lets you see what requirements you would need to fulfill if you decide to change your major (please note that it does NOT actually change your major)
- Next, select the catalog requirement – GenEd 2002 option
- The new screen that loads will be your Analysis of Academic Progress

Tips for using your Analysis

- For help in using your Analysis, make an appointment during the semester with your academic advisor.
- Review your Analysis 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).
### 2002 General Education and Graduation Requirements

(effective Fall 2012)

**General Education Requirements, 42 credits**

<table>
<thead>
<tr>
<th>A. New Student Seminar (1 credit)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>C. Communication (9 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENWR 105 College Writing I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C2. Literature (3 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENWR 105 College Writing I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C3. Communication (3 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>D. Fine and Performing Arts (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E. Humanities: (6 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1. World Literature or General Humanities (3 credits)</td>
<td>Course</td>
<td>Semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F2. Philosophy or Religion (3 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>F. Humanities: (6 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2. Philosophy or Religion (3 credits)</td>
<td>Course</td>
<td>Semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G. Computer Science (3 credits)</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>H. Mathematics (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>I. Natural/Physical Science with Laboratory (4 credits)*</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>J. Physical Education (1 credit)*</th>
<th>Course</th>
<th>Semester</th>
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</table>

<table>
<thead>
<tr>
<th>K. Social Science (9 credits)</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1. American or European History (3 credits)</td>
<td>Course</td>
<td>Semester</td>
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</tbody>
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<table>
<thead>
<tr>
<th>K2. Non-Western Cultural Perspectives (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>K3. Social Sciences (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
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</table>

<table>
<thead>
<tr>
<th>L. General Education Elective – any 100 or 200 level course (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
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</table>

### Graduation Requirements, 3-9 Credits

**World Language and Cultures Requirement**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>World Cultures (0-3 credits)</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>C1. Writing (3 credits)</th>
<th>Course</th>
<th>Semester</th>
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<table>
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<th>C2. Literature (3 credits)</th>
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<th>Semester</th>
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<table>
<thead>
<tr>
<th>C3. Communication (3 credits)</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>C4. Social Sciences (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
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</thead>
</table>

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.

<table>
<thead>
<tr>
<th>World Languages (3-6 credits)</th>
<th>Course</th>
<th>Semester</th>
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</table>

<table>
<thead>
<tr>
<th>C5. Fine and Performing Arts (3 credits)*</th>
<th>Course</th>
<th>Semester</th>
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</thead>
</table>

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

---

**Gen Ed 2002 and Graduation Requirements**

FALL 2015 and SPRING 2016 SEMESTERS

General Education requirements lay the foundation of your education here at Montclair State. These courses provide a traditional liberal arts curriculum and foster critical thinking, understanding and problem-solving, preparing you for lifelong learning. Graduation requirements help develop a global awareness through language and culture. Note: Not all courses are available each semester.

<table>
<thead>
<tr>
<th>A. NEW STUDENT SEMINAR</th>
<th>Course</th>
<th>Semester</th>
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<table>
<thead>
<tr>
<th>Chemistry and Biochemistry Department</th>
<th>Course</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>CHEM 190 Freshman Seminar in Chemistry</td>
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<table>
<thead>
<tr>
<th>Exercise Science and Physical Education Department</th>
<th>Course</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>ATRI 199 Orientation Ath Training</td>
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<table>
<thead>
<tr>
<th>Interdisciplinary Gen Ed 2002 Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>GNE120 Adult Academic Success Seminar</td>
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<table>
<thead>
<tr>
<th>John J. Cal School of Music Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>MUGN 199 Freshman Seminar Music Major</td>
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<table>
<thead>
<tr>
<th>Mathematical Sciences Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>MATH 102 New Student Experience for Math</td>
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<table>
<thead>
<tr>
<th>Political Science and Law Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>POLS 199 Freshman Seminar/Pol Sci and Law</td>
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<table>
<thead>
<tr>
<th>C.1. COMMUNICATION: Writing</th>
<th>Course</th>
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<tbody>
<tr>
<td>ENWR 105 College Writing I: Intellect Prose</td>
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<table>
<thead>
<tr>
<th>C.2. COMMUNICATION: Literature</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>ENWR 110 College Writing II: Intellect Prose</td>
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<table>
<thead>
<tr>
<th>English Department</th>
<th>Course</th>
<th>Semester</th>
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<tr>
<td>HONP 100 Honor Sem: Great Books/Ideas I</td>
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<table>
<thead>
<tr>
<th>D. FINE AND PERFORMING ARTS</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>ARAN 190 Intro to the Visual Arts</td>
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<table>
<thead>
<tr>
<th>Theatre and Dance Department</th>
<th>Course</th>
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<tbody>
<tr>
<td>ONEC 105 Dance Appreciation</td>
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<th>Theatre and Dance Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>ONEC 41 Dance Technique: Modern I</td>
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<table>
<thead>
<tr>
<th>Theatre and Dance Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>THTR 190 Intro to Theatrical Medium</td>
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<table>
<thead>
<tr>
<th>Theatre and Dance Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>THTR 205 Acting I</td>
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<table>
<thead>
<tr>
<th>Theatre and Dance Department</th>
<th>Course</th>
<th>Semester</th>
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<tbody>
<tr>
<td>THTR 265 The Contemporary Theatre of Cultural Diversity</td>
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<table>
<thead>
<tr>
<th>School of Communication and Media</th>
<th>Course</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>TVDM 201 Language of Television#</td>
<td></td>
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</tbody>
</table>

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**Notes:**

- Courses marked with a # may be used as Free Electives: they DO NOT count as degree credits toward graduation, and MAY NOT be used as Free Electives.
- Courses marked with a ^ 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:
- Courses marked with a * are also included in BFA and BMUS degrees
- Courses marked with a $ are also included in the English Department
- Courses marked with a % are also included in the Theatre and Dance Department
- Courses marked with a & are also included in the School of Communication and Media

---

**Key:**

- * Also meets World Cultures Requirements
- $ Class only available to students admitted to Honors Program
- # Prerequisite or co-requisite required

---

**Notes:**

- 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:
ADVISING RESOURCES

F.1. HUMANITIES: World Literature or General Humanities

Art and Design Department
ARTH105 Art: Western Civ: Ancient to Medieval
ARTH106 Art: Western Civ: Renaissance to Modern

Classics and General Humanities Department
GNEU115 Troy and the Trojan War
GNEU201 General Humanities I: To 1400
GNEU202 Gen Humanities II: From 1400
GNEU285 Mythology
GNEU294 Russian Prose and Drama

English Department
ENG210 World Lit: Coming of Age Themes
ENG287 World Lit: Voices of Trad/Challng

Modern Languages and Literatures Department
RUN294 Russian Prose and Drama
ITAL262 Italian Americans in Film

F.2. HUMANITIES: Philosophy or Religion

Educational Foundations Department
EDF0220 Philosophical Orientation to Education

Philosophy and Religion Department
PHL100 Intro to Philosophy
PHL102 Ethics
PHL106 Logic
RELG100 Religions of the World
RELG101 Introduction to Religion
RELG102 Religious Ethics
RELG221 Religion and Culture

G. COMPUTER SCIENCE

Computer Science Department
CISIT100 Intro to Computer Concepts
CISIT105 Honors Seminar in Computing

Honors Program Department
HONP105 Honors Seminar in Computing

H. MATHEMATICS

Honors Program Department
HONP104 Fractals and Infinity

Mathematical Sciences Department
MATH103 The Development of Math
MATH106 Contemp Appld Math for Everyone
MATH109 Statistics

I. NATURAL/PHYSICAL SCIENCE LAB

Anthropology Department
ANTH101 Physical Anthropology

Biology and Molecular Biology Department
Biol100 Biological Sciences
Biol109 The Living World
Biol110 Biology of Human Life

Chemistry and Biochemistry Department
CHEM100 Introductory Chemistry

Earth and Environmental Studies Department
EAES101 Planet Earth
EAES105 Physical Geology
EAES107 Earth and the Environment
EAES201 Understanding Weather and Climate
EAES240 Historical Geology
EAES250 Intro to Marine Science

Honors Program Department
HONP210 Honors Seminar in Science

J. PHYSICAL EDUCATION

Exercise Science and Physical Education Department
PEAS200 Beginning Swimming
PEAS202 Badminton
PEAS203 Golf
PEAS242 Racquetball
PEAS251 Fitness for Life
PEAS252 Archery
PEAS253 Gymnastics
PEAS257 Weight Train/Conditioning
PEAS258 Beginning Tennis
PEAS260 Beginning Riding
PEAS261 Fencing
PEAS262 Volleyball
PEAS264 Soccer
PEAS265 Figure Skating
PEAS266 Skiing
PEAS268 Bicycling
PEAS270 Folk and Square Dance
PEAS271 Social Dance
PEAS272 Bowling
PEAS274 Scuba Diving
PEAS275 Beginning Karate
PEAS276 Yoga
PEAS279 Climbing and Rappelling

K.1. SOCIAL SCIENCE: American or European History

Classics and General Humanities Department
GNEU281 Greek Civilization
GNEU282 Roman Civilization

Educational Foundations Department
EDF221 Historical Found Amer Educ

History Department
HIST103 Found of Western Civilization
HIST105 Emergence European Civ 1500-1914
HIST106 Contemporary Europe 1914-Present
HIST110 Intro to American Civilization
HIST117 History of the U.S. to 1876
HIST118 History of U.S. Since 1876
HIST281 Greek Civilization

Honors Program Department
HONP102 Honor Sem: 20th C Civilization

K.2. SOCIAL SCIENCE: Non-Western Cultural Perspectives

Anthropology Department
ANTH100 Cultural Anthropology
ANTH103 Introduction to Archaeology
ANTH115 Cultures of Middle East
ANTH120 Native North Americas
ANTH125 Anthropology of Globalization
ANTH130 Cultures of South Asia
ANTH140 Nonwest Contributions West World
ANTH150 Cultures of Latin America
ANTH170 Peoples of Africa
ANTH180 Health and Healing/Cross Cult Pers
ANTH190 Historical Anthropology

Art and Design Department
ARTH101 Art in Non-Western Societies

Classics and General Humanities Department
GNEU217 Reading Asian Cultures
GNEU289 Francophone Film
GNEU293 Russian Culture and Civilization

Earth and Environmental Studies Department
EAE271 Geography of East and Southeast Asia

Gender, Sexuality and Women's Studies Department
WMS200 Transnational Feminisms

History Department
HIST108 Intro to African Civilization
HIST112 Intro to Modern Middle East
HIST114 Early Latin America
HIST116 Modern Latin America
HIST132 Intro to Chinese Civilization
HIST138 Intro to Modern South Asia

Justice Studies Department
JUST103 Intro to International Justice

Latin American and Latino Studies Department
LALS201 Perspectives On Latin America
LALS205 Image/Ment: Latin Women; Film/Fic

Modern Languages and Literatures Department
ARAB195 The Arab World and Religion (work due in Arabic)
ARAB193 Introduction to Arab Culture (work due in Arabic)
ARIN185 The Arab World and Religion
ARIN193 Introduction to Arab Culture
CHIS201 Contemp Chinese Cinema and Society
CHIS210 Contemp Chinese Cinema and Society (work due in Chinese)
FRN286 Francophone Film (work due in French)
FRN289 Francophone Film
FRN289 Francophone Film (work due in French)
FRN289 Francophone Film
HER201 Israeil-Hebrew Culture
RAN293 Russian Culture and Civilization

Philosophy and Religion Department
PHL237 Asian Philosophy
RELG246 Islamic Religious Traditions
RELG240 Asian Religions
RELG250 African Religion
RELG254 Native American Religion
RELG256 Religion in Latin America

Sociology Department
SOC220 Sociology: Rich and Poor Nation

Theatre and Dance Department
DNC245 World Dance

K.3. SOCIAL SCIENCE: Social Science

Anthropology Department
ANTH105 Intro Disab Studies, Rights/Cult
ANTH110 Anthropology: Multicult America
ANTH135 Anthropology: Conflict/Conflict
ANTH155 Urban Anthropology
ANTH160 The Anthropology of Race

Art and Design Department
ARTX102 Culture and Appearance

Child Advocacy Department
CHAD210 Child Abuse and Neglect

Earth and Environmental Studies Department
EAE260 The Human Environment
EAE261 Human Geography
EAE270 World Geography
EAE272 Land and Life in Latin America
EAE281 Intro American Urban Studies
EAE283 Urban Geography

Student Guide 2015 | Montclair State University

Montclair State University | Student Guide 2015
Sample Course Schedule and Key

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Times</th>
<th>Bldg Room</th>
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</thead>
<tbody>
<tr>
<td>E GNED-199-60</td>
<td>New Student Seminar</td>
<td>R 2:30 p.m. – 3:20 p.m.</td>
<td>PA 115</td>
</tr>
<tr>
<td>E ARFD-123-02</td>
<td>Found III: 3D Design</td>
<td>TF 11:30 a.m. – 1:50 p.m.</td>
<td>CA 126</td>
</tr>
<tr>
<td>E ARHS-220-02</td>
<td>Art in Non-Western Societies</td>
<td>W 8:30 a.m. – 10:00 a.m.</td>
<td>UN 1010</td>
</tr>
<tr>
<td>E BIOL-100-02</td>
<td>Biological Sciences</td>
<td>MR 10:00 a.m. – 11:15 a.m.</td>
<td>UN 1060</td>
</tr>
<tr>
<td>E GNHU-281-01</td>
<td>Greek Civilization</td>
<td>M 10:00 a.m. – 11:15 a.m.</td>
<td>DI 274</td>
</tr>
<tr>
<td>TBA</td>
<td>Religions of the World</td>
<td>TBA</td>
<td>Online</td>
</tr>
<tr>
<td>E CMPT-109-08</td>
<td>Intro Cmpt App:Fluent</td>
<td>M 8:30 a.m. – 9:45 a.m.</td>
<td>RI 118</td>
</tr>
<tr>
<td>E SPAN-101-02</td>
<td>Spanish I</td>
<td>Second Half of Semester 10-26-10 to 12-20-10</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

Key:
- * Also meets World Cultures Requirements
- ^ Class only available to students admitted to Honors Program
- # Prerequisite or co-requisite required

ADVISING RESOURCES
Freshmen and Transfer Students:
- First year or transfer students should work with their academic advisor to develop individualized degree plans.
- Students should meet regularly with their advisor to discuss their academic progress and to plan for the upcoming term.

Upperclassmen:
- Upperclassmen should work with their academic advisor to plan for the upcoming term.
- Students should meet regularly with their advisor to discuss their academic progress and to plan for the upcoming term.

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

CLASS LOCATIONS:
- To determine the class location, the first two letters represent the first two letters of the building name in most cases. Hint: The campus map provides the abbreviations for class locations. Be sure to check your class locations before your first class as they may change!

ONLINE and HYBRID COURSES:
- ONLNE courses are strictly administered online. Look for an email from your professor and check Blackboard for information. HYBRID courses mean that half the class is taught at MSU and the other half is online.

AM/PM CLASSES:
- At MSU, courses are offered both in the AM and PM. 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!
Sample Schedule Planning

We recommend creating a Schedule Planner worksheet each semester to map out your intended classes. Use this sheet to reference when you go on to WESS 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:**
- GenEd: 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
- WESS/Analysis of Academic Progress
- Schedule of Courses Book (Registrar’s Office website)

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

<table>
<thead>
<tr>
<th>SEMESTER:</th>
<th>YEAR:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Name &amp; #</th>
<th>Credit Hours</th>
<th>Classification</th>
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<table>
<thead>
<tr>
<th>TOTAL HOURS:</th>
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<table>
<thead>
<tr>
<th>Alternate Courses:</th>
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<table>
<thead>
<tr>
<th>Schedule Planning Worksheet</th>
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<table>
<thead>
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Schedule Planning Worksheet

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Index of Departments and Programs

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<th>DEPARTMENT/PROGRAM</th>
<th>CHAIR/DIRECTOR</th>
<th>LOCATION</th>
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<tr>
<td>Accounting, Law, and Taxation</td>
<td>J. DiGabriele</td>
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<td>African American Studies</td>
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<td>Asian Studies</td>
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<td>J. Alavers</td>
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<td>School of Communication and Media</td>
<td>T. Kelshaw</td>
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<td>Communication Sciences and Disorders</td>
<td>F. Prezant</td>
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<td>D. Kennedy</td>
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<td>Jewish American Studies</td>
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## Undergraduate Majors

A major is 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.)

## Unrestricted Majors

### College of the Arts
- Fine Arts Major, Arts History 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
- 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
- General Humanities Major
- German Major
- History Major
- Italian Major
- Latin Major
- Linguistics Major
- Philosophy Major
- Political Science Major
- Psychology Major
- Religious Studies Major
- Sociology Major
- Spanish Major
- Spanish Major, Translation Concentration

### College of Science and Mathematics
- Biochemistry Major
- Biology Major
- Biology Major, Environmental Science Concentration
- Chemistry Major
- Geography Major
- Geography Major, Environmental Science 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
- Molecular Biology Major
- Physics Major
- Physics Major, Astronomy Concentration
- Science Informatics Major
- Sustainability Science Major

### School of Business
- Economics Major

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Undecided about your major?
Visit the Majors and Minors Fair on October 7 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 Arts and Bachelor of Fine Arts - Studio
– Recommendations from Foundation Course instructors
– Grade of B or better
– Contact: Catherine Bebout, 973-655-7286, beboutc@mail.montclair.edu

Bachelor of Fine Arts – Animation/Illustration, Graphic Design, or Industrial Design
– Students must complete a portfolio interview with the director of the individual programs

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

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

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

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

Communication and Media
Bachelor of Arts-Communication and Media Studies
– No further requirements

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, msauditions@mail.montclair.edu

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

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

THE SCHOOL OF BUSINESS
Business Administration
Bachelor of Science – Business Administration
– 3.00 cumulative GPA, application
– Concentrations: Business Analytics; Finance; Hospitality Management; International Business Management; Management of Information and Technology; Marketing; Operations Management; Retail Merchandising and Management; Real Estate; Sports, Events, and Tourism Marketing
– Contact: Maureen Branca, Partridge Hall 454, 973-655-3420, brancam@mail.montclair.edu

Business Administration minor
– Application required
– Cumulative GPA of 2.75
– Contact: Maureen Branca, Partridge Hall 454, 973-655-3420, brancam@mail.montclair.edu

Bachelor of Science – Accounting
– 3.00 cumulative GPA, application
– 2.75 GPA retention in CUM and major
– Contact: Maureen Branca, Partridge Hall 454, 973-655-3420, brancam@mail.montclair.edu

Business Administration minor
– Application required
– Cumulative GPA of 2.75
– Contact: Maureen Branca, Partridge Hall 454, 973-655-3420, brancam@mail.montclair.edu

Bachelor of Science – Computer Science
– 3.00 cumulative GPA
– Must have grades of C or better in BIOL 244 and BIOL 245, as well as any ATTR classes taken
– Submission of mid-term progress report for all classes during semester applied
– Attach Change of Major form and copy of Analysis of Academic Progress
– Contact: David Middlemas, University Hall 4135, 973-655-7090, middlemasd@mail.montclair.edu

THE COLLEGE OF THE SCIENCES AND SOCIAL SCIENCES
Jurisprudence, Law and Society
Bachelor of Arts – Jurisprudence
– 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 Taylor,Dickson Hall 315, 973-655-4186, taylernl@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
– Contact: Brenda Sheehan, Dickson Hall 331, 973-655-7897, sheehanbr@mail.montclair.edu

THE COLLEGE OF EDUCATION AND HUMAN SERVICES
Athletic Training
Bachelor of Science – Athletic Training
– 3.00 cumulative GPA
– Must have grades of C or better in BIOL 244 and BIOL 245, as well as any ATTR classes taken
– Submission of mid-term progress report for all classes during semester applied
– Attach Change of Major form and copy of Analysis of Academic Progress
– Contact: David Middlemas, University Hall 4135, 973-655-7090, middlemasd@mail.montclair.edu

Majors: Entrance Requirements

Bachelor of Science – Athletic Training
– 3.00 cumulative GPA
– Must have grades of C or better in BIOL 244 and BIOL 245, as well as any ATTR classes taken
– Submission of mid-term progress report for all classes during semester applied
– Attach Change of Major form and copy of Analysis of Academic Progress
– Contact: David Middlemas, University Hall 4135, 973-655-7090, middlemasd@mail.montclair.edu

Biology
Bachelor of Science – Biology
– 3.00 cumulative GPA
– Grade C or better in: BIOL 244, BIOL 245, CSIT 111, CSIT 112
– Contact: Angela Pena, Richardson Hall 303, 973-655-7796, penaan@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

THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
Subject Area Certification (e.g., Math, English, etc.)

- Complete the following 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
  - SASE 210* Public Purposes of Education (*Must be sophomore status or higher to enroll in ECEL 200)
  - FCST 214 Child Development I

- Complete nine credits of major courses from your department (see Field Guide pg 38 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. Students applying for social studies must have completed nine credits of major coursework.

- Passing Praxis I scores or exemption by SAT/ACT scores

- Application for Spring Admission – Second Monday in September
- Application for Fall Admission – Fourth Monday in January

**Dual Degree/Dual Certification Inclusive Education Program**

- Complete the course requirements for your area above
- Students on the P-3 or K-6 tracks must also complete EDFD 220
- 3.25 GPA required (overall and major)
- Additional essay required
- Applications for Dual Degree Program are only accepted in the spring
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
Jewelry Minor
Musical Theater Minor
Theater Minor

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

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
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

College of Humanities and Social Sciences – cont.
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 Science and Mathematics
Biology Minor
Chemistry Minor
Computer Science Minor
Geographic Information Science Minor
Geoscience Minor
Mathematics Minor
Physics Minor
Urban Studies Minor

School of Business
Business Minor
Economics Minor

Certificate programs offer specialized enhanced training. Certifications are optional and are generally less credits than minors.
- Feliciana Center for Entrepreneurship Certificate
- Child Advocacy and Policy Certificate Program
- Makeup Artistry Certificate with Industry Partner Bobbi Brown
- Spanish Translation Certificate Program

Center of Pedagogy

Teacher Education Admissions and Retention
University Hall, Suite 1160
973-655-7976

STEPS FOR ADMISSION TO THE UNDERGRADUATE TEACHER EDUCATION PROGRAM

Fall 2015 - Spring 2016

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.

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/DDC) 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.

<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/DDC)</td>
<td>All Approved Majors</td>
<td>3.25</td>
<td>3.25</td>
</tr>
<tr>
<td>Spring Admission only</td>
<td>P-3 Approved Majors: Family &amp; Child Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>K-6 Approved Majors: Anthropology, English, Family and Child Studies, Gender, Sexuality and Women’s Studies, General Humanities, Philosophy, Psychology, Religion, Sociology, Spanish</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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></td>
<td></td>
</tr>
</tbody>
</table>

The chart above 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.
The chart below shows the accepted majors and minimum overall and major GPA requirements for each undergraduate initial teacher single certification program offered at Montclair State.

### Subject Area/Secondary (P-12) Single Certification

#### 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 (GPA) the following prerequisite courses:

- **EDFD 220** Psychological Foundations of Education (satisfies Gen Ed K3, Social Science)
- **EDFD 221** Historical Foundations of American Education (satisfies Gen Ed K1, American/European History)
- **SASE 210** Public Purposes of Education: Democracy and Schooling (satisfies 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 I as a prerequisite.

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#### Subject Area/Secondary (P-12)

<table>
<thead>
<tr>
<th>Subject Area/Secondary</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 and 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>3.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology</td>
<td>3.0</td>
<td>2.75</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.

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#### 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 (GPA) the following prerequisite courses:

- **CMST 101** Fundamentals of Speech (satisfies Gen Ed C2, Communication)
- **PSYC 101** General Psychology (satisfies Gen Ed K3, Social Science)
- **FCST 214** Child Development (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.

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#### 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 (GPA) the following prerequisite courses:

- **CMST 101** Fundamentals of Speech (satisfies Gen Ed C2, Communication)
- **PSYC 101** General Psychology (satisfies Gen Ed K3, Social Science)
- **FCST 214** Child Development (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 Philosophy/Religion)
- **9 CREDITS OF MAJOR COURSEWORK** (see major GPA requirements)
- **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.

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#### DD/DC P-3 and DD/DC 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.

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#### Dual Degree/Dual Certification (DD/DC) P-3 and 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 (GPA) the following prerequisite courses:

- **CMST 101** Fundamentals of Speech (satisfies Gen Ed C2, Communication)
- **PSYC 101** General Psychology (satisfies Gen Ed K3, Social Science)
- **FCST 214** Child Development (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 Philosophy/Religion)
- **9 CREDITS OF MAJOR COURSEWORK** (see major GPA requirements)
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DD/DC P-3 and DD/DC 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.

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**PLEASE NOTE:** Applications for the DD/DC program are accepted in the spring semester only. The deadline to apply is the 4th Monday in January. The DD/DC application is the same as the single certification application except there is one additional essay required for the DD/DC program which is included in the online application packet.
ADVISING RESOURCES

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 prerequisite courses:

- EDFO 200 Psychological Foundations of Education (satisfies Gen Ed K3: Social Science)
- EDFO 220 Philosophical Orientation to Education (satisfies Gen Ed F2: Philosophy/Religion)
- EDFO 221 Historical Foundations of American Education (satisfies Gen Ed K1 American/European History)
- 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.

PLEASE NOTE: Applications for the DD/DC program are accepted in the spring semester only. The deadline to apply is the 4th Monday in January. The DD/DC application is the same as the single certification application except there is one additional essay required for the DD/DC program which is included in the online application packet.

TRANSFER EXCEPTION
Students seeking Subject Certification (P-12) who transfer to Montclair State 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.

Students seeking Early Childhood (P-3) or Elementary (K-6) certification who transfer to Montclair State 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, and if they have completed or are enrolled in ECEL 200 Perspectives in Early Childhood and 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. Complete your online profile in the Teacher Education database: taurus.montclair.edu

2. Complete and print your paper application: taurus.montclair.edu/application.doc

We recommend that you begin the paper application at least 4 weeks in advance as you will need to submit the following items: 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 4:00 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 (steps 2 through 5 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
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 for specific requirements for these field experiences; take particular note that students must pass all required Praxis II exams) 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.

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)

  Area Advisor: lan boutte boutte1l@montclair.edu
  To book an appointment please visit: boutte.youcanbook.me

  P3/K6 and PEHL Advisor: Adriane Reagan reaganal@montclair.edu
  To book an appointment please visit: reaganalyoucanbook.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 (available at our website and Blackboard community)
- Center of Pedagogy Canvas Community (students are automatically enrolled when they take ECEL 200, EDFO 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, although there are graduate certification programs available in English, science and math middle school certification which you may consider after graduation. Middle school certification requires having 15 credits and a passing middle school Praxis score in the subject area. 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 seventh grade general science) but you may benefit from adding middle school certification in another subject area.
Praxis I Requirement
Undergraduate Teacher Education Applicants

All undergraduate students are required to successfully complete the Core Academic Skills for Educators Praxis I exams as part of your application for admission to the Teacher Education Program unless you have exemption based on your SAT, ACT, GRE or the old PPST Praxis I.*

<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: Mathematics</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

Visit ets.org/praxis to create your account and register for the Praxis I tests. Whenever possible, indicate Montclair State and the New Jersey Department of Education as recipients of your test scores when registering.

Getting Your Praxis Scores: Your official score report will be available online via your Praxis account on the score report release date. Online scores will be downloadable and available for one calendar year from the score reporting date. Be sure to make a copy of your score report on your computer as well as a hard copy for future reference. Even though you indicate Montclair State as a recipient on the ETS form, you are still required to bring a hard copy to our office, UN1160.

*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.
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 (which appear via Web Enrollment Services for Students - WESS).

- Invoicing and collecting revenue from tuition, fees, room, board and various other miscellaneous charges or fines.
- Processing updates for registration, student refunds, Financial Aid, Residential 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

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: fillsa.ed.gov
- Monitor WESS for financial aid eligibility
Montclair State University

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 WESS
- Course withdrawals, which can be requested via WESS
- Official transcripts, which can be requested via WESS
- 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.

- Permit services
- Maintaining and managing parking facilities on campus
- Monitoring parking availability
- Visitor parking
- Special event parking

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.

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 days 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 —WESS.

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 automatics 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 CDs, 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.
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.
- Our Lesbian, Gay, Bisexual, Transgender, Queer Center (LGBTQ Center) provides an open, accepting, affirming atmosphere for all students, faculty and staff.
- The Volunteer Resource Center (VRC) can connect you to service opportunities both on- and off-campus.

OrgSync

The online platform, OrgSync, 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 OrgSync 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 OrgSync – 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.

Civic and Voter Engagement

- Looking to get involved in a local, state or federal election?
- How would you like to vote right on campus?
- Interested in meeting U.S. senators?
- Enjoy being up close and personal with our governor?
- Like to take a trip to the U.S. Capitol or the State House?

These are just some of the exciting things being accomplished within the Center for Student Involvement. Please join Civic and Voter Engagement on HawkSync, and enjoy all the perks to be a part of what makes the electoral process your success.

Please do your part and take the first step in registering to vote!

“Nobody will ever deprive the American people of the right to vote except the American people themselves – and the only way they could do this is by not voting.”

- Franklin D. Roosevelt
Welcome home commuter students! Montclair State University’s Office of Commuter Student Programs and Services exists to support, connect and engage Montclair State University’s commuter student population through collaborative, intentional programs and services. Join our social media outlets 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 7:00 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. Here, we also host many of our signature programs including:

- Traffic Jamz
- Namaste
- Recess
- Happier Hour
- Various themed celebrations (Mardi Gras, Cinco de Mayo, Cake Day, etc.)

Remember: Commuter Student Appreciation Week is the first week in October!

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

Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Center
Student Center, Room 110
montclair.edu/lgbtq
lgbtq@montclair.edu
Phone: 973-655-7916
Office Hours: M-Th, 9:00 a.m. – 10:00 p.m.; F, 9:00 a.m. – 5:00 p.m.

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

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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

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 a residence hall staff and hall council, 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 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.

Golden Ticket Requirements:
- Signed Residence Dining and License Agreement
- Immunization records on file with UHC
- Emergency contact information submitted in WESS
- Bill paid in full or payment plan set up

Golden Tickets will be sent out the week of August 24, 2015

Office of Residence Life
Bohn Hall, Fourth Floor
montclair.edu/residence-life
973-655-5188

Department of Campus Recreation

Student Recreation Center, Room 1100
montclair.edu/campus-recreation
973-655-3340

- Numerous recreational opportunities available
- Offered to all students, staff and faculty
Health and Wellness

The Office of Equity and Diversity

The Office of Equity and Diversity collaborates with various Montclair State University organizations and departments on programs that encourage awareness of diversity and promote equality and inclusivity.

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

Women's Center
Student Center, Room 421
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 healthcare 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 montc.studenthealthportal.com/Account/Login?ReturnUrl=/SecMessage
Health Promotion

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

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

Health Promotion
Main Office: Stone Hall, Room 144
Drop-In Center: Cottage next to the Student Center
montclair.edu/hp
healthprom@mail.montclair.edu
Main Office: 973-655-7397
Drop-In Center: 973-655-5271

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 7:00 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

Council for Faith and Spirituality
Student Center, Room 112
montclair.edu/dean-of-students
/miniistry
973-655-7130

Cultural, Service and Religious Student Organizations:
- Baha’i Student Group
- Buddhist Student Organization
- Campus Crusade for Christ
- Chi Alpha Christian Fellowship
- Change Collegian Network
- Christians on Campus
- Earth Spirituality Union
- Hillel-Jewish Student Union
- InterVarsity Christian Fellowship
- Indian Culture Club
- Muslim Student Association
- Newman Catholic Campus Ministry
- Protestant Chaplaincy

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 II 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.

Department of Intercollegiate Athletics
Panzer Athletic Center, Main Office, Room 141
montclairathletics.com
gomezv@mail.montclair.edu
973-655-5234

Check the athletics website for the most up-to-date information on games at montclairathletics.com
Follow us on twitter: twitter.com/msuredhawks
Find us on Facebook: facebook.com/MontclairStateUniversityAthletics
GO 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.
Available accommodations include:

- Extended time for testing
- Adaptive technology
- Auxiliary aids and services
- Sign language interpreters
- Textbooks in alternative formats

Review the Code of Conduct!
You are held to these standards whether you’ve seen them or not
montclair.edu/dean-of-students/student-conduct

STUDENT SUPPORT

Center for Academic Development and Assessment (CADA)

The Center for Academic Development and Assessment (CADA) 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. CADA is certified by the College Reading and Learning Association (CRLA).

CADA 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 and Cooperative Education

The Center 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

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 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

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 classes. 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.

• 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, film-makers and more. They are anyone who wants to take a diploma, and start a business or nonprofit. The Feliciano Center for Entrepreneurship offers a Certificate of Entrepreneurship that consists of three, 3-credit courses that are open to any student, any major:

• ENTR 201 Entrepreneurial Mindset and Innovation (prerequisite: ENWR 105 or HONP 100)
• ENTR 301 Creating Your Startup Business Model (prerequisite: ENTR 201)
• ENTR 302 Preparing to Pitch and Launch Your Startup (prerequisite: ENTR 301)

• 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
Check your print balance at:
printit.montclair.edu

Find Lab Availability at:
app1.montclair.edu/labusage/

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

Friend Us:
facebook.com
/montclairstateuniversity/helpdesk

Chat with Us: montclair.edu/oit

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

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 WESS at 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.
• Submit Advance Placement 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 August 28
• ENGAGE: Red Hawk Day – September 1
• First Day of Classes – September 2
• Labor Day (no classes) – September 7
• Last day to Add/Drop Classes – September 9
Summer Sessions
With hundreds of face-to-face, online, and hybrid courses offered May through August, you can get ahead this summer. Courses are offered in nine sessions, making it convenient for you to fit a course into your summer plans.

• Become acclimated to campus.
• Take advantage of summer tuition discounts.
• Focus on a challenging course.
• Lighten your course load for the fall.
• Graduate earlier.

Winter Session
Winter Session offers you the opportunity to take online or hybrid courses and earn up to four credits during the four-week winter break. Courses are conducted either entirely online (with no on-campus meetings) or hybrid (which blends face-to-face and online coursework).

Connect with Summer and Winter Sessions
summer@montclair.edu | 973-655-4352

WHERE SUMMER IS YOUR CHANCE TO ADVANCE

Montclair State University | Student Guide 2015
Mark Your Calendars

August 28, 2015, Deadline to complete LEARN: How to Be a Red Hawk
August 30, 2015, Move-In Day
September 1, 2015, ENGAGE: Red Hawk Day
October 3, 2015, Homecoming