



**SCHOOL OF  
PUBLIC HEALTH**

University of Medicine & Dentistry of New Jersey

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**Fall 2008  
Registration Narrative  
Newark Campus  
Piscataway/New Brunswick Campus  
Stratford/Camden Campus**

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**Nation's First Collaborative School of Public Health**



**UMDNJ**  
UNIVERSITY OF MEDICINE &  
DENTISTRY OF NEW JERSEY

**RUTGERS**  
THE STATE UNIVERSITY  
OF NEW JERSEY

**N J I T**  
New Jersey's Science &  
Technology University

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Dear Student:

Enclosed is the addendum to the **unified schedule** (room assignments will be posted late August) for all three SPH campuses for the Fall 2008 semester. The **Schedule of Classes** is located on the SPH website at:

<https://banweb.umdj.edu:8090/student/schedule/ph200917.htm>

Bills for tuition and fees will be sent approximately 10 days prior to the beginning of classes and payment will be due the first day of classes. Students can elect to use the deferred payment plan to pay their tuition. Please see payment policy for details. If payment is not received by the due date, you will be assessed a \$50 late fee. You can pay your tuition bill by credit card. See telephone numbers for the Cashier's office below:

Newark (973) 972-4379

Piscataway (732) 235-4754

Stratford (856) 566-6791

The UMDNJ School of Public Health's **Office of the Registrar is located at 683 Hoes Lane West, Piscataway, NJ 08854 3rd Fl, Rm 335**. The SPH Registrar's Office is open Monday thru Friday from 8:30 am – 5 pm. There is also a drop box located outside the office for after-hours

Please feel free to contact the Registrar's office at (732) 235-9724 or via E-mail the [sph-registrar@umdj.edu](mailto:sph-registrar@umdj.edu) should you have any questions

Sincerely,  
SPH Registrar

## What You need to Register

1. Make an appointment with an Advisor prior to your arrival on campus to ensure availability
2. Your advisor will issue a registration pin number when advisement is complete.

## Evidence of Annual TB

**Students who are due to receive an annual TB test must comply before the first day of classes. You will be notified**

## Late Registration after Classes Begin

September 2 – 15 is late registration for all students with a **\$50 late fee**. All business must be conducted through the Office of the Registrar, SPH, 3rd Fl, Rm. 335 from 9:00 am – 5:00 pm, Monday through Friday. A drop box is available for registration after 5 PM at the Office of the Registrar and the campus offices in Piscataway, Newark and Stratford.

## Confirmation of Registration

You can view your course selections via **Web for Students**.

## How Do I Add/Drop a Course?

Adjustments to your schedule can be made via the web at <https://banweb.umdni.edu:8090/student/schedule/ph200917.htm> beginning September 2-15. If you are dropping courses during this time frame we do not require your advisor's signature, nor the course instructor on these forms. However, all drops after September 18th must be conducted through the Office of the Registrar along with the course instructor's signature. You should deliver all "Change of Course Forms" to the Office of the Registrar or the Campus Administrative Office.

## What If I Need to Take a Leave?

If you do not plan to enroll for the fall semester, a formal **leave of absence** must be submitted to the Public Health Campus Administrative Office before September 15. Please contact the Public Health Campus Administrative Office for the appropriate form.

## How Do I Register for Fieldwork II?

All students taking Fieldwork II are required to contact the Fieldwork Coordinator for their specific campus before registering. You must also contact the Registrar's Office and advise who your fieldwork advisor is. A CRN number will be issued to allow you to register online. It is the responsibility of the student to obtain this number prior to registering via the web or registration will not be completed. Please contact the Registrar's office at (732) 235-9724 or through e-mail at [sph-registrar@umdni.edu](mailto:sph-registrar@umdni.edu)

## Do I Have to Register for Fieldwork Continuation?

Every student that has an incomplete or no grade for fieldwork taken in a previous semester **MUST** register for Fieldwork Continuation in the next semester (including the summer semester). Fieldwork Continuation is non-credit and requires a small fee. Effective Fall 2008, changes in how a student registers for Fieldwork II Continuation is as follows:

### **IMPORTANT - New Policy for Fieldwork II Continuation**

When a student has completed the full 6 credits of fieldwork and has not finished the project, the student will be granted one additional semester of Fieldwork II Continuation at the relatively modest fee. This takes into consideration that some students may need an additional semester to wrap up the project. However, if a student goes beyond one additional semester, the student must enroll for another semester of Fieldwork II for one credit at the usual tuition rate and fees.

## How Do I Register for Independent Study?

Students interested in an independent study must have the form approved by an advisor to ensure that the project can be accepted as an elective. Form are available at all campus offices. The instructor must request a CRN number from the Registrar's office by calling (732) 235-9724.

## Is Health Insurance Available?

Please note, that it is University policy that each student enrolled in a program at the university on a full-time matriculated basis (9 credits or more) must have adequate health and accident insurance coverage, as well as those part-time UMDNJ students who participate in clinical experience as part of their educational programs are required to be covered by health and accident insurance. **ALL STUDENTS REGISTERED FULL TIME WILL BE BILLED FOR HEALTH INSURANCE AUTOMATICALLY AND BE MAILED A PACKET.**

**NOTE: If an SPH student drops within the add/drop period and becomes less-than full time, health insurance will be automatically dropped by student accounts. Students must contact the Student Accounts office immediately at (732) 235-9174 and inform them of the situation. The Student Accounts Office will work with students to resolve the problem.**

If you currently have another health insurance plan, the on-line Waiver form must be completed before the beginning of the semester to avoid being automatically billed for the Student Health Insurance Plan or being non-compliant with UMDNJ policy. **Students who do not complete the insurance waiver by form August 15, 2008 will be charged for health insurance.**

The University, in conjunction with Aetna Life Insurance Company, offers a high-quality plan which fills the UMDNJ insurance requirements. Enrollment forms are located in the campus office or on-line at [www.universityhealthplans.com](http://www.universityhealthplans.com).

- Log on to [www.universityhealthplans.com](http://www.universityhealthplans.com)
- Select UMDNJ from the list of schools.
- Select the Waiver Form from the MENU.
- Complete the Form. Be sure to accurately enter all required information.

If you do not complete all required information, the form will not be accepted. Submit the Form. You will receive a confirmation that your Waiver form was successfully completed.

## **I Plan To Graduate, What Do I Have To Do?**

If you plan to graduate in May or at the end of this coming summer session, you **must** complete a graduation application. Students earning degrees after the conclusion of the summer session (October 1st) are eligible to participate in May 2009 commencement exercises. Graduation applications may be obtained in the campus administrative offices. There is a mandatory graduation application fee of \$80. **The filing of the application is the sole responsibility of the student.**

May graduation candidates must also:

- make an appointment for their financial aid (if applicable) exit interview one at least one month prior to graduation.
- receive clearance for all materials borrowed from the libraries.
- return student identification cards to the campus administrative office or Public Safety.

## **Deadlines:**

The following are the deadlines for submission of graduation applications:

January	October 1st
May	January 2
October	January 2

## **Biostatistics Quantitative Skill Assessment**

Public Health students who have not taken the Biostatistics core courses are required to take a diagnostic screening test. We have designed a quantitative skill assessment screening test to help identify students who may have a weak math background or lack quantitative preparation. The assessment reviews basic quantitative skills (basic algebra) and logic that they require in the Biostatistics course. **You may use a calculator.** If you should fail the pre-test, they will require that you take an appropriate remedial undergraduate algebra course. Please keep in mind that the result of this assessment will not affect your continuation in the program. The quantitative skill assessment will be given during on-site registration. Please call the Campus Administrative office for time and location. Students admitted into either the M.S. Degree program, or the M.P.H. Degree program in the Department of Biostatistics are EXEMPT FROM TAKING THE TEST.

## **How Do I Inform the Office of Change of Address/Phone, etc?**

Please request a student correction form for any changes regarding name, address and phone numbers. Anyone who changes their name, must complete a name change form and have it notarize before any changes can be made to their permanent records, please contact the Campus Administrative office for the form.

## **Payment Policy**

Tuition bills are due upon receipt unless you choose the installment payment plan. A form must be completed to use the installment plan. The "installment payment" form is available at the Cashier's

Office and the Campus Administrative Office. UMDNJ accepts credit card payment for all tuition and fees.

Please make checks payable to UMDNJ-SPH. Although you may choose to defer your tuition, policy states that you cannot defer all fees.

1. Payment of all fees (i.e., \$20.00 service fee, registration)  
Plus one half of tuition is due upon registration.
2. One quarter of the tuition is due 30 days from the due date.
3. One quarter of the tuition is due 60 days from the due date.

### **IMPORTANT:**

Students with accounts in arrears who have established a payment plan and are timely in their payments shall be permitted to register for the subsequent semester. Students, who have established a payment plan but have missed two or more payments, shall immediately be placed on administrative suspension by the Business Office until the balance is paid in full. Such students will be notified of this status by the Associate Controller, Business Office. Students who do not resolve their account after two notifications from the Business Office will not be permitted by the Associate Dean to continue to attend classes during the semester in which they are currently enrolled. They will assess late fees after the final due date at the rate of **\$50.00/month** on the remaining balance.

Any student who elects to utilize the installment payment plan and finds that he or she is unable to meet this obligation must contact the Bursar's Office immediately to arrange to fulfill his/her obligation. Lacking such arrangements, they will not be permitted to register for the following semester until all previous financial obligations are fulfilled. No degree will be awarded to a student until all financial accounts are fulfilled to the satisfaction of the University.

### **How Do I Apply for Financial Aid? (FAFSA)**

**Students seeking financial aid will need to complete a FAFSA form.**

The FAFSA application is available on the Internet and should be completed early in the calendar year. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or enter the site through the UMDNJ financial aid homepage at [www.umdj.edu/studentfinancialaid](http://www.umdj.edu/studentfinancialaid) (select "application process"). Be sure to include UMDNJ as one the institution to receive your FAFSA information electronically. **Our school code is 013645.** You only need to complete the FAFSA one time as an aid recipient.

### **WEB FOR STUDENT INFORMATION SYSTEM**

#### **UMDWEB**

UMDweb is the University's electronic campus-wide information system, and is available to all students, faculty and staff through the Academic Computing Services (ACS) network. All students are expected to have an account with ACS. UMDweb contains information on University policies and procedures, curriculum at other UMDNJ schools, housing information, etc. For information about contacting ACS, please consult the Academic Computing Center.

### **General Instructions for Students:**

The University of Medicine and Dentistry of New Jersey BANNER Web for Student Information System allows all current students to view their academic and financial records, as well as Schools' course schedules. Students in certain programs are able to register as well.

The website is available through links on <http://my.UMDNJ.edu>.

### **Before You Log On:**

There are a few things you need to know to effectively use the Web for Student Information System.

The website is divided into two sections, a public area, which can be accessed by anyone. It includes Course Schedules and General Student Financial Aid information. The Course Schedules will allow you to access course information offered by each School for each term. The General Student Financial Aid area will link you to the UMDNJ Student Financial Aid website.

The second section of the website is a secured area which can only be accessed by current students and *requires the entry of your Student ID and PIN*. This ID and PIN should not be shared with others. In the Student Records area, students will be able to view their course grades and view and print an unofficial copy of a web version of their academic transcript. A view of their UMDNJ account is summarized by term and cumulatively. Student Tax Information (IRS Form 1098-T) is also available.

The Personal Information area allows students to change a PIN and view addresses and other personal data. All e-mail communications will be sent to your UMDNJ Academic Computing Account e-mail address.

### **What to Do If You Need Help**

For questions regarding:

Technical issues in accessing  
the website..... **Service Center 732-743-3200**  
Lost/forgotten PINS... **Service Center 732-743-3200**  
IRS Form 1098-T..... **Student Billing 732-235-9174**

### **Ensuring Security and Privacy of Student Records on the Web**

1. After successfully logging onto the Web for Student Information System for the first time, you will be prompted to change your PIN number. All PINs are automatically set as expired in order to prompt you to change your PIN to a number that only you will know. You will also be able to provide a question and answer hint to enable the Service Center to assist you if you forget your PIN.
2. Follow the on-screen instructions for changing your PIN. A Pin must be 6 digits long. You cannot use any letters or other symbols in your PIN.
3. **If you fail 5 times to login correctly, web access to your student**

**records will be denied.** In order to reactivate your web access, you will need to contact the Service Center at (732) 743-3200.

4. There is a 30-minute session inactivity timeout. This means that if you do not use the system for 30 minutes while logged onto your student record, you will receive an inactivity timeout message and you will be prompted to re-enter your student ID and PIN number to regain access to the system. This timeout is to help ensure the security and privacy of your student records.

### **Important Information Regarding the Use of Cookies**

The Web for Student Information System requires the use of cookies to verify authorization information. Cookies are short pieces of data used by web servers to help identify web users. These cookies are only used while you are logged onto the Web. These cookies are **NOT** retained by your computer after properly exiting the system and closing your browser.

### **Logging Off the Web**

When finished using the Web for Student Information system, please do the following to ensure that no one else can access your record:

- . Use the "Exit" button at the top right of the screen to end your session so that no one will be able to access your records without re-entering your student ID and PIN.
- . Exit your web browser completely. This step is especially important if you are accessing your record from a computer lab or other public lab or other public access computer.

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day an appropriate University official receives a written request for access. Students shall submit to the Registrar, Financial Aid Director, Associate Dean or other appropriate University school official written requests that identify the record(s) they wish to inspect.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They shall write the University official responsible for the record, clearly identify the part of the record they want changed and, specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that **FERPA** authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University or acting in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney auditor or collection agent); an administrator or faculty member from an institution with which UMDNJ has an academic or clinical affiliation that has legitimate educational interest; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student is, seeks, or intends to enroll. UMDNJ reserves the right to release directory information without prior written consent of a student unless notified in writing to the contrary. The following items are considered by UMDNJ as Directory

Information: name, date and place of birth, addresses (including electronic), phone numbers, field(s) of study or program(s), enrollment status, dates of attendance, participation in officially recognized activities, degrees, awards and honors received, previous schools attended, photographs, internship, residency or other post-completion placements.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Registration Calendar

The SPH refunds only tuition fees, never administrative or technology fees, according to the following calendar:

<b>August 11-22</b>	Registration for cross-enrolled student and late registration for current students.
<b>August 18-22</b>	Visitor Registration
<b>September 2-15</b>	Late registration and add/drops continue for all students. All registration processing must be conducted through the <b>Office of the Registrar after Sept. 15th</b>
<b>September 8</b>	Last day to add NJIT courses.
<b>September 15</b>	Last day to add SPH and RU courses.
<b>November 3</b>	Last day to drop NJIT course
<b>October 27</b>	Last day to drop RU course.

### Withdrawal Schedule

Students who stop attending their courses without processing a withdrawal and a drop form will receive a failing grade. Furthermore, students dropping to zero credits for the fall semester are considered withdrawn and must request a “*Leave of Absence Form*” from the SPH Campus Administrative Office

September 2-15	100% refund for all dropped courses and no class recorded.
September 16-25	80% refund for all dropped courses and a W grade recorded for class.
September 26–October 2	60% refund for all dropped courses and a W graded recorded for class.
October 3- 10	40% refund for all dropped courses and a W grade recorded for class.
October 13-17	<b>No refund and a W grade recorded for class.</b>
October 27	<b>LAST DAY TO WITHDRAW WITH A GRADE OF W.</b>

**As of October 27<sup>th</sup> students are subject to a grade of F from instructor.**

**Special drop days for Computing II Epi Info (one credit two day weekend courses).**

1<sup>st</sup> day of class: 60% refund and no transcript entry

Student must inform the instructor

2<sup>nd</sup> day of class: No refund and W grade assigned

## ACADEMIC CALENDAR

### Fall 2008 Semester

Fall Semester Begins	Tuesday, September 2
Last Day to Add Classes (NJIT)	Monday, September 8
Last Day to Add Classes (SPH & RU)	Monday, September 15
Last Day to Withdraw (SPH & RU)	Monday, October 27
Last Day to Withdraw (NJIT)	Monday, November 3
Thursday Classes Meet (SPH & RU)	Tuesday, November 25
Friday Classes Meet (RU)	Wednesday, November 26
Thanksgiving Recess	Thursday November 27- Sunday, November 30
Classes End	Wednesday, December 10
Reading Days (SPH & RU)	Thursday, December 11 Friday, December 12
Fall Exams Begin	Monday, December 15
Fall Exams End	Monday, December 22
Final Grades Due	Wednesday, December 24

### Tuition Rates and Fees

**Tuition rates are set by the UMDNJ Board of Trustees and announced after July 1, 2008. The following are the new AY2007-2008 tuition rates published below:**

In-state tuition:       \$ 470 per credit  
Out-of-state tuition   \$ 690 per credit

Administrative Fee: \$130

Technology Fee:

<u>Credit</u>	<u>Amount</u>
1-2	\$40
3	\$46
4	\$52
5	\$58
6	\$64
7	\$70
8	\$76
9	\$82
10	\$88
11	\$94
12 or more	\$100

## **CAMPUS SPECIFIC INFORMATION – NEWARK**

### **Where Do I Buy Textbooks?**

All required core and Quantitative Methods texts are available at the **Matthews Bookstore** for Newark courses. This store is located in the University Shopping Plaza on 12<sup>th</sup> Avenue. Instructor names and course prefixes/numbers can be used to locate Quantitative Methods textbooks in Matthews. Business hours are: Monday through Friday - 8:30am to 4:30pm. Saturday 9:00am – 1:00pm. Sunday - Closed. Textbooks for Urban Health Administration elective courses are available at the **Rutgers University Bookstore**. This bookstore is located Bradley Hall, 110 Warren Street in Newark. Business hours are: Monday through Thursday - 8:30am -8:00pm, Friday 8:30am - 4:00pm

Textbooks for NJIT elective courses are available at the **NJIT Bookstore**. This bookstore is located on the lower level of the Student mall/parking facility (973) 596-3200. Business hours are: September through May, Monday through Thursday - 8:30am - 6:30pm. Friday - 8:30am - 4:30pm. The store is open for extended hours during the beginning of each semester; hours are posted at the front door at the start of each semester.

### **How Do I Purchase Parking Decals?**

All vehicles owned, operated or parked on the University campus must be registered with the UMDNJ Public Safety Office. Parking tags may be purchased at the Office of Public Safety, Administrative Complex, Building 5, Room 531, 30 Bergen Street, Newark, New Jersey, (973) 982-5489. Office hours are 7:30 am – 3:00 pm. RU and NJIT students taking classes on the UMDNJ Newark Campus **MUST** complete a Parking Exchange Form in the campus office for parking privileges. Information regarding the UMDNJ parking program can also be accessed online.

### **How Do I Get An E-mail Account?**

E-mail is our preferred and most frequently used means of communicating with you. Faculty and staff will use e-mail to inform you of cancelled courses, class room changes, etc.) The Academic Computing Center provides students with free university e-mail accounts and off-the-shelf applications for word processing, worksheets, presentation tools, research and publication graphics, statistics, and information access. It is located in Medical Science Building Level C, Room C630. It is the student's responsibility to activate and frequently monitor their UMDNJ e-mail accounts for announcements.

### **Where Can I Drop Off Completed Forms?**

For your convenience, there is a drop box located on the wall outside the campus office. Students with completed forms with appropriate signatures may place the forms in the box to be processed. Please be sure to contact the campus office to confirm receipt of your form. The Campus Office number is (973) 972-7212.

**Where Are the Student Mailboxes Located?**

Student mailboxes are located on the 7<sup>th</sup> floor of the Stanley S. Bergen Building (SSB) 65 Bergen St.

**Where is the Student Lounge?**

The student lounge is located across from the student mailboxes on the 7<sup>th</sup> floor in the SSB. The lounge will be open to students 24 hours a day, 7 days a week. Students must access the lounge by scanning their student identification cards.

**Is There Somewhere To Have Dinner On Campus?**

The University Hospital (UH) Cafeteria, The Garden Café, is located on B-level of the hospital. Hours of operation are 6:30am - 7pm. A Burger King restaurant is also located in the cafeteria and vending machines are available 24-hours a day in the (UH) cafeteria and on the ground floor of the SSB. Cafeteria service is also available during the day at the "Balcony Café" locate on the 2nd floor of the Doctor's Office Center (DOC).

**Is There Child Care Available?**

KinderCare Learning Centers offer childcare to children of UMDNJ employees and students on the Newark and Piscataway campuses. The facilities provide quality childcare for children six weeks to six years between 6:30am and 6:30pm. A 20% discount off the public tuition rate is given to UMDNJ employees and students. For more information, call (973) 623-0182 (Newark campus). The Newark Center is located at 132-142 Cabinet Street, Newark, NJ.

### **Academic Advisors**

#### **Dental Public Health and DMD/MPH**

Rufus Caine, DMD, MPH - UMDNJ-NJDS  
 Dept. Oral Pathology and Diagnostic Services, NJDS C863  
 110 Bergen Street, Newark, New Jersey 07103  
 Phone - (973) 972-5473  
 E-mail: cainerl@umdnj.edu

#### **Quantitative Methods: Biostatistics and Epidemiology**

Dept. Preventive Medicine, MSB F506  
 185 South Orange Avenue, Newark, New Jersey 07103  
 Michael Brimacombe  
 (973) 972-5229  
 brimacmb@umdnj.edu  
 Amy Davidow  
 (973) 972-4587  
 Davidow@umdnj.edu

#### **Epidemiology**

Amy Davidow  
 (973) 972-4587  
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**Urban Health Administration**

Evan Stark, PhD - RU-N  
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**MD/MPH - Undeclared**

William Halperin, MD, DrPH, UMDNJ-NJMS  
Dept. Preventive Medicine, MSB F506  
185 South Orange Avenue, Newark, New Jersey 07103  
Phone (973) 972-4422  
E-mail: [halperwe@umdnj.edu](mailto:halperwe@umdnj.edu)

## CAMPUS SPECIFIC INFORMATION – PISCATAWAY/NEW BRUNSWICK

### Student Wellness Program

The student wellness program is a confidential counseling service which helps students deal effectively with stressors and pressures related to school, as well as personal problems that may affect their well-being, their home lives and/or their academic performance. Services are provided by the University Behavioral Health Care staff at UMDNJ in Piscataway. There is NO FEE associated with these services. The SPH pays for the session with a counselor. If you are referred for assistance to another professional service or program in the community, fees for that service are your responsibility. To reach the University Behavioral Health Care staff, please call (732) 235-5933, Monday - Friday 9 - 5pm. If there is a crisis after normal business hours, call 1-800-327-3678.

### Where Do I Purchase Textbooks?

Textbooks will be available in January at the Rutgers University bookstore for most classes. The book(s) will be listed by course number (if a RU course look for the RU number e.g., 11:375:583) and the instructor's name. The bookstore is in downtown New Brunswick, One Penn Plaza (across the street from the train station in the Ferren Deck Mall). You may also go to Rutgers Bookstore on-line at [www.Rutgers850.bkstr.com](http://www.Rutgers850.bkstr.com). *However, different instructors use various campus bookstores, so we suggest that you go to class and find out which bookstore has the book order for your course.* Reserve materials are found in the Library of Science and Medicine, under the instructor's name.

### How Do I Purchase Parking Decals?

Parking at *UMDNJ* is free to students after 6:00pm Monday - Friday in all UMDNJ lots (A,B,C). Therefore, purchasing a parking decal is not necessary for you if you will be on campus after 6:00pm. Obviously, if you will be on campus before 6:00pm, purchasing a parking decal will be necessary for you. If you purchased a UMDNJ decal last year, it expires on June 30, 2008. Public Safety located at 335 George Street downtown New Brunswick, is the department at UMDNJ designated to distribute parking decals. They are open to sell UMDNJ parking decals Monday - Friday, 9:00am - 3:00pm. The cost is \$40 for a one-year decal.

Parking is also free for courses taught at *Liberty Plaza*, 335 George Street in New Brunswick\* after 5:00pm. Therefore, purchasing a parking decal is not necessary for you if you will be on campus after 6:00pm. However, you must present your student identification card to the attendant as you enter the parking deck or you will be required to pay the \$3.00 parking fee.

**\* this lot is used for event parking in New Brunswick and may require an additional fee for parking on evenings during special events such as plays at the George Street Theater.**

If you have Rutgers courses, or wish to park in the lot behind the Library of Science and Medicine, buying a *Rutgers* parking decal will be necessary for you. You can purchase parking decals through the Rutgers University Parking Department during normal business hours, or through the Campus Administrative office during new student orientation on December 11 from 9:00am - 4:00pm. The Rutgers University Parking Department is at 55 Commercial Avenue, New Brunswick (732/932-7744) at the Public Safety Bldg. Rutgers decals will allow you to park at designated Rutgers lots. The nearest parking to UMDNJ-RWJMS, SPH is the lot next to the Library of Science

and Medicine or Pharmacy, Lots 58 and 58A (after 4:00pm), and **any student** lot on campus. The cost is \$50.00/year. A copy of your car registration is required to purchase Rutgers University parking.

### **I am Having Problems with My Identification Card, or I Have Lost It**

If you are having problems with your I.D. card, or have lost it, please contact the Campus Public Health Administrative Office. Your UMDNJ ID card allows you access to Robert Wood Johnson Medical School and Liberty Plaza facilities as well as the SPH Building.

### **Is There Security on Campus and Do I Need an Identification Card?**

They lock all doors into UMDNJ at 6:00pm. What this means to you is that upon your arrival for a 6:10pm class you will find all entrances to UMDNJ locked. However, access to any entrance at UMDNJ after 6:00pm is possible by using your identification card. The back of your I.D. card has a magnetic strip (similar to an ATM card) and once activated/encoded works like a door to an ATM machine. To obtain an I.D. card you will need to bring photo identification to the Public Safety Office.

### **I Have Courses in the Liberty Plaza Bldg., how do I Access the Building?**

The front entrance to Liberty Plaza is open until 6:30pm Monday - Thursdays. Late arrivals to Liberty Plaza after 6:30pm are asked to go directly to the public safety office located behind Liberty Plaza, officers will allow access to the building to a student with an identification card. If you have begun your studies within the past year, your ID should already be encoded for Liberty Plaza.

### **Where is the UMDNJ computer lab and what is hours of operation?**

The Academic Computer Services (ACS) provides services to the students of the SPH. As a UMDNJ-SPH student you have been given an account entitling you to full access. The Academic Computing Lab is located on the 2nd fl. in Room L201 in the RWJMS building in Piscataway. Please go to the ACS lab and activate your account. They are open in the evenings and on weekends. Once you activate an account, contact the campus office and let us know so we can add you to the student E-mail list for future communications from the campus office. This is very important step.

The SPH maintains a computer lab with limited hours in Room 2A. The lab is open Monday - Thursday from 3:30 -6:00pm. YOU MUST PRESENT YOUR I.D. CARD THAT IDENTIFIES YOU AS A UMDNJ-SPH STUDENT TO GAIN ENTRANCE.

### **Mailboxes/E-mail Accounts**

E-mail is our means of communicating with you. Communication through E-mail is used by the staff and instructors as a frequent form of communication (e.g., course cancellation), so you do not risk missing timely information. Recall, the ACS lab has a *free* E-mail account waiting for you to activate. New students will be given a UMDNJ e-mail account when they register. You will be notified of your user name and login instructions. This notification will be sent to your e-mail account that you noted when you applied. If this account has changed, please notify your Campus Administrative office.

In addition to e-mail, the campus staff and faculty communicate with students through mailboxes. Each student has a mailbox which is located in the UMDNJ-SPH building on the first floor outside of

Suite 131 (campus office). In addition, on the lower right corner of the mailboxes you will find a mailbox for campus staff in case you need to communicate with the office after hours.

### **Is There Somewhere to Have Dinner On Campus?**

UMDNJ has a cafeteria called Woody's that is open Monday - Thursday from 3:00 - 7:00pm. It has a limited menu in the evening, but does offer an alternative to bringing your own dinner. There is a microwave available at all times. In addition, the Busch Student Center located on Davidson Road offers pizza, Chinese, sandwiches and a Wendy's.

### **Inclement Weather**

#### **IF RUTGERS UNIVERSITY – NEW BRUNSWICK CANCELS EVENING CLASSES, WE CANCEL ALL EVENING CLASSES**

They will broadcast cancellation of evening classes due to weather in the late afternoon on the following radio stations:

Rutgers INFO Radio, Campus Information Services - 530 AM (within 5 mile range)

WCTC	1450 AM	New Brunswick
WRSU	88.7 FM	New Brunswick
WRNJ	1510 AM	Hackettstown
WKXW/New Jersey	101.5 FM	Trenton
WCBS	880 AM	New York City
WINS	1010 AM	New York City

News 12 New Jersey Channel 12 Cablevision systems or, you may call the Rutgers University Closing "Hot-Line" at (732) 932-4636.

Or on the web at <http://campusstatus.rutgers.edu>.

**Academic Advisors**Biostatistics (BIST)

MPH Program:

Dr. Pamela Ohman-Strickland(732)235-9721

[Ohmanpa@umdnj.edu](mailto:Ohmanpa@umdnj.edu)MS Program:

Dr. Shou-En Lu (732) 235-9764

lus2@umdnj.edu

Doctoral Program:

Dr. Dirk Moore(732) 235-9748

[Mooredf@umdnj.edu](mailto:Mooredf@umdnj.edu)Environmental & Occupational Health (ENOH)

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Dr. Lynn Waishwell(732) 235-9744

[waishwly@umdnj.edu](mailto:waishwly@umdnj.edu)Specific AdvisementDr. Stephen Marcella (MD/MPH) (732) 235-4017[Marcelsw@umdnj.edu](mailto:Marcelsw@umdnj.edu)

## **CAMPUS SPECIFIC INFORMATION – STRATFORD/CAMDEN**

### **Parking at SPH – Stratford Campus**

Classes are held in the evenings for SPH students; therefore, parking hangtags are not required.

### **SPH Student IDs**

Students are given student identification cards during orientation. These cards are available through Public Safety, located in the University Educational Ctr., Suite 1132.

### **University Library**

The University Library on the Stratford campus is accessible to all students. Students can take our books on reserve, use the wireless network, and search databases. Staff is on hand to assist students with any questions. Please view their website for hours of operation:

<http://www4.umdj.edu/camlbweb>

### **Mental Health Services**

Confidential student mental health services are provided by the University Behavioral Health Care-Managed Care Resources/Student Assistance Program located in Voorhees. During normal business hours, the campus office number is 856-770-5750 or 800-734-2116. The 24-hour Hotline number is 800-328-3678.

### **Food Service**

Top Doc's Café offers hot entrees, salads, sandwiches, salad bar and other light fare. Hours: Monday through Friday from 8:00am to 2:30pm. 856-566-6703. A microwave oven is available at all times.

## LEGENDS

Campus Codes:	N = UMDNJ-SPH, Newark P = UMDNJ-SPH, Piscataway/New Brunswick S = UMDNJ-SPH, Stratford/Camden XN = Rutgers University, Newark XP = Rutgers University, Piscataway/New Brunswick XS = Rutgers University, Stratford/Camden
Days:	M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday SU = Saturday and Sunday
Time: (All times are in military hours)	0830 = 8:30 am 0900 = 9:00 am 0940 = 9:40 am 0950 = 9:50 am 1130 = 11:30 am 1200 = noon 1310 = 1:10 pm 1430 = 2:30 pm 1520 = 3:20 pm 1600 = 4:00 pm 1620 = 4:20 pm 1630 = 4:30 pm 1700 = 5:00 pm 1730 = 5:30 pm 1800 = 6:00 pm 1810 = 6:10 pm 1830 = 6:30 pm 1900 = 7:00 pm 1930 = 7:30 pm 2000 = 8:00 pm 2030 = 8:30 pm 2100 = 9:00 pm 2130 = 9:30 pm 2200 = 10:00 pm

**Use link below to view the Fall 2008 Online Course Schedule:**

<https://banweb.umdnj.edu:8090/student/schedule/ph200917.htm>

