



SCHOOL OF PUBLIC HEALTH

University of Medicine & Dentistry of New Jersey

Frequently Asked Questions

How Do I Register? If you are planning on taking courses you should complete a registration card and obtain the appropriate faculty/advisor signatures. We strongly encourage all students to contact their academic advisor for an in-person meeting regarding your academic progress at some point during each semester.

All completed cards should be returned to the Newark campus office or the SPH Registrar's office. Please be sure to check whether the intended course is physically located at the UMDNJ-School of Public Health (UMDNJ-SPH), Rutgers University (RU) or New Jersey Institute of Technology (NJIT). Depending on the campus, there are several registration cards that may need to be completed.

Payment for all courses may be made at the UMDNJ cashier's office by cash, check or credit card. Courses can not be added beyond the registration deadline outlined in this schedule. General registration cards are due in the Newark Campus Office by **5:00pm on Friday, December 3, 2004**.

When is Late Registration? Late registration will be from **January 3-February 1**. The late registration fee is \$50.00. **Please note that this is the only time designated for late registration.**

Can You Take Classes on Another SPH, RU-N or NJIT Campus? Yes. Check with your advisor and submit your signed registration form(s) to the Newark Campus Office or the SPH registrar's office. All registrations and add/drops must be processed through the UMDNJ School of Public Health **EXCEPT** during the summer semester when you must complete both an SPH AND the RU-N or NJIT registration forms. All questions concerning fall registration and course offerings should be directed to the Newark Campus Office at (973) 972-7212.

How Do I Add Or Drop A Course? Student wishing to add or drop a course should first review the registration calendar for add/drop dates. Next, you must fill out a "Change of Course" form available in the Newark Campus Office, collect the necessary signatures and return the form to the Newark Campus Office. **Approved withdrawals take effect as of the date when the completed Change of Course form is returned to the campus office or the registrar's Office.**

Is There an Honor Code? Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in his/her graduate work. It should be clearly understood that plagiarism, cheating, or other forms of academic dishonesty will not be tolerated. An act of academic dishonesty may lead to separation from the UMDNJ-School of Public Health. For further information, please refer to your UMDNJ-School of Public Health Course Catalogue pgs. 185-189.

What if I Need to Take A Leave of Absence?

Students who do not wish to enroll in courses during a given fall or spring semester, but would like to attend the next semester must submit a leave of absence form to the campus office before the first day of class. Deferred entrance (new students) must be requested in writing prior to registration. Please refer to your course catalogue and/or contact the Newark Campus Office for assistance.

When Should I Take Fieldwork? Fieldwork is ideally undertaken after all core and at least 6 credits of required courses are completed. Exceptions may be made with special permission from the student's faculty advisor. Students must have a minimum grade point average of 3.0 before starting fieldwork. Students should contact the Fieldwork Coordinator after the completion of nine credits and not later than one semester **before** they are ready to register for fieldwork.

Frequently Asked Questions Cont'd.

Fieldwork reports must be submitted in final form by April 1st for May graduates and August 30th for October graduates. Students will not be allowed to participate in graduation until the following have occurred (in this order):

- complete an application for degree
- The student's fieldwork advisor must approve a final draft of the fieldwork.
- The student must complete an oral presentation during the Dean's review of fieldwork.

Do I have to register for Fieldwork Continuation? Every student that has an incomplete or no grade for fieldwork undertaken 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. In each Newark Course Schedule it is listed under FDWC:0602.

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 12th 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. RU and NJIT students taking classes on the UMDNJ Newark Campus **MUST** complete a Parking Exchange Form in the Program Office for parking privileges. Information regarding the UMDNJ parking program can also be accessed online.

I Am Having Problems With My Identification Card, Or Have Lost It. All students are issued an identification card at orientation which gives students access to the building and parking garage (if the magnetic strip is working), as well as privileges at the medical library and financial aid checks from the cashier's office. IDs should be worn at all times when on school property for security purposes; individuals without identification should be reported to security (call from nearest in-house phone). This is especially important at night and on weekends when there are fewer people around and intruders are more likely. If you happen to lose or have access problems your ID, replacements may be obtained from Human Resources, Monday - Friday 9:00 am - 3:00 pm. Replacement for lost cards cost \$5.00. Human Resources is located in ADMC Building 5, Room 531, 972-5489.

I Have A Change of Address/Phone, etc. How Do I Inform The Program Office?

Students must complete a Change of Address form to insure that they receive current schedules, grades and other pertinent program information. Change of Address forms are located in the campus office.

Is Health Insurance Available? Under University policy, all full-time UMDNJ students 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. The University, in conjunction with Aetna Life Insurance company, offers a high-quality plan which fulfills the UMDNJ insurance requirements. Enrollment forms are located in the Campus Office or on-line at www.universityhealthplans.com.

All full-time students are automatically enrolled in the insurance plan and will be billed accordingly. If you have comparable coverage from another source, you must complete a Waiver Form located in the Campus Office by following the directions below:

- Log on to 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.

Frequently Asked Questions Cont'd.

The on-line Waiver form must be completed by **March 15, 2005** to avoid being automatically billed for the Student Health Insurance Plan or being non-compliant with UMDNJ policy.

PLEASE NOTE THAT STUDENTS DROPPING BELOW FULL-TIME STATUS ARE AUTOMATICALLY DROPPED FROM THE INSURANCE PLAN. IF YOU WISH TO KEEP THE INSURANCE PLAN, PLEASE CONTACT THE CAMPUS OFFICE AND UHP at 1-800-437-6448.

How Do I Get An E-mail Account? The Academic Computing Center provides students with 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. **Students are responsible for checking their academic computing service accounts for computer access BEFORE taking courses located in the ACS Lab.**

How do I access the Web For Student Information System?

General Instructions

The University of Medicine & Dentistry of New Jersey has implemented the BANNER Web for Student Information System. This product provides a website which allows all current students to view their academic and financial records, as well as Schools' course schedules. Students in certain programs will be able to register on-line.

The website may be accessed using either Internet Explorer or Netscape Navigator browser software; however, some pages of the site cannot be printed using Netscape Navigator. The links to Web for Student are available on the following pages:

From the "Education" page: <http://www.umdnj.edu/homeweb/education/edu.htm>

From the "Our University" page: <http://www.umdnj.edu/homeweb/university/university.htm>

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*. Your student ID is, in most cases, your Social Security Number and your initial PIN will be set to your date of birth (MMDDYY). This ID and PIN should not be shared with others. An Alternate PIN is required for registration, and will be issued by advisors to students in selected programs.

The secured area is devoted to Student Services. It contains sections on Registration, Student Records, Personal Information and Student Financial Aid.

In the Registration area, after registering, students can view classes for which they have registered or charges posted to their accounts.

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. Please review your e-mail address(es) online and indicate the preferred address if multiple e-mail addresses are listed. All e-mail communications will be sent to your UMDNJ Academic Computing Account unless a preferred e-mail address has been noted by you, therefore, it is essential that this address be correct so that you will receive these notices in a timely fashion.

Frequently Asked Questions Cont'd.

WHAT TO DO IF YOU NEED HELP

For questions regarding: Contact the following office:

Your Student ID	The Registrar (732) 235-9723
Technical issues in accessing the website.....	Service Center (732/743-3200)
Lost/forgotten PINs.....	Service Center (732/743-3200)
Admissions applications.....	Campus Office (973) 972-7212
Registration, Grades, Web Transcripts.....	The Registrar (732) 235-9723
Account Charges and Balances.....	The Cashier (973) 972-4379
Student Financial Aid.....	(973) 972-7030
IRS Form 1098-T.....	Student Billing/Collection Office (732/ 235-9174)
Incorrect Social Security Number or Date of Birth.....	The Registrar (732) 235-9723

OTHER IMPORTANT INFORMATION

Ensuring Security and Privacy of Student Records on the Web

After successfully logging on to the Web For Student Information System the first time, you will be prompted to change your PIN number. All PINs were automatically set as expired in order to prompt you to change your PIN to a number that only you would 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.

1. 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.
2. 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. Press "1" for "Problems" and "2" for "Computer Desktop."

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 access computer.

Is There Somewhere To Have Dinner On Campus?

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

Frequently Asked Questions Cont'd.

Is There ChildCare 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) or (732) 699-1017 (Piscataway campus). The Newark Center is located t 132-142 Cabinet Street, Newark, NJ.

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

If you plan to graduate soon, you **must** complete an application for the degree. All students earning degrees in the fall semester (October 1st) are eligible to participate in commencement exercises the **PRIOR** May. Graduation Applications may be obtained in the Program Office. There is a fee for graduation whether or not a student participates in commencement. As of academic year 2004-05, the graduation fee is \$60. **The filing of the application is solely the responsibility of the student.** All graduating students that are participating in the convocation and commencement ceremonies must also complete a Cap and Gown Order Form in the Newark Campus Office.

Those students who will be graduating in May must also:

- make an appointment for their exit interview one or two months prior to the month of graduation with Diane Pienta-Lett at (973) 972-4376 if receiving financial aid.
- receive clearance for all material borrowed from the George Smith Library.
- return student identification cards to the campus office or Public Safety.

Deadlines:

	Your application
<u>If you intend to graduate in:</u>	<u>must be submitted by:</u>
January	October 1st
May (date of commencement)	January 1st
October	January 1st

Fieldwork reports should be submitted in final form to the fieldwork advisor one month before presentation. Students will be allowed to participate in graduation but will only receive their diplomas after completion of their Dean's Review Presentation.

Those students who will be graduating in May and receive financial aid **must** make an appointment for their exit interview during the months of March or April with Diane Pienta-Lett at (973) 972-4376.