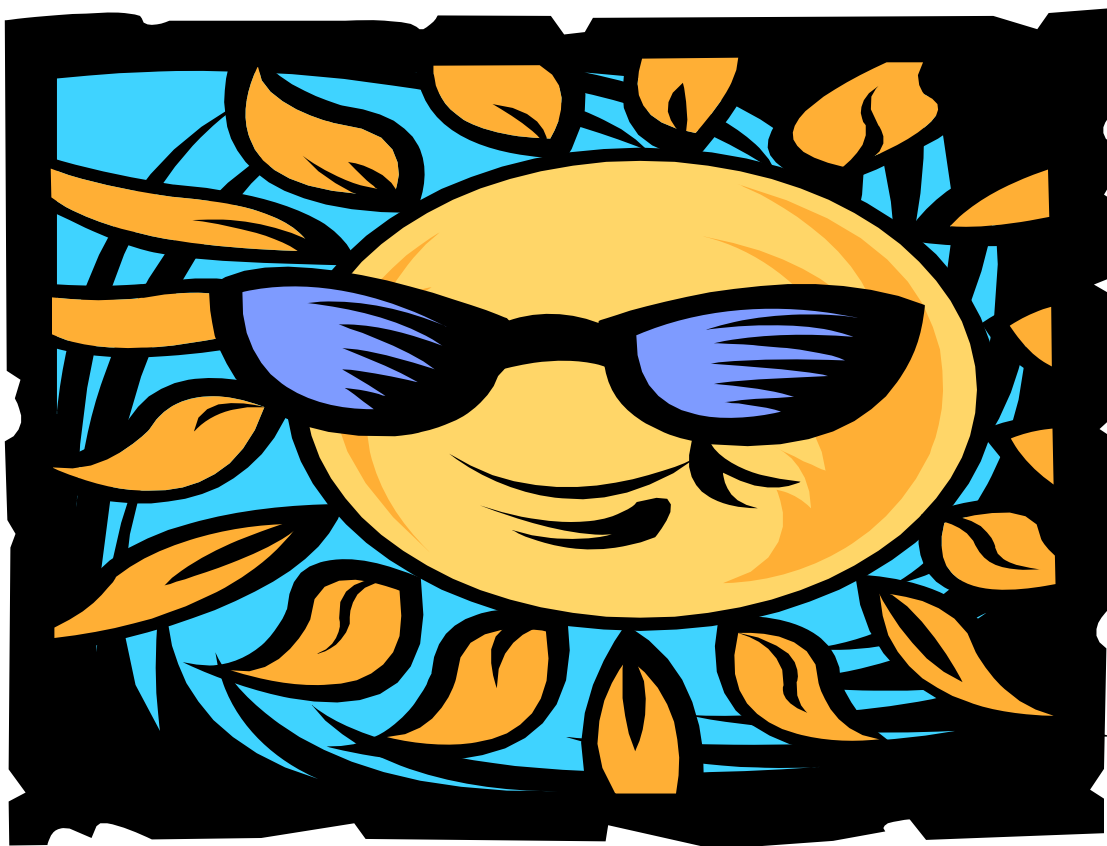


**UMDNJ-SCHOOL OF PUBLIC HEALTH
NEWARK CAMPUS**

**MASTER OF PUBLIC HEALTH
TENTATIVE SUMMER 2008 COURSE SCHEDULE**

Courses at the Newark Campus are offered by UMDNJ
New Jersey Institute of Technology, and Rutgers The State University of New Jersey.



UMDNJ
UNIVERSITY OF MEDICINE &
DENTISTRY OF NEW JERSEY

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

NJIT
New Jersey's Science &
Technology University

PHRI

Newark Course Schedule Summer 2008

Frequently Asked Questions

How Do I Register? Registration began on Wednesday, March 26, 2008. Please make an appointment to speak with your Academic Advisor to discuss possible course selection. Your registration pin number will be issued by your advisor or by the Campus Office. All students must obtain the appropriate faculty/advisor approval **BEFORE** registering for courses. Registration for all continuing students must be completed by **Wednesday, April 23, 2008** to avoid late fees.

If a selected course is at Rutgers University or NJIT there are MULTIPLE registration procedures that must be followed. Additional registration forms required to register for RU-N and NJIT courses may be obtained in the campus office or at the following websites:

- Go to RU-N Summer Session 20087 at <http://summer.newark.rutgers.edu/> and click on Visiting Student Registration Form (PDF).
- For UMDNJ-School of Public Health Visitor Registration Form - <http://sph.umdj.edu/admissions/>

*Students taking courses at Rutgers must request an official transcript at the conclusion of the summer session and have it sent to the UMDNJ-SPH Registrar's Office to ensure that grades are noted on your UMDNJ-SPH transcript.

There is **NO DEFERRED PAYMENT PLAN** for summer tuition. Courses can not be added beyond the registration deadlines outlined in this schedule.

It is strongly suggested that continuing SPH Newark Campus students register and add/drop during this time to avoid being closed out of core courses. A \$50 late fee will be assessed for all registrations after Wednesday, April 23, 2008.

Payment for UMDNJ SPH summer courses may be made at the UMDNJ cashier's office by cash, check or credit card. After registering, students may in person ion card at the campus or registrar's office, call the cashier's office to make a credit card payment. You can also make a payment at one of the following cashier offices:

- SSB GA Main Entrance (973) 972-6307
- MSB B644 (973) 972-4379

Payment for SPH – Rutgers summer courses must be made **directly to Rutgers**. Rutgers University will mail a bill to the home address listed on their registration form.

When is Late Registration? April 24 – May 15, 2008? **A LATE FEE OF \$50 WILL APPLY.**

How Do I Add And/Or Drop A Course? Students wishing to add or drop a course should first review the registration calendar for add/drop dates at **EACH** school in this booklet. For UMDNJ SPH courses, you must add or drop course on line via the web registration. For Rutgers University courses, you must first drop the course at the Rutgers University Registrar's Office located at 249 University Avenue, Blumenthal Hall, 3rd Floor, Newark, NJ 07102-1896. Next, you must add or drop the course on line via the web registration. **Approved withdrawals take effect as of the date completed. Please contact the SPH Registrar's Office if you have concerns or problems with web registration.**

Do I Need to Take A Leave of Absence in the summer? **No.** Students choosing not to enroll in summer courses only do not need to take a leave of absence. All questions concerning summer registration and course offerings should be directed to the UMDNJ-School of Public Health Newark Campus Office at (973) 972-7212.

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 no later than one semester **before** they are ready to register for fieldwork.

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

Frequently Asked Questions Cont'd.

- complete a graduation application
- 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 registered for 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 the prefix and course number for Fieldwork Continuation is FDWC:0602.

Where Do I Buy Textbooks? All required core and Quantitative Methods and Dental Public Health texts are available at the **Matthews Bookstore** for Newark courses. This store is located in the University Shopping Plaza at 186 West Street, in Newark (973) 643-5440. Instructor names and course prefixes/numbers can be used to locate Quantitative Methods and Dental Public Health 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 (973) 353-5377. Business hours are: Monday through Thursday - 8:30am -8:00pm, Friday 8:30am - 4:00pm

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

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 Public Safety, Monday - Friday 9:00 am - 3:00 pm. Replacement for lost cards cost \$5.00. Public Safety is located in ADMC Building 5, Room 531, 972-5489.

I Have A Change of Address/Phone, etc. How Do I Inform The Campus 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.

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 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.

Web for Student Information System 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>.

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

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" locate on the 2nd floor of the Doctor's Office Center (DOC).

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 a graduation application. 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 campus office. There is a fee for graduation whether or not a student participates in commencement. As of academic year 2007-08, the graduation fee is \$80. **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:

- complete an exit survey for the School of Public Health. Forms are in the campus office.
- 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:

If you intend to graduate in:	Your application must be submitted by:
January	October 1st
May (date of commencement)	January 2nd
October	January 2nd

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.

Frequently Asked Questions Cont'd.

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. The honor code is also listed on the SPH website at <http://sphweb02.umdj.edu/sphweb/files/bulletin/07-09/Section%20V.pdf>.

Immunization/Medical History/Physical Requirements

The summer is a great time for students to catch up on all of their immunization and medical history/physical requirements. All students must comply with the University policy on immunization and medical history/physical completion. Students that remain non-compliant for immunization and medical history/physical requirements during registration will:

- be placed on immunization hold
- not be allowed to register for classes
- not receive grades for courses taken

All required immunization and medical history/physical forms can be found at http://sph.umdj.edu/for_stu/index.htm under Required Meningitis/Physical/Immunization Forms. The University policy regarding immunization and medical history may be found on the UMDNJ Website at http://www.umdj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-40_00.html.

Summer Tuition Rates

<u>UMDNJ-SPH Tuition and Fees</u>	<u>RU Graduate Tuition & Fees</u>
Administrative Fee: \$130	Student Fee: \$125
In-state tuition: \$470 per credit	In-state tuition: \$515.85 per credit
Out-of-state tuition: \$690 per credit	Out-of-state tuition: \$766.90 per credit
Late Registration/Payment Fee: \$50.00	Late Registration/Payment Fee: \$50.00

Go to http://www.umdj.edu/studentfinancialaid/app_process/08/2007_08_Budgets_16.pdf for the complete annual student financial aid budget.

SPH Technology Fee

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

Registration Calendar

Upon withdrawal from registration, tuition fees are refundable according to the calendar below. Administrative and Technology fees are **not refundable**. Registrations and add/drops for UMDNJ and NJIT courses listed in this schedule will be processed through the UMDNJ-School of Public Health Registrar's Office or any SPH Campus Offices regardless of which institution offers the course.

Priority Registration

For all continuing students. **Now through Wednesday, April 23, 2008**

It is strongly suggested that continuing students register and add/drop during this time to avoid being closed out of core courses. **A \$50 late fee will be assessed for all registrations after Wednesday, April 23, 2008**

Registration for UMDNJ Cross-Enrolled Students May 5 -May 12, 2008

Late fee does not apply to cross-enrolling students.

New Student Orientation/Registration AND Late Registration for Continuing Students Friday, August 1, 2008

Drop-offs only. **A \$50 late fee will be assessed for all continuing students.**

Registration for Visiting Non-Matriculated Students May 7 –May 12, 2008

Late fee does not apply to visiting non-matriculated students.

Late Registration for matriculating, certificate, SPH identified non-matriculated, dual degree and articulated program students and Add/Drop for All Students May 7 -May 12, 2008

REGISTRATION REFUND CALENDAR

For courses offered at UMDNJ-SPH Newark:

100% refund for withdrawal before courses begin.

80% tuition refund and “W” grade assigned for courses dropped during the first week of class.

60 % refund for **total** withdrawal from **all** courses and a “W” grade assigned during the second week of class.

40% refund for **total** withdrawal from **all** courses and a “W” grade assigned during the third week of class.

There will be **NO REFUNDS** after the third week of class. The fourth week is the last week to drop without an academic penalty. A grade of “W” will be assigned during the fourth week.

Rutgers University Graduate Tuition - (For all courses located on the Rutgers University Campus)

Student fee: \$125

In-state tuition: \$515.85 per credit

Out-of-state tuition: \$766.90 per credit

Late Registration/Payment Fee: \$50.00

Rutgers University Summer Sessions Begin:

**Please note that the 12-Week Session overlaps Sessions I and II.*

<i>Students are responsible for planning to avoid scheduling conflicts.</i>	Session I 5/27-7/3	Session II 7/7-8/13	*12-Week Session 5/27-8/13
Evening Registration 4:30pm – 6:00pm Wednesdays ONLY Blumenthal Hall, 3 rd Floor	2/27-5/14	2/27-5/14 AND 6/25	2/27-5/14
Last day to register by Fax. After this day all registration must be in person.	4/24	6/5	4/24
TERM BILLS DUE – Registration & payment after this date is late and will be assessed a \$50 late fee.	5/16	6/27	5/16
Evening Late Registration 4:30pm – 6:00pm Blumenthal Hall, 3 rd Floor. Late fee charged.	5/21	7/2	5/21
LAST DAY TO REGISTER & PAY. Late fee \$50 assessed. In person only.	5/22	7/3	5/22
LAST DAY TO CANCEL REGISTRATION AND/OR RECEIVE 100% REFUND – Via WEBREG or in person.	5/23	7/3	5/23
CLASSES BEGIN. Withdrawals will receive a 50% tuition refund and “W” grade. In person only.	5/27	7/7	5/27
Change of course period. Within the same session only. In person.	5/27-5/30	7/7-7/10	5/27-5/30
Last day for withdrawal with a 50% tuition refund & “W” grade. In person only.	6/2	7/11	6/10
Last day for withdrawal with NO TUITION REFUND & “W” grade. In person only.	6/25	8/6	8/6
Session Ends	7/3	8/13	8/13

EMERGENCY CURTAILMENT OF OPERATIONS CONTACT INFORMATION

ALL SCHOOL OF PUBLIC HEALTH EVENING CLASSES ARE CANCELED IF RUTGERS UNIVERSITY – NEWARK EVENING CLASSES ARE CANCELED.

School closing information is announced on the following radio stations. These stations carry announcements in their own words regarding school closings. Please keep in mind that this may only refer to class cancellations.

STATEWIDE:

NEWS 12 NEW JERSEY (Cable Television News)
NJ 101.5 FM
WBUD-1260 AM

CENTRAL NEW JERSEY:

WCTC 1450AM
WRSU 88.7 FM
WMGQ-98.3 FM

NORTHERN NEW JERSEY:

WCBS-880 AM
WOR-710 AM
WBUD-1260 AM
WKXW-101.5 FM
WINS – 1010 AM

SOUTHERN NEW JERSEY:

KYW-1060 AM (Code: 615)
FMWBSS-97.3 FM
WKXW-101.5

Dean's Office (732) 235-9700
Newark Associate Dean's Office (973) 972-4422
Rutgers-Newark Weather Emergency (973) 353-1766

Newark Campus Officer (973) 972-7212
University Main # (973) 972-4300

UMDNJ-School of Public Health Newark Course Schedule Summer 2008

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 of 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 who 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 committee, 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 20202-4605**

NOTES