



SCHOOL OF PUBLIC HEALTH

University of Medicine & Dentistry of New Jersey

**Spring 2009 Course Schedule
Narrative
Newark Campus
Piscataway/New Brunswick Campus
Stratford/Camden Campus**

**Please note: Schedule is subject to change without notice. Please check it periodically.*



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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Web Registration Instructions

Web registration begins on November 14, 2008 for the spring 2009 semester. You will be required to register using a **Registration Pin Number** issued by your advisor. Please note: new students will fill out a registration card for their first semester.

Here's how it works:

1. Meet with your advisor to discuss your course selections. This is **mandatory** since the **Registration Pin Number** will serve as your advisor's signature and approval.
2. Advisor approves your course selections and issues a **Registration Pin Number**. Once you have completed the above steps, you are now ready to register via the web.

Follow these instructions for web registration:

1. Go to **MY.UMDNJ** Banner Self-Service and login
2. Select Student Services & Financial Aid
3. Click on Registration
4. Select term **Spring 2009 (57)** & Courses
5. Calculate Tuition and Fees
6. Review Course Schedule

The link to the spring 2009 schedule of classes is:

<https://banweb.umdj.edu:8090/student/schedule/ph200957.htm>

It is also posted on the SPH website under "Students."

Variable Credit Courses

When registering for a variable credit course like Fieldwork II 1-5 credits, you must **manually enter the number of credits in the credit column located on the registration screen**. If you do not enter number of credits, the system will default to 1.00 credit of Fieldwork II. The same applies for any other variable credit course.

Special Permission

Courses that require Special Permission must be approved by the instructor. The instructor will notify the Registrar's Office of the names of students who have been given **Special Permission**. The Registrar will process the registrations manually.

Problems Registering Online

If you are experiencing a problem registering online, please contact the Registrar's Office.

The **Schedule of Classes** is located on the SPH website at:

<https://banweb.umdj.edu:8090/student/schedule/ph200957.htm>

Bills for tuition and fees will be sent approximately 10 days prior to the beginning of classes. Payment is due in FULL by 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 8:30 am – 5:00 pm. There is also a drop box located outside the office for after-hours

Taking Courses at Rutgers

Approved Rutgers University (RU) courses are listed on the SPH schedule. Please use below links to find the building and room numbers for these courses. If you have any questions, please contact your campus office.

Newark campus – Rutgers Newark
<http://www.newark.rutgers.edu/visitors/map.pdf>

Piscataway campus – Rutgers New Brunswick:
<http://scheduling.rutgers.edu/bldgcodes.htm>

Stratford campus – Rutgers Camden:
http://scheduling.rutgers.edu/spacemgmt/bldgs_cmd_np.asp

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 Immunizations

Students who are due to receive an annual TB test and/or immunizations must comply before the first day of classes. You will be issued paperwork to be completed by your physician and returned to your campus office.

Late Registration after Classes Begin

January 20, 2009 through February 10, 2009 is late registration for all students with a **\$50 late fee**. All business must be conducted through your campus office or the Office of the Registrar. A drop box is available for registration after 5:00 pm at the Office of the Registrar and at the Newark Campus Office.

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.umdnj.edu:8090/student/schedule/ph200957.htm> from January 22 through February 10. All drops after February 10 must be conducted through your campus office or the Office of the Registrar.

What If I Need to Take a Leave?

If you do not plan to enroll for the spring semester, a formal **Leave of Absence** form must be submitted to your campus office before February 10. Forms are available in your campus office or the Office of the Registrar.

When Do I Register for Fieldwork?

Fieldwork I (FDWC I):

Prior to registering for FDWC I, meet with your Academic Faculty Advisor to discuss fieldwork. This is **mandatory** since the Registration Pin Number will serve as your advisor's signature and approval.

Fieldwork II (FDWCII):

Meet with the Fieldwork Coordinator and the Fieldwork Faculty Advisor to discuss fieldwork options and progress. When registering for a variable credit course like FDWC II (1 to 5 credits), students must manually

enter the number of credits in the credit column located on the registration screen. If this is not done, the system will default to one (1) credit of FDWC II.

All students taking Fieldwork II are required to contact the Fieldwork Coordinator for their specific campus before registering to ensure that it is appropriate for you to register for this.

Newark students: Deidre Holland, MPH, CHES, REHS
973-972-8689; hollande@umdnj.edu

Piscataway or Stratford students: Michelle Kennedy, MPH, CHES
732-235-5512; kennedmv@umdnj.edu

Do I Have to Register for Fieldwork II Continuation?

Every student that has an in-progress or no grade for Fieldwork II taken in a previous semester **MUST** register for Fieldwork II Continuation in the next semester and each consecutive semester (including the summer semester) until the fieldwork project is completed. Fieldwork II Continuation is a non-credit course and requires a small fee.

IMPORTANT - New Policy: Fieldwork III 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 requires more than one additional semester, the student must enroll the following semester in Fieldwork III Continuation (and subsequent semesters, if necessary, until the fieldwork project is finished). A **one-credit fee** will be assessed *for each additional consecutive semester* of Fieldwork III Continuation at the usual tuition and fees rate.

How Do I Register for Independent Study?

Students interested in an independent study must have the Independent Study 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 also required to be covered by health and accident insurance. **ALL STUDENTS REGISTERED FULL TIME WILL BE BILLED FOR HEALTH INSURANCE AUTOMATICALLY AND BE SENT AN INSURANCE 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. Students who drop down to part-time status but want to maintain their insurance coverage must contact their campus office and the insurance representative immediately.

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 January 15, 2009 will be charged for health insurance.**

- 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.

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.

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

Students must submit a graduation application along with the \$80 application fee. The form can be obtained through your campus office. Students earning degrees after the conclusion of the summer session (October 1st) are eligible to participate in commencement exercises in May of that same year. **The filing of the application is the sole responsibility of the student.**

VITAL INFORMATION:

Candidates for graduation must also:

- make an appointment for their financial aid (if applicable) exit interview 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.

The following are the deadlines for submission of graduation applications:

Graduating in:	Application due:
January	October 1
May	January 2
October	January 2

Biostatistics Quantitative Skill Assessment (QSA)

Students who have not taken the Biostatistics core courses are required to take a diagnostic screening test. We have designed a quantitative skill assessment (QSA) 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 are required in the Biostatistics course. **You may use a calculator.** If you should fail the pre-test, you will be required to 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 QSA will be given during on-site registration and during scheduled dates before each semester begins. 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. ALL NAME CHANGES MUST INCLUDE DOCUMENTATION OF LEGAL CHANGE, and the Change of Name form must be notarized before any changes can be made. Forms are available in your campus office.

Payment Policy

Tuition bills are due upon receipt, unless you choose the installment payment plan. The installment payment form is available at the Cashier's Office on each campus. 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, etc.)
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 to continue to attend classes during the semester in which they are currently enrolled. If account has an outstanding balance after the final due date, a late fee of **\$50.00 will be charged to your account each month** until the balance is paid.

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 or enter the site through the UMDNJ financial aid homepage at www.umdny.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 need only 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 also able to register for courses online.

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 time-out 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.

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

Spring 2009 Registration Calendar

The SPH refunds tuition fees only. Administrative and technology fees are non-refundable.

November 14	Spring Registration begins
November 22	Registration for cross-enrolled students
January 20 – February 2	Late registration and add/drops for all students. All business must be conducted through the Office of the Registrar.
Monday, January 26	Last day to add NJIT courses.
Monday, February 2	Last day to add SPH and RU courses.
Tuesday, March 10	Last day to drop RU courses.
Friday, March 13	Last day to drop SPH courses
Monday, March 30	Last day to drop NJIT courses

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

January 20 – February 2	100% refund for all dropped courses and no class recorded.
February 3 – February 10	80% refund for all dropped courses and a W grade recorded for class.
February 11 – February 18	60% refund for all dropped courses and a W graded recorded for class.
February 19 – February 26	40% refund for all dropped courses and a W grade recorded for class.
February 27 – March 13	No refund and a W grade recorded for class.
MARCH 13	LAST DAY TO WITHDRAW WITH A GRADE OF W.

As of March 14, students are subject to a grade of F from instructor.

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

1st day of class: 60% refund and no transcript entry

Student must inform the instructor or the campus office prior to the start of class

2nd day of class: No refund and W grade assigned

Spring 2009 Semester

Spring Semester Begins	Tuesday, January 20
Last Day to Add Classes (NJIT)	Monday, January 26
Last Day to Add Classes (SPH & RU)	Monday, February 2
Last Day to Withdraw (SPH & RU)	Friday, March 13
Last Day to Withdraw (NJIT)	Monday, March 30
Spring Break	Saturday, March 14 – Sunday, March 22
Classes End	Monday, May 4
Reading Days (SPH & RU)	Tuesday, May 5 – Wednesday, May 6
Spring Exams Begin	Thursday, May 7
Fall Exams End	Wednesday, May 13
Final Grades Due	Friday, May 15

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 AY2008-2009 tuition rates published below:

In-state tuition:	\$ 526 per credit
Out-of-state tuition	\$ 773 per credit

Administrative Fee: \$150

Technology Fee:

<u>Credit</u>	<u>Amount</u>
0-1	\$55.00
2	\$63.00
3	\$70.00
4	\$78.00
5	\$85.00
6	\$93.00
7	\$100.00
8	\$108.00
9	\$115.00
10	\$123.00
11	\$130.00
12 or more	\$137.00

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 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. 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?

Official UMDNJ email is our means of communicating with you. Faculty and staff will use email 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 time sensitive announcements, such as weather updates and canceled courses. Email related problems should be reported to the IST Service Center (732) 743-3200.

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 7th floor of the Stanley S. Bergen Building (SSB) 65 Bergen St. It is each student's responsibility to check the student mailbox for important communication from the campus faculty, academic departments and staff.

Where is the Student Lounge?

The student lounge is located across from the student mailboxes on the 7th 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.

Student Identification

Students are required to have their student identification card on them at all times on campus. Building and parking deck access after 6:00pm requires scanning of the student identification card.

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
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Phone - (973) 972-5473
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Quantitative Methods: Biostatistics and Epidemiology

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Urban Health Administration

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MD/MPH - Undeclared

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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 School 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 at the Rutgers University bookstore for most classes. The book(s) will be listed by course number and the instructor's name. (If you are taking a Rutgers course, look for the Rutgers number, e.g., 11:375:583) 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 **KEEP IN MIND: 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 who attend classes that begin at 6:00pm Monday - Friday in all UMDNJ lots (A,B,C). Therefore, purchasing a parking decal is not necessary. If you will be on campus before 6:00pm, you MUST purchase a parking decal through Public Safety, which is located at 335 George Street downtown New Brunswick. 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 free for courses taught at Liberty Plaza, 335 George Street in New Brunswick* after 5:00pm. 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 office during new student orientation. The Rutgers University Parking Department is located 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 your campus 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?

The doors leading into the SPH building lock 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 - Thursday. 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?

As a School of Public Health student, you have been given an account entitling you to full access. The Academic Computer Services (ACS) provides these services. The Academic Computing Lab is located on the 2nd floor 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 to ensure that you are added to the distribution list for future communications from the campus office. This is very important step.

School of Public Health maintains a computer lab with limited hours in Room 2A. The lab is open Monday - Thursday from 2:00pm – 6:00pm. **YOU MUST PRESENT YOUR STUDENT I.D. CARD TO GAIN ENTRANCE.**

Mailboxes/Email Accounts

ALL STUDENTS MUST HAVE A UMDNJ email account! This account is our means of communicating with you regarding important course information (e.g., course cancellation) as well as weather-related issues and other school-related messages. The School will not communicate with students via private email accounts, as they are not authenticated by the University.

New students will be given a UMDNJ email account upon registration. You will be notified of your user name and login instructions. This notification will be sent to the email account you listed, when you applied. Once you activate your UMDNJ email account, your personal account will no longer be used for School communication.

In addition to email, 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, there is 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.

Academic AdvisorsBiostatistics (BIST)

MPH Program:

Dr. Pamela Ohman-Strickland
(732)235-9721; ohmanpa@umdnj.eduMS Program:Dr. Shou-En Lu
(732) 235-9764; lus2@umdnj.eduBIST Doctoral Program:Dr. Dirk Moore
(732) 235-9748; mooredf@umdnj.eduEnvironmental & Occupational Health (ENOH)Junfeng Zhang, PhD, MS
(732) 235-5409; jjzhang@eohsi.rutgers.eduEpidemiology (EPID)Dr. George Rhoads
(732) 235-4353; rhoads@umdnj.edu
Dr. Kitaw DeMissie
(732) 235-5267; demisski@umdnj.eduHealth Systems and Policy (HSAP)Dr. Lois Grau
(732) 235-5269; graulo@umdnj.edu
Dr. Bernadette West
(732) 235-4535; westbm@umdnj.eduHealth Education and Behavioral Science (HEBS)Dr. Lynn Waishwell
(732) 235-9744; waishwly@umdnj.eduSpecific AdvisementDr. Stephen Marcella (MD/MPH)
(732) 235-4017; 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.

Mailboxes/Email Accounts

ALL STUDENTS MUST HAVE A UMDNJ email account! This account is our means of communicating with you regarding important course information (e.g., course cancellation) as well as weather-related issues and other school-related messages. The School will not communicate with students via private email accounts, as they are not authenticated by the University.

New students will be given a UMDNJ email account upon registration. You will be notified of your user name and login instructions. This notification will be sent to the email account you listed, when you applied. Once you activate your UMDNJ email account, your personal account will no longer be used for School communication.

In addition to email, the campus staff and faculty communicate with students through mailboxes. Each student has a mailbox which is located directly outside the SPH office, UEC Bldg, Suite 1114. In addition, on the lower right corner of the mailboxes, there is a mailbox for campus staff, in case you need to communicate with the office after hours.

University Library

The University Library on the Stratford campus is accessible to all students. Students can take out 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>

Student Wellness

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 is located in the Academic Center and 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.

Academic Advisors

Health Systems and Policy (HSAP)

Dr. Lois Grau

(732) 235-5269; graulo@umdj.edu

Dr. Bernadette West

(856) 566-6957; westbm@umdj.edu

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>.

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:
(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 Spring 2009 Online Course Schedule:

<https://banweb.umdnj.edu:8090/student/schedule/ph200957.htm>