

The NJIT logo is displayed in a stylized, orange-red font at the top left of the page. The letters 'NJIT' are bold and blocky, with a thin, curved line underneath that sweeps from the 'N' to the 'T'.

NJIT

*Graduate
Student
Guidebook
2020*

*Your
Guide
To NJIT*



Key Contacts

Academic/Administrative Office	Phone Number	Location
Bursar	(973)-596-2877	Student Mall
Career Development Services	(973)-596-3100	200 Fenster Hall
Financial Aid	(973)-596-3479	Student Mall
Graduate Studies	(973)-596-3462	140 Fenster Hall
Information Services & Technology	(973)-596-2900	Student Mall
Public Safety (Emergency)	(973)-596-3111	Parking Deck
Public Safety (Non-Emergency)	(973)-596-3120	Parking Deck
Registrar	(973)-596-3236	Student Mall
Office of Research	(973)-596-5275	340 Fenster Hall
Student Services		
Dean of Students	(973)-596-3466	255 Campus Center
Associate Dean of Students	(973)-596-3466	255 Campus Center
Assistant to Dean for Parent and Veteran Services	(973)-596-3469	255 Campus Center
Office of Student Life	(973)-596-3693	485 Campus Center
Colleges and Schools		
Hillier College of Architecture and Design	(973)-596-3080	340 Weston Hall
Ying Wu College of Computing	(973)-596-5304	3500 GITC
College of Science and Liberal Arts	(973)-596-3676	504 Cullimore Hall
Newark College of Engineering	(973)-596-6506	5704 GITC
Martin Tuchman School of Management	(973)-596-3248	3000 CAB

Introduction

We here at the **Office of Graduate Studies** know that coming onto a college campus for the first time can be overwhelming. Even students who were undergraduates at NJIT may not be familiar with graduate academic policies and procedures, as well as other aspects that can improve their NJIT experience as graduate students. Thus, the Graduate Student Guidebook aims to help not only students who pursued their undergraduate degrees here, but also students transferring in from other schools.

This guidebook aims to fill you in on as many facets of NJIT life as possible and help you on your journey through graduate education. Learn, enjoy and prosper!



Office of Graduate Studies

The Office of Graduate Studies provides assistance to graduate students in academic matters, approves M.S. thesis and Ph.D. dissertation committees and formats, and offers information about the availability of university-level assistantships, fellowships, and scholarships. The Graduate Faculty at NJIT guidelines are followed for the composition of M.S. thesis and Ph.D. dissertation committees.

For newly admitted and entering graduate students, we are the best source of information about any aspect of graduate study at NJIT. If you are not sure who to ask or where to go, try us first.

We can be reached at 973-596-3462, or via email at: gso@njit.edu

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NJIT's Academic Colleges

NJIT has five colleges for prospective graduate students. Each one is home to a wide variety of graduate programs. Whatever educational goal you wish to achieve, NJIT will help you reach it.

Newark College of Engineering (NCE)

Dean: Moshe Kam

Email: moshe.kam@njit.edu

The Newark College of Engineering (NCE) was established in 1919 as an outgrowth of the Newark Technical School which was founded in the 1880s. Today NCE offers 18 undergraduate and 21 Master of Science degrees, as well as 9 tracks toward a doctoral (Ph.D.) degree. Undergraduate enrollment is approximately 4,200, and graduate enrollment is approximately 1,350. 148 faculty members engage in instruction, student mentoring, professional activities, scholarship, research, and development of public policy in the areas of engineering and technology. NCE has several widely-recognized strengths, including expertise in infrastructure (water, transportation, telecommunications, computer networking); multiple projects on manufacturing, control, navigation and robotics; and fast-growing work in bio-medical engineering, at the interface of engineering, computing and the life sciences.

You can find more info at: <http://engineering.njit.edu/>

Degrees Offered (NCE)

Biomedical Engineering (MS, PhD)
Biopharmaceutical Engineering (MS)
Chemical Engineering (MS, PhD)
Civil Engineering (PhD)
Civil Engineering Online (MS)
Computer Engineering (MS, PhD)
Electrical Engineering (MS, PhD)
Engineering Management (MS)
Engineering Science (MS)
Environmental Engineering (MS, PhD)
Environmental Science (PhD)
Healthcare Systems Management (MS)
Industrial Engineering (MS, PhD)
Internet Engineering (MS)
Manufacturing Systems Engineering (MS)
Mechanical Engineering (MS, PhD)
Occupational Safety and Health Engineering (MS)
Pharmaceutical Engineering (MS)
Pharmaceutical Systems Management (MS)
Power and Energy Systems (MS)
Telecommunications (MS)
Transportation (MS, PhD)



College of Science and Liberal Arts (CSLA)

Dean: Kevin D. Belfield

Email: kevin.d.belfield@njit.edu

The College of Science and Liberal Arts (CSLA) is home to excellence in teaching, research, and scholarship with programs in disciplines such as biology, chemistry, physics, mathematics, and history, as well as interdisciplinary programs like data science, environmental science; materials science and engineering; and biotechnology. The sciences and liberal arts have long been the foundation of a university education, and they form the base for lifelong learning.

With over 150 full-time instructors and researchers, CSLA represents a wide range of interests with a shared value of academic excellence. CSLA faculty and students are at the forefront of many national research activities, including solar and solid state physics, mathematical modeling and simulation, materials chemistry and the history of medicine and technology.

CSLA provides students with the intellectual foundations necessary to understand and analyze the technological world in which we live. The college's courses and degrees prepare students to ask questions about the world, to collect data and provide evidence, and to express ideas and conclusions with clarity and precision. These skills transcend specific professional competence and distinguish CSLA students as individuals who can blaze a trail for others and lead society into a rapidly evolving future.

Learn more
at csla.njit.edu.



Degrees Offered (CSLA)

Applied Mathematics (MS)

Applied Physics (MS, PhD)

Applied Science (MS)

Applied Statistics (MS)

Biology (MS, PhD)

Biostatistics (MS)

Chemistry (MS, PhD)

Environmental Science (MS, PhD)

History (MA)

Materials Science and Engineering (MS, PhD)

Mathematical Sciences (PhD)

Pharmaceutical Chemistry (MS)

Pharmaceutical Chemistry: PSM Biotechnology Option (MS)

Professional and Technical Communications (MS)



Hillier College of Architecture and Design

Dean: Branko Kolarevic

Email: branko.r.kolarevic@njit.edu

The Hillier College of Architecture and Design is comprised of the New Jersey School of Architecture and the School of Art + Design. The School of Architecture offers two undergraduate and four graduate degrees, while the School of Art + Design houses three undergraduate programs. The School of Architecture encompasses a broad spectrum of disciplines focusing on design at many scales, from materials research to building design and infrastructure planning. The M Arch program may be combined with several dual-degree options.

You can find more info at: <http://design.njit.edu/>

Degrees Offered:

Master of Architecture (M Arch)

Master of Science in Architecture (MS Arch)

Infrastructure Planning (MIP)

Urban Systems (PhD)



Martin Tuchman School of Management (MTSOM)

Dean: Oya I. Tukul

Email: oya.i.tukul@njit.edu

Welcoming its inaugural class in 1988, the NJIT Martin Tuchman School of Management has 27 faculty members and enrolls approximately 700 students. Unique among its contemporaries, the School's STEM-based academic environment offers distinctive, high-valued academic programs that are business focused, technology integrated, and experientially driven. MTSOM offers five degree programs: BS in Business, MS in Management, MBA, Executive MBA, and Ph.D. in Management. All MTSOM program offerings are designed to respond to the demand for a new generation of business professionals created by the rapid convergence of technology into business.

You can find more info at: <http://management.njit.edu/>



Degrees Offered (MTSOM)

The Master of Science (MS) proposes 11 concentrations including:

Architecture and Business

Bioscience and Business

Business Analytics

Environmental Management

Finance

Global Project Management

Information Systems Management

International Business

Innovation and Entrepreneurship

Networks and Telecommunications

Web Systems and Media

The MBA has three concentrations:

MIS

Marketing

Finance

The Ph.D. has one
concentration in

Business Data

Science.



Ying Wu College of Computing (YWCC)

Dean: Craig Gotsman

Email: craig.gotsman@njit.edu

The Ying Wu College of Computing comprises 24% of the student body at NJIT, and is the largest and most comprehensive computing program in the New York metropolitan area, graduating more than 800 computing professionals every year. YWCC offers programs in Computer Science, Information Systems and Information Technology, including multiple degree programs at the undergraduate, Master's and PhD levels. As of Fall 2019, YWCC will also offer part-time graduate programs in Data Science (for working professionals) at its new facility in Jersey City.

You can find more information at: <http://computing.njit.edu/>



Degrees Offered (YWCC)

Computer Science:

Computing & Business (MS)
Computer Science (MS, PhD)
Software Engineering (MS)
Cyber Security & Privacy (MS)
Data Science (MS)

Information Systems:

Business and Info Systems (MS)
Information Systems (MS, PhD)

Information Technology:

IT Administration and Security (MS)



Office of Global Initiatives

The Office of Global Initiatives, located in 180 Fenster Hall, works with international and domestic students alike: we provide immigration advisement to international students and assistance with their adjustment to the NJIT community and American culture. We also promote study abroad opportunities to all NJIT students, regardless of academic program or level.

You can find more information about the Office of Global Initiatives at: <http://www.njit.edu/global/>

Graduate Student Association (GSA)

The Graduate Student Association, or GSA, is a student government organization that seeks to represent the interests of all graduate students in university affairs. All NJIT graduate students are automatically part of the GSA. Student representatives from all graduate programs work with their respective departments to hold feedback sessions for students and work with department administration to resolve academic issues. The GSA also provides travel awards, and hosts many social and educational functions.

You can find more information about the GSA at: <http://gsa.njit.edu/>

Highlander Hub

Highlander Hub is an online platform for all student organizations and student-led events at NJIT. Graduate students can view and join both undergraduate and graduate clubs in Highlander Hub as well as see what campus events are taking place.

You can find more information about the Highlander Hub at: <https://njit.campuslabs.com/engage/>

Office of Student Life

The Office of Student Life (OSL) enhances the student experience at NJIT by providing opportunities for student-centered learning, personal and professional growth, and resources that foster an engaged and inclusive campus community. Through advisement, advocacy, annual programs and services, we empower our students to develop the skills necessary to be leaders in the workforce.

Areas of focus for OSL include enhancing campus engagement and school pride, providing advisement and support, offering [leadership development opportunities](#), promoting [diversity and inclusion on-campus](#), providing [commuter resources](#), and promoting facilities and services such as the Game Room and [Food Pantry](#).

For further information about OSL, contact either Dr. Kristie Damell, Executive Director of Student Life; Jason Rodriguez, Assistant Director for Diversity and Inclusion; or visit <http://www.njit.edu/studentlife>

PhD Club

NJIT's PhD Club was founded in February 2013 with the goal of bringing all PhD students together to ensure success in their doctoral careers. The mission of the PhD Club is to provide NJIT graduate students with information and resources to help them succeed, including training and development programs. Year round, the PhD Club organizes numerous academic and social events for its members. In addition, it also works to build a bridge between undergraduate and graduate students by sharing information about life as a doctoral student and encouraging undergraduates to pursue a graduate degree.

Student Mall

The Student Mall, located in the basement of the University Parking Deck, is home to the **Registrar's Office**, the **Bursar's Office**, and **Student Financial Aid Services**.

The **Registrar's Office** deals with course registrations and processes relevant forms, maintains student grades and course schedules, and mails the diplomas. They can be reached at 973-596-3236.

The **Bursar's Office** is responsible for assessment of all charges to a student account and the collection of payment on those charges. Questions regarding charges as they appear on your account should be directed to bursar@njit.edu

Student Financial Aid Services provides options for students to fund their education at NJIT (grants, loans, etc.). They can be reached at 973-596-3479.

The hours of operation for the Student Mall are:

Mon-Thurs: 8:30AM – 6:00PM

Fri: 8:30AM – 4:30PM



Van Houten and Littman Libraries

The Robert W. Van Houten Library, located in the Central Avenue Building, has a variety of resources for individual and group study, research, or simply surfing the web. The library is open to students and faculty and wireless Internet access is available throughout the building. The library also has a collection of Electronic Thesis and Dissertations available for viewing online.

You can find more info about the Van Houten Library at: <http://library.njit.edu/>

The Barbara and Leonard Littman Architecture and Design Library, located on the 4th floor of Weston Hall, offers resources for students enrolled in the College of Architecture and Design.

You can find more info about the Littman Library at: <http://archlib.njit.edu/>



Miscellaneous Resources

The **Department of Public Safety**, located at 154 Summit St., on the first level of the Parking Deck, is charged with maintaining a safe and secure environment for NJIT's community. It provides 24/7 police and security services including, but not limited to, community policing, area patrols, investigations, local and on-campus escort services and emergency vehicle jump starts assistance.

For on-campus emergencies, dial: 9-1-1 and SAY NJIT then your exact LOCATION.

For non-emergencies, dial 973-596-3120 or 973-596-3111

The **NJIT Wellness and Events Center** is an iconic, state-of-the-art and multipurpose building that provides social settings, athletic events, and a fitness center for students, faculty and staff, as well as large-scale space for professional conferences, training and career fairs. The 220,000 square-foot building features a number of flexible spaces that can be quickly configured to support the numerous and varied missions of the university community.

You can find out more information about the NJIT Wellness and Events Center (WEC) at: <http://www.njit.edu/thewec/>

Student Health Services is located at St. Michael's Primary and Specialty Care Center. All eligible students may be seen at NJIT Student Services for visits with the doctor or the nurse. Student Health Services will charge fees for services which will be billed to students' insurance or Bursar account. The services provided by the physician and nurse include treatment of common acute problems; treatment of accidents and injuries such as sprains, fractures and lacerations; referral for testing/treatment of Sexually Transmitted Infections, and Health Education.

You can find more information about Student Health Services by visiting: <http://www.njit.edu/healthservices/>

Lastly, a **Campus Map** is available [here](#).