William Paterson University

Academic Advisement

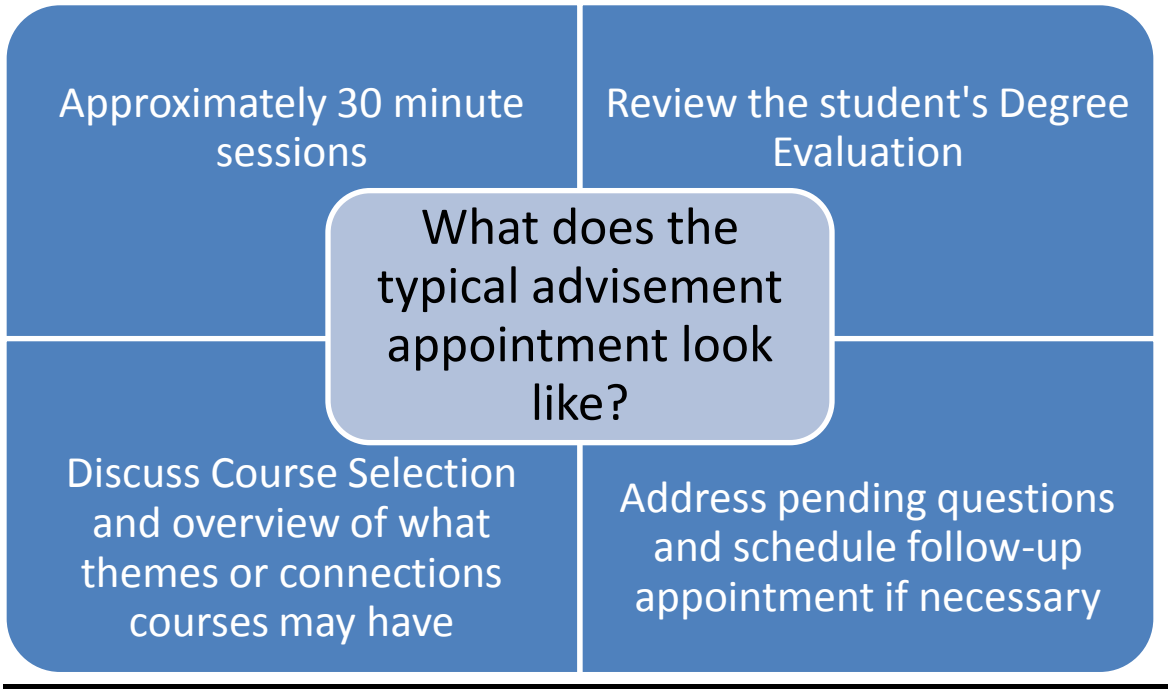
Guiding our Students Towards Success!

Academic Advising Session

Sample

Quick Tip 1: Follow the student's lead and simply ask, "How may I assist you

Quick Tip 2: Log details of your advising session in Advisor Notes.



Quick Tip 3: Inform students of the resources we have on campus. ie. Tutoring services; Counseling, Health & Wellness Center or the Career Development

Quick Tip 4: Discuss Financial Aid. Provide the link or one-page sheet regarding SAP (Satisfactory Academic Progress).

WP Connect Faculty & Advisor Tab

Degree Evaluation

Log into WP Connect ⇨Faculty & Advisor Tab ⇨Student Tool ⇨ Click Degree Audit/Evaluation

Degree Transcript

Log into WP Connect ⇨Faculty & Advisor Tab ⇨Student Tools ⇨Click Degree Transcript

Student Schedule

Log into WP Connect ⇨Faculty & Advisor Tab ⇨Student Tools ⇨Click Schedule Summary View or Schedule Detail View

Advisor Notes – It's a best practice for all Advisors to log advisement sessions.

Advisement Notes can include: a student's pin #, brief notes on session advisement, recommended courses, any student referrals, internship recommendations, Early Alert follow-up

Log into WP Connect ⇨Faculty & Advisor Tab ⇨Advising ⇨Click on Advisement Notes

Registration

Look Up Course Offerings
Log into WP Connect ⇨Faculty & Advisor Tab ⇨Faculty & Academic Admin ⇨Click Look Up Courses

Registration Timetable
Log into WP Connect ⇨Faculty & Advisor Tab ⇨Advisor Resources ⇨Click Registration Timetable

Early Alert - The Early Alert Program is a retention tool to identify students at-risk of academic difficulty or failure. This program is designed to facilitate students' utilization of campus resources and improve academic success and persistence toward degree completion. We encourage all faculty and advisors to use this tool as a first step in assisting students. Once a student is placed on Early Alert the Coordinator for Academic Progress, the student's advisor, and the student is notified and the intervention process can begin.

To put a student on Early Alert:
Log into WP Connect ⇨Faculty & Advisor Tab ⇨Early Alert ⇨Early Alert: Faculty

To View Early Alert Students:
Log into WP Connect ⇨Faculty & Advisor Tab ⇨Early Alert ⇨Early Alert: Advisor

Note: You may also view all advisees on Early Alert in Advisement Notes

WP Connect Student Tab

Degree Evaluation - A course by course review of a student's academic career which includes specific placement of courses taken to fulfill requirements of the general education or UCC and major courses including specific placement of any transfer credits, and any specific remaining requirements that must be earned to complete a degree

Log into WP Connect ⇨Student Tab ⇨My Academic Records ⇨Click Degree Audit/Evaluation

Degree Transcript - An itemization of all course work hours attempted, passed, and earned. The transcript includes all transfer credits and calculated Grade Point Average (GPA)

Log into WP Connect ⇨Student Tab ⇨My Academic Records ⇨Click Degree Transcript

Declare or Change Major Minor

Log into WP Connect⇨ Student Tab ⇨Academic Services ⇨Click Add/Declare /Change Major or Add/Declare/Change Minor

Student Schedule – a list of all the courses a student is registered for in a semester

Log into WP Connect ⇨Student Tab ⇨My Classes ⇨Click on My Detail Schedule or My Concise Schedule

E-Bill – An itemized statement of a student's tuition and fees for a specific semester

Log into WP Connect ⇨Student Tab ⇨Bill Payment ⇨Click on Billing and Payments ⇨Click on E-Bill Tab

Advisor Notes – a tool used by Advisors to keep a record relating to each student's progress

Log into WP Connect ⇨Student Tab ⇨Registration ⇨Click on Advisement Notes
Note: This is also where you can find the name of your Advisor

Register for classes

Log into WP Connect ⇨Student Tab ⇨Registration ⇨Click Add/Drop Classes
Please Note: To do a Course Search Click Look Up Course Offerings

Registration Timetable
Log into WP Connect ⇨Student Tab ⇨Registration ⇨Click Registration Timetables

FERPA Release Form
FERPA (Family Educational Rights & Privacy Act) is a Federal law that protects the privacy of student's academic and financial record, student account record, and disciplinary record.

Log into WP Connect ⇨Student Tab ⇨Enrollment Services ⇨Click on FERPA Release Form

Leave of Absence or Withdraw Request

Log into WP Connect ⇨Student Tab ⇨ Enrollment Services⇨ Click on Leave of Absence Request Form or Withdrawal Request Form

Holds are placed on a student accounts when students have not completed paperwork required by the University or if there is an outstanding balance.

Log into WP Connect ⇨Student Tab ⇨Registration ⇨Click on View Holds

Office of Testing

First Year Foundation Courses - Ensure students' preparedness for university-level study in the foundational areas of College Reading, Basic Writing, and Basic Algebra.

All First Year Foundation courses should be completed during the first year at WPU.

Students who score below the established "cut-off" in Reading, Writing, or Math will be notified of his/her foundational course requirements by the Office of Testing shortly after the test is taken.

Please Note: These courses DO NOT count toward the minimum 120 credits needed for graduation however they do count towards full-time status.

Foundation Course Guidelines – If a student tests into a foundation course they will be restricted from taking certain college level courses. Please see grid below.

Foundation Course	Ineligible Courses	Eligible Courses
BRI 1090 College Reading	PSY 1100 General Psychology Any Philosophy Course Any History Course Any English Literature Course	ENG 1100 College Writing SOC 1010 Principles of Sociology Area 1 Personal Well-Being
ENG 1080 Basic Writing	Any English Course	Students may take any other UCC course (primarily from Area 1, 2, or 3)
MATH 1060 Basic Math	Any other Math, Finance, Economics, Chemistry, Biology, Physics, or Financial Planning Course	Students may take any other UCC course (primarily from Area 1, 2, 3A, 3B, or 3C)

Foreign Language Requirement – William Paterson requires all students to complete up to 6 credits in one world language within the Basic I to Intermediate I sequence. Students with no prior experience in a chosen language begin with 1100 (Basic I) and fulfill their language requirement with the second semester 1110 (Basic II) of that language. Students with prior experience in a chosen language need to be placed into a given level of the 1100, 1110, 2100 sequence (see below). The world language requirement is met upon completion of two semesters in the language from placement level or upon completion or exemption from the Intermediate I (2100) course.

Please note that American Sign Language (ASL) is included in the general term "world languages" and can be used to fulfill the graduation requirement.

The Foreign Language Placement exams are: Chinese, French, German, Russian and Spanish. American Sign Language (ASL) is included in the general term "world languages" and can be used to fulfill the language graduation requirement.

Sequence as per Placement

1100 – Basic Language I and then II
1110 – Basic Language II and then Intermediate I
2100 - Intermediate Level I and they only need 1 semester of a language

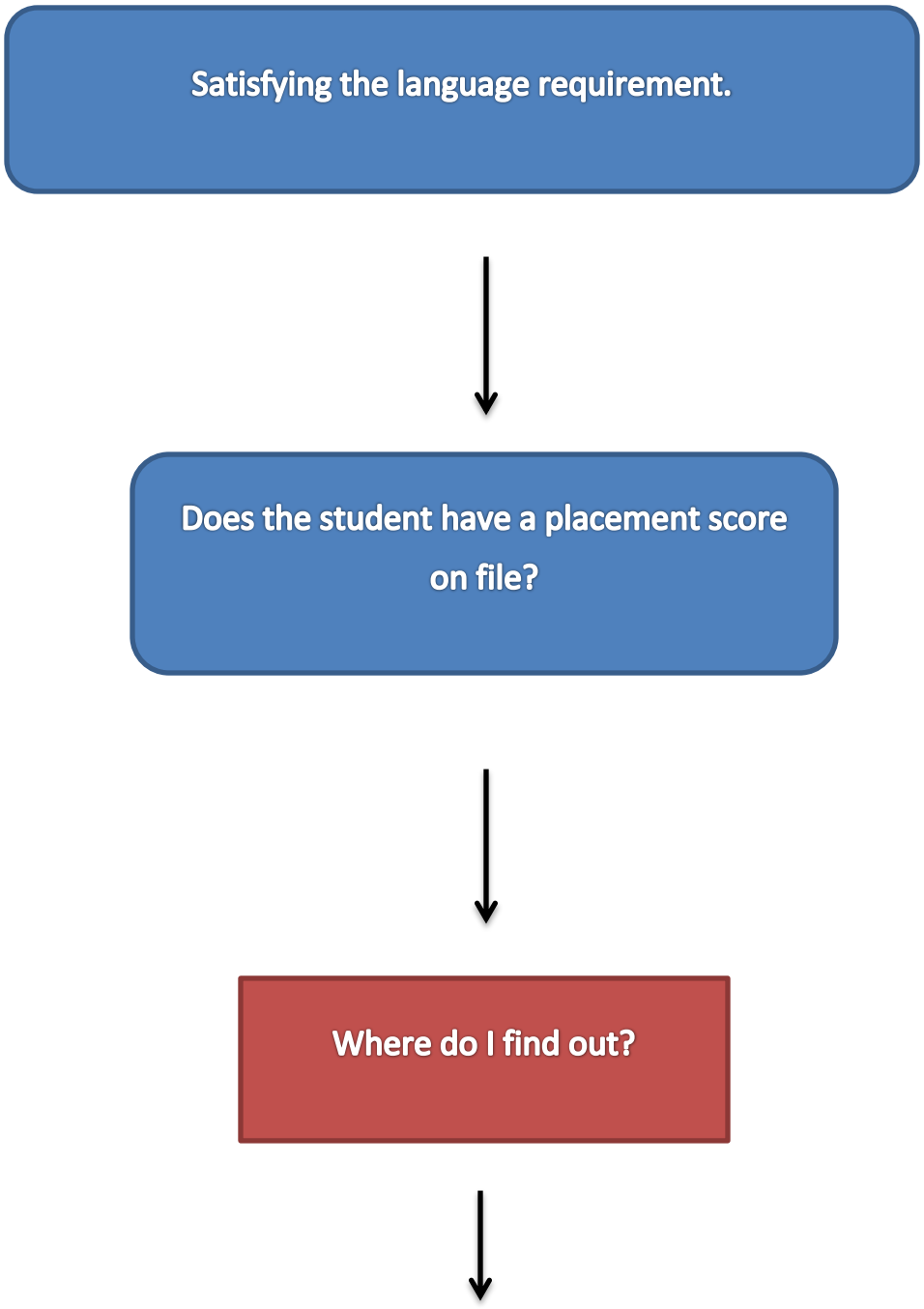
2110 – Intermediate Level II – Students placing into intermediate II or beyond are deemed to have satisfied the language requirement.

Please Note: A student exempt from taking a foreign language must still recoup the 6 credits they would have earned taking 2 semesters of a foreign language course.

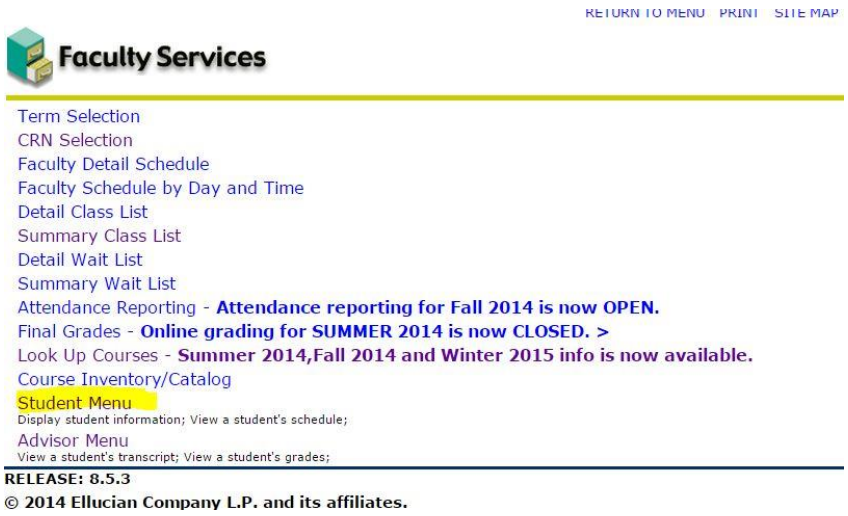
The College Level Examination Program (CLEP) - is a credit-by-examination program that permits students to earn credits for general introductory courses. A student must earn a minimum score of 50 or better on all exams. http://www.wpunj.edu/officeoftesting/clep/

Please Note: A student cannot take a CLEP Subject Exam if 90 credits or more have been earned or the General CLEP Exam if 60 credits or more have been earned. Additionally, if a student takes the foreign language CLEP exam and earns 6 credits must still take 1 semester of that language at the next level.

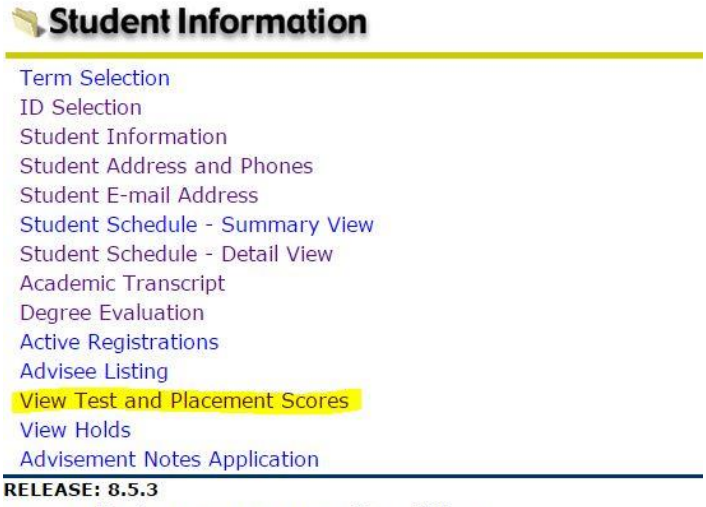
Office of Languages and Cultures
Language Graduation Requirement

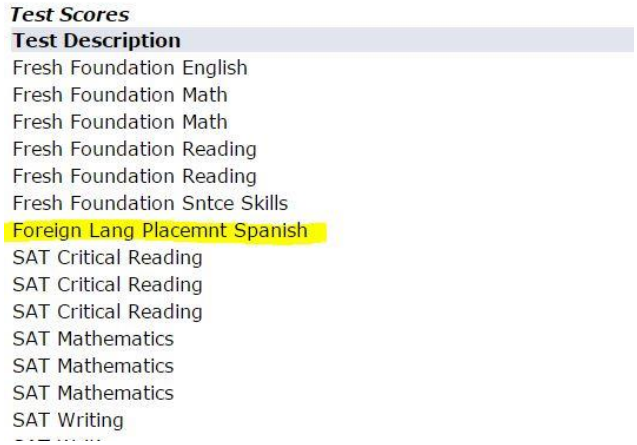


Under Faculty Services in WPConnect select Student Menu



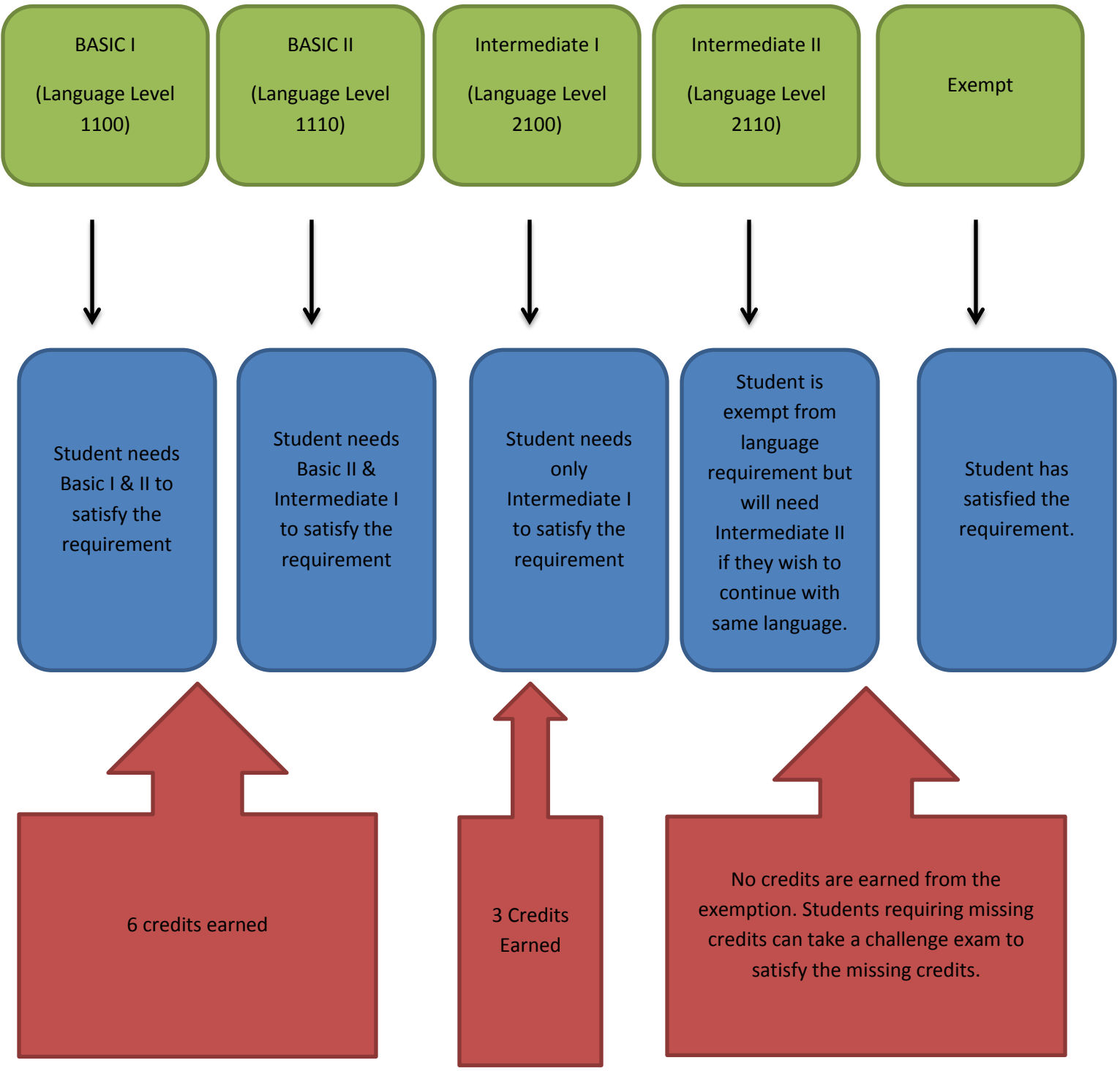
Now select View Test and Placement Scores



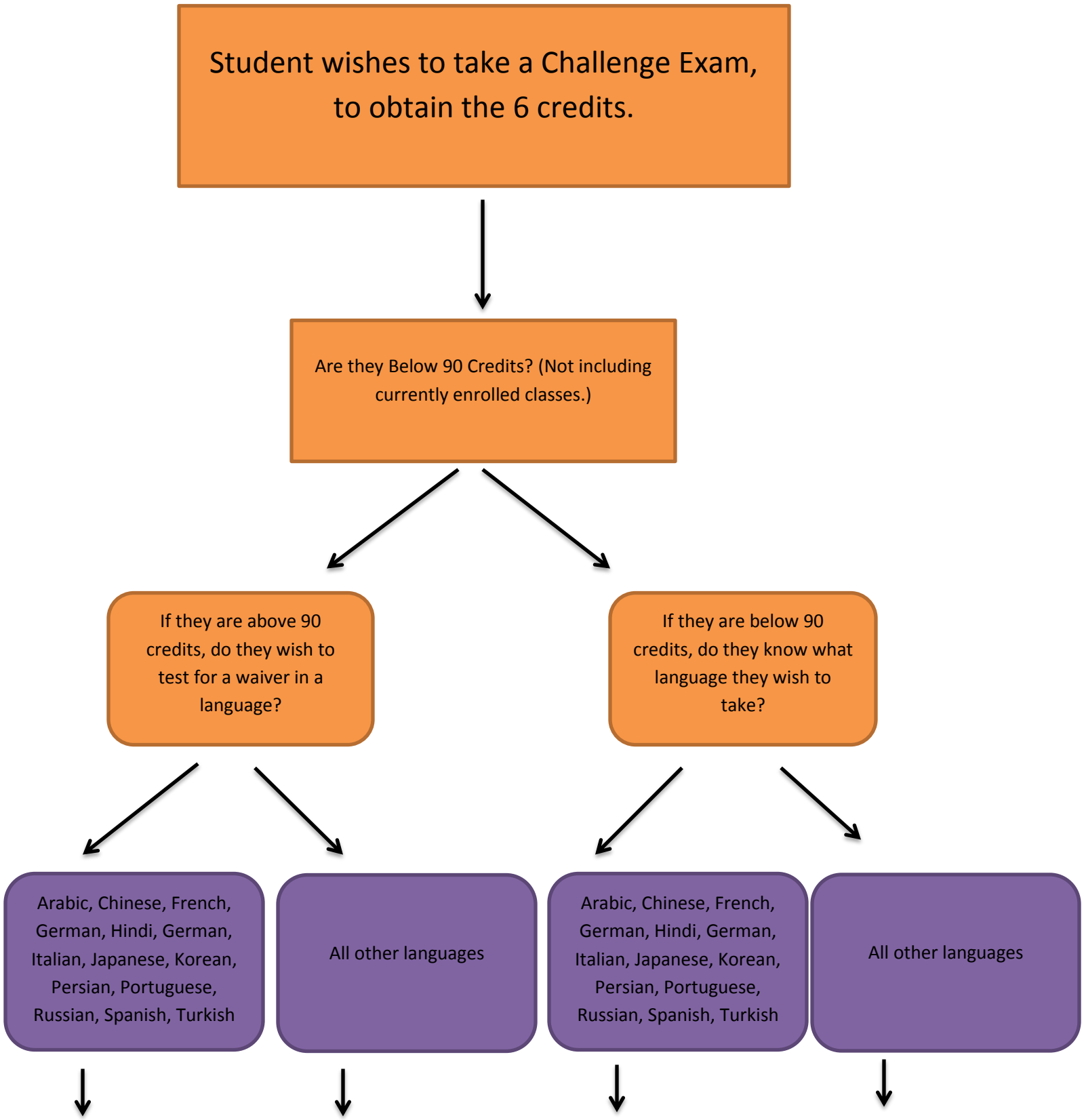


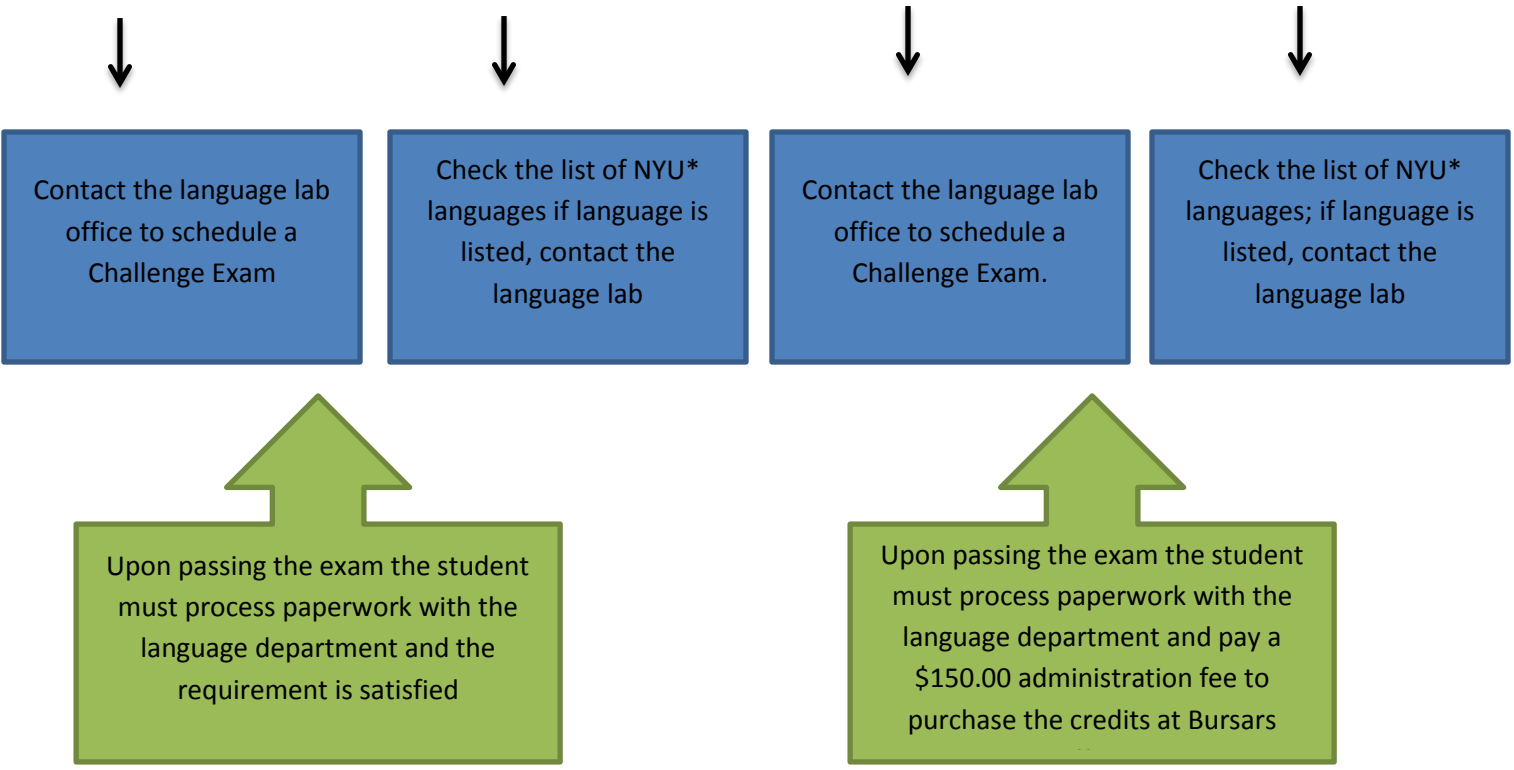
- If a student has no placement score, inquire as to which language they wish to take.
- If they have prior knowledge of a language and it is one of the languages in which we offer a placement test in, send them to Atrium 129 for a placement test. (Chinese, French, German, Spanish, and Russian) Drop-in testing available Monday Through Friday, 9am to 3pm
- If they have no prior knowledge of a language they can take their language at the Basic I (Language Level 1100)

If your student has a placement score, they will be placed in one of following groups:



If the student says they have taken the test and it isn't on file, contact James Miles at x3039.


Student wishes to take a Challenge Exam, to obtain the 6 credits.
Are they Below 90 Credits? (Not including currently enrolled classes.)
If they are above 90 credits, do they wish to test for a waiver in a language?
If they are below 90 credits, do they know what language they wish to take?
Arabic, Chinese, French, German, Hindi, German, Italian, Japanese, Korean, Persian, Portuguese, Russian, Spanish, Turkish
All other languages
Arabic, Chinese, French, German, Hindi, German, Italian, Japanese, Korean, Persian, Portuguese, Russian, Spanish, Turkish
All other languages



*NYU charges various rates for our students to take their exams. We charge no fee for proctoring the NYU exam.

The list of NYU Offered languages are:

Afrikaans Albanian Arabic Armenian Bengali Bosnian Bulgarian Cantonese Catalan Chinese Croatian Czech Danish Dutch Finnish French German Greek (Modern) Gujarati Haitian Creole Hebrew Hindi Hungarian Ibo Icelandic Indonesian Irish Italian Japanese Korean Latin Lithuanian Malay Mandarin Norwegian Persian Polish Portuguese (Brazilian) Punjabi Romanian Russian Serbian Spanish Swahili Swedish Tagalog Thai Turkish Ukrainian Urdu Vietnamese Yiddish Yoruba

If you have any further question about the Language Requirement please, don't hesitate to contact James Miles in the Language Lab at 973 720-3039 or email MilesJ@wpunj.edu

WPU World Languages Graduation Requirement
Frequently Asked Questions

- **Why is there a language graduation requirement?**

The world languages graduation requirement is part of WPU's mission to graduate students who embody "active involvement in a multicultural world."

- **What is the WPUNJ Language Graduation Requirement?**

Based on your individual situation with respect to previous language study, or lack thereof, you will have to complete either 1(one), 2 (two), or O (zero) semesters of world language study at WPU.

- **How do I know what my individual situation is?**

The first step is to take a placement test in the world language you have knowledge of, due to your family heritage, personal life circumstances, or previous study in middle or high school. Your score on this test will determine your placement level, and indicate whether you need 1 (one) 2 (two) or 0 (zero) semester(s) of language courses at WPU.

- **So I may not have to take ANY language courses?**

Correct! If you score above a certain level in the language placement test, you have already satisfied the graduation requirement.

- **What, exactly, is this placement test?**

It is a computerized test that takes no more than 10 -15 minutes to complete, and it's offered in Chinese, French, German, Russian and Spanish. During regular academic semesters, you do not need an appointment to take the test – you can just walk into the Language Multi-Media Center (aka Language Lab) in Atrium 129 and take the test.

- **How do I prepare for the placement test?**

You don't! The placement test is not a judgment of performance, but an assessment of your current level. It is a tool that helps the Department place you in the course that is right for you.

- Where can my Advisor find my language placement score?

Advisors can access language placement results through the student information page ("View Test and Placement Scores") in WPConnect. The level you are placed in is clearly indicated.

- Please explain the number of semesters I will need to take language courses.
  - If you have no previous knowledge of a particular world language, you must complete the 1100 and 1110 (Basic 1 and 2) levels of that language, or <u>two</u> semesters.
  - If you have prior experience in a language and your score on the test places you at the 1110 (Basic-2) level, you must complete that level and the 2100 (Intermediate-1) level of that language, or <u>two</u> semesters.
  - If your score on the placement test places you at the 2100 (Intermediate-1) level, you only need to complete the 2100 course. In other words, you will need to take just <u>one</u> semester of that language.
  - If your score on the placement test places you at the 2110 (Intermediate-2) level or above, Congratulations! – you have fulfilled your graduation requirement and do not need to take any language courses. Courses at the 2110-level and above will earn you elective credit. You may also choose to major or minor in specific languages.

- **What if I want to study a new language?**

You may certainly do so, as explained above. You will have to complete two semesters (1100 and 1110) of the new language. However, you should still take a placement test in the language you previously studied, in case you decide to drop the new language and go back to the previous one.

- **Which languages can I study at WPU to satisfy the language requirement?**

Typically, the Department of Languages and Cultures offers about a dozen different languages each semester. These include the more commonly taught languages such as French, German, Italian and Spanish, as well as less commonly taught ones such as Arabic, Chinese, Hindi, Japanese, Korean and several others. For the latest listing, please consult the current semester's course offerings in WPConnect.

- **What if I've studied a language before, but don't feel confident being in the level I'm placed in?**

It happens. You have two options. You may take a lower–level course (e.g. you may take 1110 even if you are placed in 2100) as a refresher course. You will earn free elective credit for the lower course, but not graduation credit. In other words, you would still need to complete coursework from placement level to fulfill the graduation requirement. Or, you can sign up for the course you are placed in and avail of the help available at the Academic Success Center. This Center is open for extended hours and its well-qualified staff offers tutoring assistance free of charge in many languages.

- **When should I take the language courses?**

It is advisable to complete your language graduation requirement as early as possible in your academic career. Most importantly, if the placement test determines that you are required to take 2 semesters of language courses, you should take them one after another, in two consecutive semesters.

- **Is American Sign Language (ASL) accepted in fulfillment of the Language Requirement?**

Yes it is. Both ASL I and ASL II meet the university language graduation requirement.

- **Can I get Advanced Placement (AP) Credit towards the Language Requirement?**

AP credit is granted by the Office of Admissions to students who have earned AP exam credit, and reported it to WPU. AP credit is not granted for merely taking AP courses in high school. Granting AP Credit is the purview of the Office of Admissions, not of the Department of Languages and Cultures, although the Department sets the equivalencies between an AP score and WPU course credit.

- **What are Challenge Exams?**

Challenge Exams are administered by the Department of Languages & Cultures for any language taught at the University. Challenge Exams are offered only at the Intermediate level (2100 and 2110). They can be taken for the purpose of purchasing credits **BEFORE** you earn 90 credits. (If taken **AFTER** you have earned 90 credits, no credits may be purchased, but a waiver from the language requirement may be issued.) For languages not taught at WPU, we offer the NYU challenge exam, which can be taken at WPU upon payment of an NYU fee. The NYU challenge exam will be accepted for credit or waiver according to the policies outlined above. Please contact the Language Placement Office in Atrium 129 for more information.

- **Can I transfer in language credit from my previous academic institution?**

You may transfer in language classes following University limitations for transfer credit.

- What about CLEP (College-Level Examination Program) Credits?

You may transfer in up to 6 CLEP language credits as free electives. However, these credits will not fulfill the language requirement. You are still required to take the Placement Test in Atrium 129 to determine your level.

- **Who can I contact for help if I still have questions?**

You may contact Professor Octavio Delasuaree (Delasuareeo@wpunj.edu), Department Chairperson, or Jim Miles (milesj@wpunj.edu), Director of the Department's Multi-Media Center.

University Core Curriculum(UCC)

University Core Curriculum (UCC Courses) - is the current "general education" program at William Paterson University. It gives students the flexibility to customize their undergraduate academic experience by selecting from a broad range of courses in six areas of study. The Core is designed to let students explore a variety of fields and disciplines, connect these courses with their major, and become a well-educated citizen, both locally and globally. It is a 40-credit program, which constitutes a third of the entire undergraduate curriculum. https://wpconnect.wpunj.edu/facultyservices/wpucc/website_pages/ucc_courses.cfm

The 6 Areas of Study:

Area 1 Personal Well-Being

Area 2 Expression

Area 3 Ways of Knowing (Philosophical perspectives, Historical Perspectives, Social & Behavioral Science – 2 courses required, Quantitative Perspectives, Scientific Perspectives)

Area 4 Diversity & Justice (must complete 18 credits in UCC prior to taking Area 4)

Area 5 Community & Civic Engagement (must take area 4 before taking this area)

Area 6 Global Awareness (must take area 4 before taking this area)

Note: Some UCC courses can double count towards a student's major or minor requirement

WP CONNECT

What is WP Connect?

WP Connect is William Paterson University's web portal and is aimed at student success. WP Connect provides a single point of entry to meet your online academic information and service needs. You can login to the WP Connect website from any of our campus computers or from external computer.

How Do I Log into WP Connect and Get Started?

- To get started and log into WP Connect, follow these simple steps:
- Open your web browser and got to http://wpconnect.wpunj.edu

- At the login screen, enter the username and password that you have been provided for us on campus systems and click on the button labeled "Login".

If a student has forgotten their username and/or password, please have them contact the Help Desk at 973-720-HELP (4357) or help@wpunj.edu.

Please Note: Advisors primarily work from 2 main tabs: Student Tab or Faculty & Advisor Tab.

Registration

First Year Seminar - Is a 1.5 credit course. All first-year students are required to take this course during their first semester at the University. Exceptions are as follows:

- Anyone who transfers over 12 credits, is over 25 years old, or has served 2 years in the military is exempt as long as they can provide documentation.

Registering for Classes - all students register for classes on-line based on student level.
http://www.wpunj.edu/registrar/registration/

- Some students have a **priority registration date**. This is specifically for honor students, athletes, student workers, resident assistants, and admissions ambassadors.

- Students who have priority registration cannot register for summer courses on their priority registration date. They must register for summer courses based on the registration timetable.

- Students who register late will incur a $150.00 late fee. Check the semester calendar for deadline updates. http://www.wpunj.edu/registrar/calendars/

Alternate Pin Number – All students need a six-digit pin number to register every semester and must see their Faculty or Professional Staff advisor.

- All first-time first-year freshman are pre-packaged and do not need a pin number.
- All new incoming Transfer students use their birthday as their Alternate PIN Number.

Advisement Notes – a feature in WP Connect that allows advisors to log all advisement session details. It is ***imperative*** that all advisors log their advisement sessions.

Registration Holds – holds prevent a student from registering and/or receiving a University transcript.

The Most Common Type of Registration Holds:

- Immunizations - Students are required to submit the University Health Form, including a completed medical/health record and current immunization information. This applies to all new or continuing full- and part-time undergraduate and graduate students enrolled in a program of study leading to an academic degree at any public or independent institution of higher education in New Jersey. Documentation of immunizations must be received by **August 1** for the fall semester and **January 2** for the spring semester. http://www.wpunj.edu/health-wellness/health/hwimmunization.dot

- Billing – See Student Accounts for Semester Payment Due Dates. http://www.wpunj.edu/studentaccounts/billing-due-dates.dot

- Alcohol Wise is part of the Counseling and Wellness Center's alcohol prevention program. All First Year Freshman must complete this program. (**Contact**: Katie Rizman Counseling, Health and Wellness Center rizmank@wpunj.edu)

  Please Note: Alcohol Wise Exemptions include a student that is 26 and older and transfer students that have 12 or more credits.

- No More *(formerly Unless There's Consent*) a new mandatory, online sexual violence education and prevention program for all incoming students at William Paterson University. (**Contact**: Jessie Sheeks SheeksJ@wpunj.edu)

University Academic Policy & Procedures

Declaring or Changing a major, minor, and double major

Students in good academic standing (2.0 cumulative grade point average or higher) may apply to declare or change one or more majors after completing at least one semester at William Paterson University.

- Students are notified, via email, of the chairperson's decision and are assigned an advisor in the new major upon acceptance.
- Certain majors, including Nursing, Music, Art, Communications Disorders, Public Health/Applied Health, Biology, Kinesiology, and Education have higher admissions standards and/or separate deadlines, may not permit a change of major without additional qualifications or approval from the department.

Please Note: Students are strongly encouraged to declare a major by the time they have competed 45 credits.

Leave of Absence/Withdrawal Policy

Undergraduate students withdrawing from **all** courses for any given semester must apply for a Leave of Absence or Withdrawal from the University. http://www.wpunj.edu/registrar/academic-regulations/leave.dot

Leave of Absence

- To be eligible for a Leave of Absence the student must be in good academic standing (overall GPA of 2.00 or better).
- A leave of Absence may be granted for one semester or one academic year (two semesters).
- Students must apply for a Leave of Absence 30 days prior to the last day of classes of the semester for which it is applicable.
- To apply for a leave of absence please go to WPCONNECT at the student services tab and file the necessary information.
- Refunds after the deadline **WILL NOT** be considered under any circumstances.

Withdrawal from the University will not be refused to any matriculated student and should not be confused with withdrawing from a course or a Leave of Absence.

- A withdrawal is for an indefinite length of time and if students choose to return to William Paterson they will need to complete the necessary paperwork for readmission through the admissions office.
- Students **MUST** be separated from the University a minimum of one year from the date of withdrawal before readmitting to the University.
- To request a withdrawal you **MUST** go to WPCONNECT at the student services tab and file the necessary paperwork.
- Refunds after the deadline **WILL NOT** be considered under any circumstances.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - Students may authorize release of their academic, financial aid, student account and/or disciplinary records to a third party (i.e. parents, grandparents, etc.) by completing the FERPA form on-line. http://www.wpunj.edu/centerss/ferpa/

Academic Probation/Dismissal - all matriculated undergraduate students must maintain a cumulative grade point average of at least a 2.0. If a student's cumulative GPA falls below a 2.0 they will be placed on Academic Probation. https://wpconnect.wpunj.edu/catalog/front.cfm?section=AS

- If a student does not raise their GPA above a 2.0 they will be eligible for dismissal from the University.
- Students may appeal their dismissal and pending the Appeals Committee decision a student may be readmitted into the University.

Repeat Policy - Only currently enrolled undergraduate first degreed students may repeat once any course taken toward degree completion in which a grade of D+ or D has been received. A grade of F may be repeated only twice. A grade of a C cannot be repeated. http://www.wpunj.edu/registrar/academic-regulations/courserepeatpolicy.dot

****Please Note: If a student fails a course that is required for graduation they MUST repeat the course to satisfy their graduation requirement.**

****Please Note: The proper procedure for a student to repeat a course is to contact the Registrar's Office via email with their name, student ID number, and the course CRN of the course they wish to repeat.**

- Students are not eligible to repeat any course taken prior to the effective date of the repeat course policy (**FALL 1987**).
- Only the last grade will be computed in the GPA.
- All grades will be shown on the transcript.
- Courses taken under the repeat grade policy will be noted accordingly on the transcript.
- All courses being repeated MUST be repeated at William Paterson.

Undergraduate Transfer Policy

William Paterson University accepts transfer students for the fall and spring semester (September and January) for full or part-time study. When applying, transfer students must present at least 12 college-level credits with a minimum 2.0 grade point average (GPA). https://wpconnect.wpunj.edu/catalog/front.cfm?section=TCR

- If they completed fewer than 12 college-level credits, they must also submit a high school transcript and SAT/ACT scores.

Pass/Fail Policy

A maximum of one course (3-4 credits) may be taken Pass/ Fail during a semester and no more than 12 credits

may be taken Pass/ Fail in a student's academic career. http://www.wpunj.edu/registrar/academic-regulations/passfailpolicy.dot

- Only free elective courses may be taken pass/fail. Major and co-requirements cannot be taken pass/fail.
- Students must complete a Pass/Fail contract in the Office of the Registrar. **Deadlines are posted on the semester calendar.** http://www.wpunj.edu/registrar/calendars/
- Once the pass/fail contract is submitted it cannot be reversed.
- If a grade of F is earned in a pass/fail course, it is calculated into the student's GPA.
- Second degree students may not take a course on a pass/fail basis.
- The above policy as outlined was revised and applies to all students in attendance as of Fall 2003.

Maximum Amount of Credits in a semester

A part- time student is a student who is registered for less than 12 credits during the fall or spring semesters. A Full time student is a student who is registered for 12 or more credits during the fall or spring semesters.

The maximum number of credits an undergraduate student can take in fall and spring semesters is 19 credits. In the summer, students can take a maximum of 12 credits. To enroll for more than 19 credits an undergraduate student in good academic standing (3.0 GPA or higher) must obtain permission from your major department chair, bring signed waiver to Dean's office for approval, if authorized the approved form will be forwarded to the Office of the Registrar. http://www.wpunj.edu/registrar/registration/Registration-Assistance.dot

Visiting Student Policy

William Paterson University students who wish to attend another college or university as visiting students must be in good academic standing (a 2.0 cumulative grade point average or higher) and must secure an approved visiting student application form from their academic major chairperson.

An approval is obtained by a student retrieving the Visiting Student Form from their academic department and forwarding that form to the academic chairperson of the intended course(s) for authorization. If granted, the student would then return their completed form back to their academic department where the form will be processed.

Please Note: Various restrictions do apply to this policy; thus it is very important that students seeking to utilize it speak with their academic advisor or chairperson first. Undeclared students, please go to the Gloria S. Williams Advisement Center located in the Student Center, Suite 301.

Academic Honors

Dean's List - students carrying a minimum of 12 college level credits (excludes remedial/foundation courses) and earns a grade point average of 3.45 or better are named to the Dean's List; after the completion of the fall or spring semester. https://wpconnect.wpunj.edu/catalog/front.cfm?section=HON

- Courses taken under the pass/fail option are not counted toward the 12 credit requirement
- Undergraduate courses are recognized as honor students with the following designations:
    - Average of 3.45-3.64 = *cum laude*
    - Average of 3.65-3.84 = *magna cum laude*
    - Average of 3.85-4.00 = *summa cum laude*

Please Note: Undergraduate second-degree students are not eligible for graduation honors.

Honors College

The University Honors College at William Paterson University is a place where academically gifted students explore new ideas and engage in intellectual and creative collaborations with experienced and dedicated members of the faculty. The University Honors College offers rigorous curriculum with a challenging array of courses, seminars and co-curricular activities. http://www.wpunj.edu/honors-program/index.dot

University Credits

All students are required to complete at least 120 credits to graduate. However, some majors may require more than 120 credits to complete their degree requirements.
https://wpconnect.wpunj.edu/catalog/front.cfm?section=GRDIN

- Any student taking 12 or more credits is considered a full-time student; 11 credits or less is considered part-time.

Grade Point Values (GPA)

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- F 0

Class Standing
Freshman 0-29.5 credits
Sophomore 30-59.5 credits
Junior 60-89.5 credits
Senior 90+ credits

Grades:

- A, A- Excellent
- B+, B, B- Good
- C+, C, C- Satisfactory
- D+, D Minimally passing
- F Failing
- P Passed course, taken on a pass/fail basis
- IN Incomplete
- N No grade/unacceptable, must repeat (May apply to ENG1100 College Writing, WPU101 First Year Foundation, and Language 1100)
- M Missing, no grade submitted by faculty member
- WD Withdrawn officially from a course(s)

Financial Aid

Students typically rely on Financial Aid to assist in financing their education. There are several Federal and State programs that help students fund their education. It is best practice to refer them to the Financial Aid office or the Financial Aid home page to get further information about these programs or for scholarship information. http://www.wpunj.edu/financial-aid/

Satisfactory academic progress (SAP) – is the wording used to define successful completion of coursework to remain eligible for federal, state, and institutional financial aid. WPU is required by federal and state regulations and intuitional policy to determine whether a student is meeting SAP.

For additional information about Financial Aid and the SAP regulation please visit:
http://www.wpunj.edu/financial-aid/satisfactory-academic-progress.dot.

There are three (3) distinct dimensions to the satisfactory academic progress standards:

- Grade Point Average (Qualitative Measure)
- Maximum Time Frame Measure
- Credit Completion Ratio or Calculating Pace (Quantitative Measure)

Required Academic Progress Sample:

Attempted Credits	Required Percentage	#of Credits To Be Earned	Required Cumulative
24	67%	16.75	2.0
49	67%	32.38	2.0
73	67%	48.91	2.0
97	67%	64.99	2.0

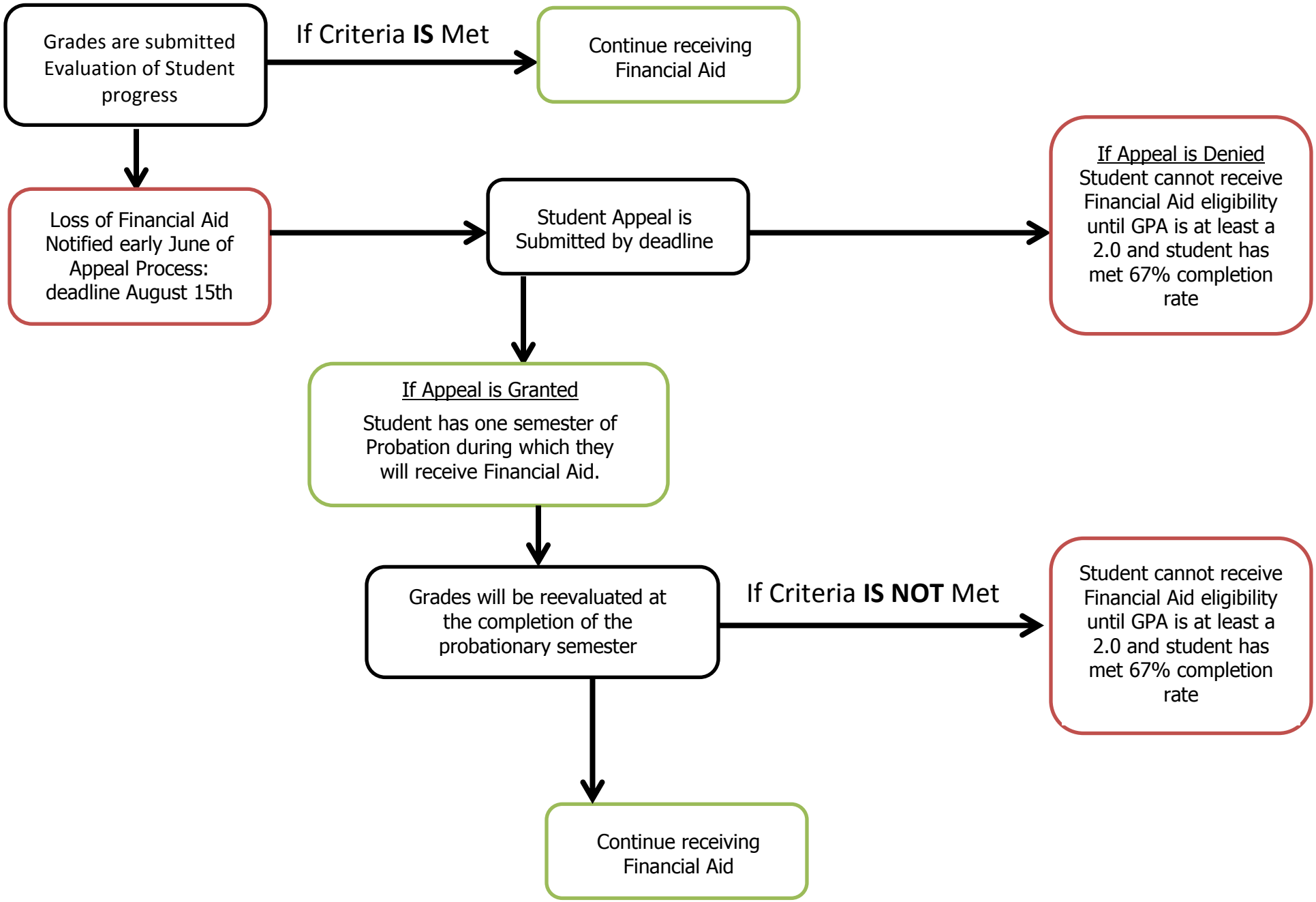
Please be aware, that there are regulations guiding satisfactory academic progress (SAP) for **financial aid students** that are different from the University's Academic Probation and Dismissal policy. Students receiving financial aid need to maintain a cumulative GPA of 2.0, a 67% completion rate, and graduate in a maximum time-frame of 180 attempted credits. Expunged grades as well as grades earned for remedial coursework are included when financial aid SAP is calculated.

Financial Aid regulations in reference to Satisfactory Academic Progress (SAP) have become stricter over the last 3 years. If you are a financial aid recipient, here are some important things to know about Satisfactory Academic Progress:

- Students must maintain a cumulative GPA of 2.0.
- Students must maintain a 67% completion rate for all coursework.

- A student is eligible to receive funding up to 180 attempted credits (maximum time frame).
- Students have the right to appeal but must show extenuating circumstances: such as the death of a relative, injury or illness of the student or family member, or other extenuating circumstances.
- Students must submit supporting documentation. Appeals will not be reviewed without documentation.
- Expunged grades are included in the financial aid SAP calculation for both GPA and completion rate.
- Remedial credits are counted in the financial aid SAP calculation.
- The deadline to submit an appeal is August 15th for fall and December 15th for spring.

Satisfactory Academic Progress Flowchart



Satisfactory Academic Progress (SAP) FAQ

Q: Is Financial Aid Satisfactory Academic Progress (SAP) the same as the University's Academic policy?

A: No, the Financial Aid Satisfactory Academic Progress (SAP) policy is separate and distinct from the University's Academic Policy. The Financial Aid SAP policy includes 3 criteria; Cumulative Grade Point Average of 2.0 or better, Credit Completion Ratio 67% or better and Maximum Time Frame 150% of the program. The University's Policy only measures the Cumulative Grade Point Average of 2.0 or better.

Q: Do I need to complete two separate appeals, one for the Financial Aid policy and one for the University's Academic policy?

A: Yes, both have to be completed. Completing an appeal for one does not satisfy the requirement for the other.

Q: I am a readmit does this policy apply to me? I have not been is school for over 5 years?

A: Yes, the Financial Aid Satisfactory Academic Progress Policy applies to all students seeking financial aid no matter when they last attended the University.

Q: Is there a separate policy for Graduate students?

A: Yes, Graduate students must earn seventy percent (70%) of their attempted credits and maintain at least a 3.0 cumulative GPA after attempting 12 or more credits.

Q: I never received financial aid before, why must I submit an appeal?

A: All financial aid applicants are subject to the standards of the SAP Policy regardless if aid was received or not in the past.

Q: What is an appeal?

A: An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his/her eligibility for financial aid funds. The appeal must include a narrative of the extenuating circumstances (e.g., the student or an immediate family member suffered a serious illness or injury, death of a close relative, separation or divorce) that prevented the student from meeting the minimum requirements, and reasonable explanation of the expectation that the event/ circumstances will not re-occur. Students are required to upload pertinent documentation supporting their appeal. Furthermore, students are expected to describe their academic plan to succeed in their program of study as well as carefully review their academic history before submitting the appeal.

Q: May I mail my appeal?

A: Appeals will be accepted only online. Students identified as not making SAP will receive correspondence at their campus e-mail address in the month of June. A link will be provided to submit your appeal. What criteria are reviewed when SAP is evaluated?

Q: What are extenuating circumstances?

A: These involve circumstances beyond the student's control that have had an impact upon the student's academic performance. (e.g., the student or an immediate family member suffered a serious illness or injury, death of a close relative, separation or divorce)

Q: Is documentation required?

A: Yes, documentation is required. Appeals will not be reviewed without documentation.

Q: What forms of documentation may be helpful to the appeal process?

A: You may upload doctor's notes, academic counselor or advisor's tips and suggestions, divorce decree or separation, medical notes from your doctor, or change of employment, medical bills, police reports, accident reports, or other information that explains and supports the appeal.

Q: What is an Academic Plan?

A: This is a plan set up by the student and an advisor to ensure that the student will meet the standards of SAP. Examples of an Academic Plan include earning certain grades to raise a cumulative GPA, not withdrawing or earning F or D grades in any coursework in order to raise the completion rate to 67%, or a combination of the two.

Q: What is Probation?

A: A status a school assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period or semester. Students' SAP will be evaluated at the end of the probationary semester to determine if they are making progress.

Q: Can I be on Probation for more than one semester?

A: Yes, in some cases a student might not be meeting the standards for SAP but may be making progress. As long as a student does not earn F or D grades and does not withdraw from any classes, they can remain on probation. Students will be removed from probation once they raise their cumulative GPA to a 2.0 or better and achieve a completion rate of 67% or better.

Q: Are Expunged grades counted in the SAP evaluation?

A: Yes, all grades – even those no longer counted by the University- are included in the SAP evaluation. Academic Amnesty does not pertain to Financial Aid SAP. This is why the completion rate and cumulative GPA on a student's transcript may not match the cumulative GPA and completion rate derived from the financial aid calculation.

Q: What is a cumulative GPA?

A: The GPA is derived by dividing the total QUALITY POINTS by the total QUALITY HOURS. Students are evaluated after attempting 24 credits, including transfer credits.

Q: What is the Completion Rate or Ratio?

A: Each year, a student's progress will be measured by comparing the number of attempted credit hours with the credit hours earned. This includes any course for which the student has remained enrolled past the drop/add period. After a student has attempted 24 credits, s/he must earn sixty seven percent (67%) of the cumulative attempted credits to maintain satisfactory academic progress.

Q: What is Maximum Time Frame Measure?

A: The minimum number of credit hours needed to complete an undergraduate program is 120. A student is eligible to receive funding up to 180 attempted credit hours. Some programs limit funding on a semester basis. Students that attempt and earn only the minimum amount of credit hours required will run out of eligibility for certain state financial aid programs prior to completing their degree.

Q: How does dropping a class or withdrawing from all classes during a term affect SAP?

A: How does dropping a class or withdrawing from all classes during a term affect SAP?

Dropping a course or withdrawing from all of your courses after the end of the 100 percent refund period will result in a W grade on the student's transcript for that term. This will negatively affect the student's completion rate (67% Rule). Students are always encouraged to speak with both an Academic Advisor and the Office of Financial Aid prior to dropping a course or withdrawing from all their classes.

Q: How can I regain aid if my appeal is denied?

A: A student who has lost financial aid eligibility may regain eligibility after taking college credit coursework at his/her own expense (self-pay) and meeting minimum requirements of 2.0 Cumulative GPA and a 67% completion rate within the 150% timeframe.

Q: What options do I have if I am denied on my appeal?

A: The University offers a Tuition Installment Plan (TIP) with affordable payment options. Access the following link for further information: http://www.wpunj.edu/studentaccounts/payment-options.dot. Questions regarding the payment plans should be directed to the Center for Student Services (studentservices@wpunj.edu or by calling 973-720-3945). To apply for alternative/private loans (do not apply for an NJCLASS loan and be mindful of other lenders that may require satisfactory academic progress) access the Financial Aid homepage (http://www.wpunj.edu/financial-aid/) for further details. You should conduct your own alternative loan research and seek the best available rates. Alternative/private loans may take the lender approximately fifteen (15) business days for processing. A student who has lost financial aid eligibility may regain eligibility after taking college credit coursework at his/her own expense (self-pay) and meeting minimum requirements of 2.0 Cumulative GPA and a 67% completion rate within the 150% timeframe.

Q: Who will review my SAP appeal?

A: Students not meeting SAP standards are not eligible for federal or state aid and in some cases institutional aid. A PLUS loan is a federal loan, therefore, a student would not be eligible for federal PLUS loan or the Federal Direct Student Loan. Students are not eligible for the Federal Work Study program, the Federal Perkins Loan, and the Federal SEOG grant. Students are not eligible for the NJ TAG award, EOF, NJSTARS, NJCLASS or any other state program. To apply for alternative/private loans (do not apply for an NJCLASS loan and be mindful of other lenders that may require satisfactory academic progress) access the Financial Aid homepage (http://www.wpunj.edu/financial-aid/) for further details. You should conduct your own alternative loan research and seek the best available rates. Alternative/private loans may take the lender approximately fifteen (15) business days for processing.

Q: What is the anticipated response time for my appeal?

A: Depending on volume, students can expect the results of their appeals within 10 to 15 days. Notification will be sent via your WPU email.

Q: How often will I be evaluated for SAP?

A: SAP evaluation occurs annually, once a year, at the end of the spring semester payment period. Students on probation will have their SAP evaluated at the end of the probationary semester to determine if they are making progress.

Q: Can my parents get a PLUS loan if I am not meeting SAP standards?

A: Students not meeting SAP standards are not eligible for federal or state aid and in some cases institutional aid. A PLUS loan is a federal loan, therefore, a student would not be eligible for federal PLUS loan or the Federal Direct Student Loan. Students are not eligible for the Federal Work Study program, the Federal Perkins Loan, and the Federal SEOG grant. Students are not eligible for the NJ TAG award, EOF, NJSTARS, NJCLASS or any other state program. To apply for alternative/private loans (do not apply for an NJCLASS loan and be mindful of other lenders that may require satisfactory academic progress) access the Financial Aid homepage (http://www.wpunj.edu/financial-aid/) for further details. You should conduct your own alternative loan research and seek the best available rates. Alternative/private loans may take the lender approximately fifteen (15) business days for processing.

Q: Is there a deadline to file an appeal?

A: Yes, the deadlines are: Fall Semester: August 15th; Spring: Semester December 15th

Q: If I miss the fall deadline, can I still be considered for spring aid if I file by December 15th?

A: Yes, a student who misses the fall deadline may submit an appeal for the spring semester prior to December 15th.

Q: What will happen to my appeal documents and is this process confidential?

A: It is recommended that all documents be uploaded in PDF format. Appeal letters, documents and academic plans are stored in a secure website that is only viewable by the SAP Appeals Committee members.

Q: If I do not achieve my Academic Plan for the fall semester can I receive aid for the spring?

A: Normally a student who does not meet their academic plan is not eligible for financial aid. In some cases a student might not be meeting the standards for SAP but may be making progress. As long as a student does not earn F or D grades and does not withdraw from any classes, they can remain on probation. Students will be removed from probation once they raise their cumulative GPA to a 2.0 or better and achieve a completion rate of 67% or better.

Q: If the answer is no, what can I do to regain aid eligibility?

A: A student who has lost financial aid eligibility may regain eligibility after taking college credit coursework at his/her own expense (self-pay) and meeting minimum requirements of 2.0 Cumulative GPA and a 67% completion rate within the 150% timeframe.

Q: What is the proper email address for my SAP questions?

A: FA-APPEALS@wpunj.edu

Q: If we missed the appeal deadline, what can we do now?

A: A student who has lost financial aid eligibility may regain eligibility after taking college credit coursework at his/her own expense (self-pay) and meeting minimum requirements of 2.0 Cumulative GPA and a 67% completion rate within the 150% timeframe. The University offers a Tuition Installment Plan (TIP) with affordable payment options. Access the following link for further information: http://www.wpunj.edu/studentaccounts/payment-options.dot. Questions regarding the payment plans should be directed to the Center for Student Services (studentservices@wpunj.edu or by calling 973-720-3945). To apply for alternative/private loans (do not apply for an NJCLASS loan and be mindful of other lenders that may require satisfactory academic progress) access the Financial Aid homepage (http://www.wpunj.edu/financial-aid/) for further details. You should conduct your own alternative loan research and seek the best available rates. Alternative/private loans may take the lender approximately fifteen (15) business days for processing.

Q: If my appeal is approved for financial aid and at the end of the semester my grades and GPA increase, but fall slightly below the 67% completion rate, can I receive special consideration for approval for the next semester, or do I have to appeal again?

A: No, a student must be meeting both standards; cumulative GPA of 2.0 and a completion rate of 67% to be eligible for financial aid.

Q: Although my appeal was not granted, can I still register for courses?

A: A student who has lost financial aid eligibility may regain eligibility after taking college credit coursework at his/her own expense (self-pay) and meeting minimum requirements of 2.0 Cumulative GPA and a 67% completion rate within the 150% timeframe. The University offers a Tuition Installment Plan (TIP) with affordable payment options. Access the following link for further information: http://www.wpunj.edu/studentaccounts/payment-options.dot. Questions regarding the payment plans should be directed to the Center for Student Services (studentservices@wpunj.edu or by calling 973-720-3945). To apply for alternative/private loans (do not apply for an NJCLASS loan and be mindful of other lenders that may require satisfactory academic progress) access the Financial Aid homepage (http://www.wpunj.edu/financial-aid/) for further details. You should conduct your own alternative loan research and seek the best available rates. Alternative/private loans may take the lender approximately fifteen (15) business days for processing.

Referral Listing

Academic Development Programs

Academic Development Programs is a subdivision of Academic Affairs. The mission of Academic Development Programs is to support student performance, retention, progress, and graduation through assessment, enrichment opportunities, and academic support. The subdivision is comprised of four offices that provide services designed to address student academic preparedness, performance, engagement, and meet the diverse needs of individual learners. Academic Development professionals work collaboratively with other units across the University in an integrated manner to ensure division objectives and broader strategic goals of achieving student success by increasing matriculation, retention and graduation, and providing students with exceptional opportunities beyond the classroom.

Contact person: Janet Davis-Dukes/Executive Director; ext. 3103; **davisdukesj@wpunj.edu.**
Location: Raubinger Hall, Suite 139

Academic Success Center:

http://www.wpunj.edu/academics/asc

The goal of the Academic Success Center is to facilitate the accessibility to academic resources that address both cognitive and developmental needs of the diverse student body. In an environment conducive to lifelong learning, the Center supports the academic goals and objectives of both students and faculty. The ASC staff strives to maintain and exceed high academic standards through numerous programs and initiatives. At the ASC, students benefit from individual and small group tutoring, Supplemental Instruction, and exam reviews. Workshops on effective study techniques, time management and personal success strategies are offered throughout the academic year. From the Center's computer lab, network access is available for student use.

Contact person: Rogernelle Griffin/Director; ext. 2563/3324; **griffinr2@wpunj.edu** Location: LL Raubinger Hall

First Year Foundations Program:

http://www.wpunj.edu/firstyearfoundations/

The First Year Foundations Program at William Paterson University is committed to promoting a successful student transition to college-level academics through foundational coursework and student-centered support services. Foundational academic skills will be developed through effective student assessment and placement, student-centered instruction and service provision and appropriate interventions. Student mentoring and outreach will promote effective referrals to services, foster a sense of academic community and provide a positive resource for students. First Year Foundations courses appear on the student's transcript, but do not count towards the credits required for a baccalaureate degree. However, these institutional credits are included in determining students' class level (freshman, sophomore, etc.), in defining their full-time status, and for financial aid purposes.

Contact person: Linda Refsland; ext. 2562; **refslandl@wpunj.edu**
Location: LL Raubinger Hall

Gloria S. Williams Advisement Center:

http://www.wpunj.edu/advisement-center

Academic advisors support each student's intellectual growth and academic achievement. Advisors assist undeclared students with the course selection process for registration and help students create an academic plan which fosters timely degree completion.

Contact person: Danielle Liautaud-Watkins/Associate Provost for Academic Development
Location: University Commons, Suite 301
Phone Number: 973-720-2653

Academic Progress/Early Alert :

http://www.wpunj.edu/academics/asc/earlyalert.dot

The Office of Academic Progress/Early Alert monitors students' academic achievement during each semester and provides strategies, programs, intrusive advisement and interventions to increase student persistence and academic success.

The Early Alert Program is designed to assist students who are experiencing problems that may impact their academic success. Students can be placed on Early Alert by faculty or administrators; typically within the first 6 weeks of the semester.

Contact Person: Luis Escobar, Coordinator/Academic Progress **escobarl@wpunj.edu**
Location: LL Raubinger Hall, Rm. #014
Phone Number: 973-720-3151

New Student Experience/First-Year Seminar
http://www.wpunj.edu/new-student-experience/index.dot

The Office of the New Student Experience (NSE) works collaboratively with faculty, university administrators, and various departments to implement a comprehensive university plan for first-year students to promote their retention and academic success at the University. NSE supports students through their first year at the university by acclimating them to WP's campus, educating them in the areas of critical thinking, academic integrity, study skills strategies, information technology and other topics that will provide a foundation for student success. NSE helps students integrate co-curricular activities with academic programs, and identifies solutions for roadblocks to success.

The First-Year Seminar (FYS) course is an essential part of the New Students' Experience at WP. All full-time first-year students, and transfer students with 11 credits or less are required to take this course during their first semester at the university. The course is taught by faculty representing the various majors at University and designed to assist the first-year students with their transition from high school to college. FYS curriculum includes topics such as: Academic Integrity, Critical Thinking, Time Management, Student Strategies, Listening, Note Taking and Test Taking Skills. Students discuss and learn appropriate social skills and participate in a library/research component that provides an excellent introduction to the technology used at William Paterson University. FYS is designed to help new students develop the skills necessary for the rigorous academic challenges in higher education.

Contact Person: Kim Daniel-Robinson/Director; **danielrobinsonk@wpunj.edu**
Location: Raubinger Hall, Room 207A
Phone Number: 973-720-3768

Sophomore and Junior Experience
http://www.wpunj.edu/sophomore-and-junior-experience/

The Sophomore and Junior Experience is designed to support students transitioning into and completing the middle years of college. Students need to develop a sense of purpose and achieve maximum value of the educational experience by incorporating a mixture of academic support and enrichment programs/activities. Students learn to focus on priorities and goals, while they undergo personal development during this time of transition and forge meaningful relationships with faculty, administrators, and peers.

Contact Person: Jonnine DeLoatch/Director; **deloatchj@wpunj.edu**
Location: John Victor Machuga Student Center, Suite 301
Phone Number: 973-720-2608

Office of Testing :

www.wpunj.edu/officeoftesting

The Office of Testing provides a range of diagnosis and evaluation services to assess college readiness, analysis of foundational academic skills, and various assessment instruments for advanced standing – CLEP & LSAT examinations.

Contact person: Rachel Anzaldo/Coordinator; **anzaldor@wpunj.edu**
Location: LL Raubinger Hall
Phone Number: 973-720-2339

Transfer Student Experience:

www.wpunj.edu/transfer-student-experience

TSE offers guidance, support and advocacy to new and currently enrolled transfer and readmitted students at the University. It is the goal of TSE to provide information to students regarding academic policies, procedures, degree completion requirements, and enrichment opportunities.

Contact Person(s): Amanda Vasquez, **vasqueza@wpunj.edu**
Keyana Darby, **darbyk@wpunj.edu**
Location: John Victor Machuga Student Center, Suite 301
Phone Number: 973-720-3720

Career Development Center:

http://www.wpunj.edu/career-advisement/index.dot

The Career Development Center works in collaboration with the University and community constituents to help students develop the professional skills needed to achieve career success. The Center educates students by providing career counseling, career coaching, job, internship and graduate school preparation as well as

employment and mentoring connections. Students are empowered to define and achieve their personal, academic and career goals.

Contact person: Sharon Rosengart, Director; **rosengarts@wpunj.edu**
Location: John Victor Machuga Student Center, Suite 301
Phone Number: 973-720-3291

The Counseling, Health and Wellness Center:

http://www.wpunj.edu/health-wellness/

The Counseling, Health & Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their physical and emotional well-being in order to promote lifelong health. Through primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

Contact person(s): Jill Guzman/Director **Guzmanj21@wpunj.edu**
Oren Shefet/Associate/Director **shefeto@wpunj.edu**

Location: Overlook South (Between Matelson and White Hall)

Phone Number(s): 973-720-2257, 973-720-2360

Office of Disability Services:

http://www.wpunj.edu/disabilityservices/

William Paterson University provides equal access to all programs, activities, awards and related benefits of its educational programs for all students without discrimination on the basis of disabling conditions. The University also believes in a total educational experience and, as such, mainstreams all students with disabilities into its regular programs and activities. This is done through the adaptation of programs, evaluation and services delivery to meet the individualized needs of the student while maintaining high academic standards. Students are encouraged to participate in the diverse activities of the university community.

Contact person: Jacqueline Safont/Coordinator of Disability Services, **safontj@wpunj.edu**
Location: University Commons/Student Center, Room 301
Phone Number: 973-720-2853

Science Enrichment Center

http://www.wpunj.edu/sec/vsec/

The Science Enrichment Center is a science resource facility for students and faculty. It provides tutorial assistance, references, a Virtual Science Resource Center, laboratory equipment, multimedia, study and other science skill training, workshops, cooperative learning, technological assistance and mentors. This program provides the opportunity for all students, regardless of previous academic background, to excel in science and enables science professors to maintain high academic standards in their courses.

Contact person(s): Donna Potacco/Coordinator; **potaccod@wpunj.edu**
Location: Science Hall East 3023
Phone Number: 973-720-3340

The Writing Center

http://www.wpunj.edu/cohss/departments/english/writing-center.dot

The William Paterson Writing Center provides one-on-one tutoring for anyone in the university community working on any kind of writing in any stage of development. Tutorial sessions typically take thirty minutes to an hour. The Writing Center talks with students about style, logic, voice, transitions, grammar, and organization, and works with students so that they learn to do the important work of proofreading and editing their own writing. The Writing Center does not, however, talk about grades, and does not proofread students' work for them.

Contact person: Maureen Martin/Director **martinm@wpunj.edu**
Location: The Atrium, Room 128
Phone Number: 973-720-2633

Financial Aid
http://www.wpunj.edu/financial-aid/

The Financial Aid office at William Paterson will assist students and their families in finding various ways to pay for college. This financial assistance covers educational expenses including tuition and fees, room and board, books and supplies, and transportation. There are several types of financial aid, including grants and scholarships, work study and loans.

Contact Person: Michael Corso/Director
Location: Morrison Hall, 1St Floor
Phone Number: 973-720-2202

Enrollment Services
http://cms.wpunj.edu/centerss/index.dot

Student Enrollment Services (SES) is dedicated to the enhancement of the William Paterson University academic experience by providing complimentary student services in an efficient, effective and user-friendly manner.

The department is committed to the continued development and seamless delivery of contemporary services in a physical setting as well as virtually over the World Wide Web. Through collaborative efforts with our students, faculty, and staff the department will ensure that the availability and quality of our services meet and exceed the needs the campus community.

Contact Person: Ken Schneider/Director
Location: Morrison Hall, Room 104
Phone Number:973- 720-3945

Office of Veteran & Military Affairs
http://www.wpunj.edu/veterans/

The Office of Veteran and Military Affairs provide support to veterans, active duty service members and their families by administering services that assist with the transition from military service member to college student. Our goal is to be responsive to the multifaceted concerns of Veterans and assist them in achieving their educational goals.

Contact Person: Sgt. Lynette Butler, Coordinator
Location: Speert Hall 118
Phone Number: 973-720-3660

Office of International Students and Scholars
http://www.wpunj.edu/cie/index.dot

The Office of International Students and Scholars (OISS) is designed to support our international student population and serves as a host for visiting international scholars and researchers. The Office provides assistance to international students and visitors with visa applications, on campus employment alternatives and resources, scholarships and financial aids, and cultural and social enhancement opportunities.

One of our major goals is to assist students and scholars in their transition to American higher education and to ensure quality international experience while on campus. A significant aspect of our programming includes outreach and linkages with New Jersey's extensive network of ethnic communities and cultural exchanges.

Contact Person: Cinzia Richardson/Director
Location: Raubinger Hall, 2nd Floor Room 207B
Phone Number: 973-720-2976

The Office of the Register
http://www.wpunj.edu/registrar/

The mission of the Office of Registration Services is to provide timely service to its constituents. The services include maintaining accurate academic records including course offerings, registration records, grades, progress towards degrees and the completion of degree requirements. In addition, our office is the custodian of student data and as such is responsible for the accuracy of this data. We are responsible for the implementation of the university's academic policies in regard to the integrity of the degrees offered by William Paterson University.

Contact Person: Nina Trelisky, Director
Location: Morrison Hall, 1st Floor Room G03
Phone Number: 973-720-2201

Office of Commuter Services
http://www.wpunj.edu/commuter/staff.dot

The Office of Commuter Services provides leadership and advocacy in all areas of Commuter Student life. The office is dedicated to enhancing the Commuter Student's quality of life, to addressing their unique needs, and to enriching their collegiate experience. The office will provide student support services that are both contemporary in nature and comprehensive in scope. These support services will be designed to serve as substantive complements to the diverse needs, values, and lifestyles of the Commuter Student population. The office will support and compliment the academic experience by facilitating opportunities for student personal growth and fulfillment, engagement in campus life, quality management of student needs, and lifelong learning.

Contact Person: Allen Williams, Director
Location: University Commons, Speert Hall Room 134A
Phone Number: 973-720-2201