

## **Rutgers School of Criminal Justice – Newark (School 47)**

### **1. Criteria for Re-Enrollment**

#### **Eligibility**

- Applies to any student previously enrolled at any division/campus looking to re-enroll after a leave of absence of at least one semester. Do not submit an application for re-enrollment if you have been dismissed from any division of Rutgers University: you must appeal for re-entry through that school or college's Scholastic Standings Board or Committee. For additional information, please contact the Assistant Dean for Undergraduate Studies in the School of Criminal Justice, LaWanda Thomas: (973)353-1300 or [lawanda.thomas@rutgers.edu](mailto:lawanda.thomas@rutgers.edu).

#### **Credits**

- Students must have completed a minimum of one academic term as a matriculated student at Rutgers University.

#### **Other**

- Students must indicate on their application if they have been or are currently under review for disciplinary action.

### **2. Conditions of enrollment**

- Academic conditions will be noted in the notification message to re-enrolling applicants.

### **3. Required Documents**

- The Office of the Registrar at the Rutgers University-Newark campus will automatically forward the applicant's Rutgers University academic transcript upon submission of the online application.

- Copies of other college transcripts may be required. If requested, students must forward them to the Office of Admissions, 190 University Avenue, Newark, NJ 07102.
- Academic credentials from a foreign country may be required. If so, these credentials must be evaluated by [World Education Services](#). The credit evaluation must be submitted to Office of Admissions; 190 University Avenue, Newark, NJ 07102.

#### **4. Graduation Requirements**

- Students are advised to contact the School of Criminal Justice for any changes to the curriculum. [http://catalogs.rutgers.edu/generated/nwk-ug\\_current/pg1.html](http://catalogs.rutgers.edu/generated/nwk-ug_current/pg1.html)

#### **5. College Contact**

- LaWanda Thomas, Assistant Dean for Undergraduate Studies, (973)353-1300 or [lawanda.thomas@rutgers.edu](mailto:lawanda.thomas@rutgers.edu)

**Or**

- Jimmy Camacho, Undergraduate Academic Adviser, (973)353-3448 or [jimmy.camacho@rutgers.edu](mailto:jimmy.camacho@rutgers.edu)

#### **6. Application Deadline/Procedures and Notification Schedule**

- Students interested in applying for re-enrollment in the School of Criminal Justice – Newark must submit the online application for re-enrollment according to the schedule online. We no longer accept paper copies.
- Students are limited to one school/college choice and to one application submission each semester.

- Applicants will receive notification of the re-enrollment decision via the email address provided on the application. See application procedures and timeline for specific dates.

**7. Students who have been dismissed from any division of Rutgers University.**

- If you have been dismissed from any division of Rutgers University you must appeal for re-entry through the Scholastic Board. Do not submit an application for re-enrollment. For additional details, please contact the Assistant Dean for Undergraduate Studies in the School of Criminal Justice, LaWanda Thomas, Assistant Dean for Undergraduate Studies, (973)353-1300 or [lawanda.thomas@rutgers.edu](mailto:lawanda.thomas@rutgers.edu).

**8. Advising/Registration Information**

- We strongly encourage students to contact the Rutgers School of Criminal Justice – Newark to schedule an appointment for academic advisement/registration. Our Undergraduate Academic Adviser can be reached at (973)353-3448.

**9. Re-Enrollment for students who have attended:**

-- Any Rutgers school or college

- Students are required to complete the current general education and major curriculum in place at the time of re-enrollment unless otherwise noted.

-- Other Institutions (either 2- or 4-year) prior to matriculating at any Rutgers school or college

- If the student took courses at another institution prior to transferring to any division of Rutgers University, a new evaluation of those courses will need to be completed. Credit or course equivalences may vary per department/school/campus. Course equivalences are subject to change

without notice and may not be awarded for all courses completed outside of Rutgers.

- New Jersey community college course equivalencies information is available at [NJ Transfer](#).

### **10. College Enrollment**

- By submitting a re-enrollment application, a student declares his/her intention to enroll at Rutgers - School of Criminal Justice for the following term. The Office of the Registrar at Rutgers-Newark will change the student's academic record to indicate the student's school of registration as the School of Criminal Justice, school code 47, upon acceptance of the re-enrollment application.

### **11. Withdrawal of Application**

- Prior to a decision, an applicant may withdraw his/her application by visiting the status screen and clicking on "Withdraw My Application."

### **12. Withdrawal after Re-Enrollment**

- If a student is unable to complete his or her enrollment at the School of Criminal Justice, he/she must notify the department at (973) 353-1300 so that his/her college of registration may be modified accordingly. Without this notice, the student's college of registration will remain School of Criminal Justice, school code 47.

### **13. University Housing**

- Students may contact University Housing at (973) 353-1037/1073 or visit their [website](#) for additional information and the downloadable housing application.

#### **14. Accommodation under ADA/Section 504**

- Students requiring accommodations should contact the campus coordinator or visit <http://roberson.rutgers.edu/studentlife/disability.html>.

#### **15. Educational Opportunity Fund (EOF)**

- Students applying for re-enrollment must reapply for the EOF program because there is no guarantee that students will continue to receive funds through the EOF program.
  
- Students who have questions about EOF should call (973) 353-1657 or visit <http://www.afc.rutgers.edu/eof.html>.

#### **16. Financial Aid**

- For information on financial aid, re-enrolled students should contact the Office of Financial Aid at (973) 353-5151.