



Office of Graduate Admissions

*524 West 59th Street
New York City, NY 10019
Tel. 212.237.8863
Fax. 212.484.1182
graduate.admissions@jjay.cuny.edu*

Office of Graduate Admissions
524 West 59th Street Building, Room L.64.20NB
New York, New York 10019
Graduate Admissions: graduate.admissions@jjay.cuny.edu

Guidelines for New Graduate Students
College Website: <http://www.jjay.cuny.edu/186.php>

College Locations

New Building: 524 West 59th Street Building i.e. of room number: L.121
Haaren Hall: 899 Tenth Avenue Building: i.e. of room number: 211T

Immunization Requirements

John Jay Student Health Center ensures that students comply with New York State Public Health Law. This law requires that all new college students, born on or after January 1, 1957, provide proof of immunization for measles, mumps and rubella (MMR). Accepted students must also fill out an inquiry form regarding Meningitis. These forms are in your acceptance package and have to be submitted to the Health Office prior to you registering. You may submit your health information by fax to **212-237-8026**. Newly accepted students will not be permitted to register for courses unless their immunization requirements are cleared by the Health Office. Please contact the John Jay College Health Office for further information at **212-237- 8052 or 8053 / healthoffice@jjay.cuny.edu / Room L.67.01NB**

Academic Advisement Session

You may register on your assigned day and time providing your immunization requirement is cleared and your commitment deposit paid. Follow your instructions on “How to Register” and your “Guidelines for Course Selections”. You may also receive assistance in registering from our advisement video, accessible by going to: <http://www.jjay.cuny.edu/186.php>

Registration and Commitment Deposit

Follow your guidelines “**How to Register and Pay Your Commitment Deposit Online**”. Please pay your commitment deposit as soon as possible to secure your enrollment. Your commitment deposit is a nonrefundable fee for the semester in which you are attending. This deposit will be applied toward your tuition.

THE JAY EXPRESS provides personal assistance with Admissions, Bursar, Registrar, and Financial Aid issues you may have. These services are consolidated in one central area for your convenience; therefore, allowing you to conduct multiple transactions **Jay Express, 524 West 59th Street,**



New Building Room L.69.00NB. The JSTOP website provides links and downloadable forms so that many transactions can be done from the convenience of your home.

THE J STOP: The J Stop is located on the JJC home page under Web Tools. This STOP is a must for all students because it provides a quick and easy comprehensive guide to college resources and your personal J Stop account.

JJC Email Account

You will be issued a unique JJC email account two weeks after your acceptance into your graduate program. Your email will consist of your firstname.lastname (jane.doe@jjay.cuny.edu); if there are more than one Jane Does at the college, the email will read jane.doe2@jjay.cuny.edu.

Initial Password

Students' initial passwords are set to jj1234 where 1234 is the last four digits of your social security number or assigned student ID.

Username & Password

Go to: [http:// www.jjay.cuny.edu](http://www.jjay.cuny.edu) to access your account; click on Webmail under "Web tools" enter your username and password at the appropriate prompts. At any time, you have the option of directly changing your assigned password (Note: your password only).

Your mail can be read from any computer connected to the internet. You can use the e-mail system from home, through American Online or any other INTERNET service provider. When not in use, it is important to exit your e-mail account. If you have any questions or problems with your John Jay email account, please contact the Do IT Helpdesk at 212-237-8200 between the working hours of 9:00am- 5:00pm or helpdesk@jjay.cuny.edu.

Tuition and fees are established by the Board of Trustees of The City University of New York and are subject to change without prior notice by action of the Board of Trustees of The City University of New York. In the event of any increase in fees or tuition charges, payments already made to the College will be treated as partial payment. Students will be notified of the additional amount due and the time and method of payment. Students who have not paid all fees and tuition by the time indicated will not be considered registered and will not be admitted to classes.

Tuition& Fees:

Tuition:

New York State Residents:

Full-time students (except MPA)..... \$4,105.00 per semester (12 credits)

Full-time MPA students..... \$4,720.00 per semester (12 credits)

Part-time students (except MPA)..... \$345.00 per credit hour (fewer than 12 credits)

Part-time MPA students..... \$400.00 per credit hour (fewer than 12 credits)

Out-of-State Residents:

Full-time/Part-time students (except MPA)..... \$640.00 per credit hour

Full-time/Part-time MPA students..... \$740.00 per credit hour

Fees: Student Activity Fee

Full-time students per semester/session: \$30.35

Part-time students per semester/session: \$30.35

Technology Fee

Full-time students per semester/session: \$100.00

Part-time students per semester/session: \$50.00

Tuition payment can be made online at the following [http:// www.jjay.cuny.edu/237.php](http://www.jjay.cuny.edu/237.php). Tuition payment deadline dates will be posted on the Homepage.

MARK YOUR CALENDERS

January 19, 2012 New Graduate Student Orientation

January 27, 2012 First day of Classes

Please refer to the Academic Calendar / <http://www.jjay.cuny.edu/academics/655.php>

Proof of Residency

Out-of-state graduate students must live in New York State for a period of 12 months immediately preceding the first day of classes to file for in-state tuition. Documents covering the first and last months of the previous twelve month period are acceptable for proof of residency. Please refer to the Office of Graduate Admissions for further information. To apply for in-state tuition, please submit the enclosed residency form mailed to you (if applicable) in your acceptance package, with the appropriate documentation to the Graduate Admissions Office, **Room L.64.20NB in the New Building 524 West 59th Street.**

Defer Acceptance

Please e-mail Ms. Mairym Roldan at mroidan@jjay.cuny.edu to defer your acceptance to the fall or spring semester if you are unable to attend the semester to which you were accepted. There will be no application fee to defer your acceptance to the following semester however deferring for one year will result in the repayment of the \$125.00 application fee. Your commitment deposit can also be deferred to the semester in which you are enrolling.

Transferring Graduate Credits

Newly accepted Graduate students, with prior graduate credits, may transfer up to 12 graduate credits with the Program Director's approval. Transfer of credit forms can be obtained in the Graduate Admissions Office, located in **Room L.64.20NB of the New Building 524 West 59th Street.**

Program Directors

Criminal Justice: Dr. William Heffernan, Director, 212-237-8376 / 422T wheffernan@jjay.cuny.edu

International Crime and Justice: Dr. Rosemary Barberet, Director, 212-237-8676 / 520-10T
rbarberet@jjay.cuny.edu

Public Administration: Dr. Marilyn Rubin, Director, 212-237-8091 / 3415N
mrubin@jjay.cuny.edu

Dr. Ned Benton, Advisor (Inspector General Track)
212-237-8089 / 3524N nbenton@jjay.cuny.edu

Public Administration-IG (Online): Dr. Jay Hamilton, Director, 212-237-8093 / 3505N
jhamilton@jjay.cuny.edu

Diana Neff, Administrative Director, 860-430-9468
dneff@jjay.cuny.edu

Gwenn Wallace, Application Administrator, 860-430-9468
gwallace@jjay.cuny.edu

Forensic Psychology: Dr. Diana Falkenbach, Director, 646-557-4429 / 2121N dfalkenbach@jjay.cuny.edu

Forensic Mental Health Counseling: Dr. James Wulach, Director, 212-237-8782 / 2424N
jwulach@jjay.cuny.edu

Forensic Science: Dr. Margaret Wallace, Director, 212-237-8492 / 44034N
mawallace@jjay.cuny.edu

Digital Forensics and Cyber Security: Dr. Richard Lovely, Director, 212-237-8767 / 4223N
rlvely@jjay.cuny.edu

Protection Management: Dr. Robert Till, Director, 212-484-1379 / 3531N rtill@jjay.cuny.edu

Postgraduate Certificate in Dr. James Wulach, Director, 212-237-8782 / 2424N
Forensic Psychology: jwulach@jjay.cuny.edu

Note: The standard email address for faculty and staff is the person's first initial of their first name, their last name followed by @jjay.cuny.edu. For example wdevine@jjay.cuny.edu

ACADEMIC SUPPORT AND STUDENT SERVICES

Graduate & Professional Studies Office: 212-237-8423 / 411T / graduatestudies@jjay.cuny.edu
website: <http://www.jjay.cuny.edu/academics/515.php>

Graduate Admissions Office: L.64.20NB 212-237-8863
graduate.admissions@jjay.cuny.edu

Health Office: 212-237-8053 / fax: 212-237-8026 / 1292N

Financial Aid: 212-237-8151 / 1280N / <http://www.jjay.cuny.edu/234.php>

TAP Graduate Code: 5216 Federal School Code: 002693

Scholarship Office: Mr. Michael Scaduto, Coordinator, 212-237-8872 / 1285N mscaduto@jjay.cuny.edu

Registrar's Office: 212-237-8881 / 1280N

Bursar's Office: 212-237-8487 / 522T

DOIT (Department of Informational Technology): 212-237-8200 / helpdesk@jjay.cuny.edu

Office of Accessibility Services: 212-237-8122 / L66.01NB

Call Center: 212-663-7867 / onestop@jjay.cuny.edu

The Call Center is an extension of JAY EXPRESS SERVICES where phone calls regarding student support issues are answered and forwarded to the appropriate student service unit.

Barnes & Noble John Jay College Bookstore: 212-265-3619 corner of West 55th and Tenth Avenue

Graduate Student Center & Computer Lab: 212-237-8423 / 411T

Distance Education / Blackboard: 212-237-8200/ helpdesk@jjay.cuny.edu

Counseling: 212-237-8111 / **L.68.02NB**

Distance Education / Blackboard: 212-237-8069 / 3410N

Center for English Language Support 212-237-8041/1201N

Fitness Center: 212-237-8633 / 601T

Library- Reference Desk: 212-237-8246 / Tenth Avenue Building

Student Activities: 212-237-8698 / **L2.71.02NB**

The Writing Center: 212-237-2569/ New Building

For Emergencies: Public Safety: 212-237-8888 (North Hall) / **Public Safety Office: L2.61.01NB**