

**Steps to complete the CRJ Master's degree
Notes from the Administrative Director and Advisor**

My motto is: Stay Focused and Graduate Successfully!

Links to the various urls, forms and the graduate bulletin are below:

1. The CRJ-MA-STUDENTS listserv is used to communicate with students throughout the semester. Log on to the listserv at <http://listserver.jjay.cuny.edu/cgi-bin/wa.exe?INDEX>. Click on the link for CRJ-MA Students home page; look for the Subscribe or unsubscribe link on the right side of the page (facing you). On the next page, either complete the subscription page if you are not already part of the listserv or make sure the information on the list is correct.
2. STA 250 is an undergraduate course used as a pre-requisite for CRJ 715. The 3 credits are not part of your credits for the graduate program and the grade earned does not affect your GPA. Look for the course in the undergrad course search under the subject STA, not CRJ.
3. On the specialization form indicate which of the five specializations you will declare for your degree. Complete and submit the form before the end of the 2nd semester. If you plan well you may be able to select and complete two specializations. The form can be found on JStop at http://jstop.jjay.cuny.edu/forms/CRJ_MA_declaration_of_specialization_form.pdf.
4. The Enrollment Form for the advanced certificate is the first step in this process. When you are finished the required courses you must also submit a Completion Form to the Registrar's Office. The forms can be found in the link <http://jstop.jjay.cuny.edu/registrar.php#forms>
5. Check degree works at least once every semester. The link is https://degreeworks.cuny.edu/jj/cuny_login.cgi
6. The academic checklist is an invaluable tool – use it to keep yourself on track. A copy of the form is attached.

7. AdvisorTrac is the best way to schedule an appointment to speak with me on the phone, in a chat session or in person. If you cannot complete the process, send an email with the following information:
Your EMPLID, the best date and time to discuss your issue
The link is <https://jcadvisortrac.jjay.cuny.edu/TracWeb40/Default.html>
8. The Course Access Request Form is also attached to this email.
9. Course descriptions are in the graduate bulletin. The link is here:
<http://jjay.smartcatalogiq.com/en/2016-2017/Graduate-Bulletin/Degrees-Offered/Criminal-Justice-Master-of-Arts>.
10. Pay attention to all emails from the Office of the CRJ MA program. We use our list serv to alert students to deadlines, such as the withdrawal date and other issues such as job postings.
11. Pay attention to the Student Responsibility section of the bulletin. There is no excuse for being absent the first week of class without notifying the lecturer of the course. Lecturers are obligated to submit a Verification of Attendance form to the Registrar's Office and many of them do this on the first day of the verification process. This is IMPORTANT. If you miss too many class sessions, you should pay attention to the withdrawal date. The college is not obligated to remind you that you should drop a class – this is your decision.
12. Finally, the quickest and most efficient way to contact the CRJ MA program is by email. Please send your questions to crjma@jjay.cuny.edu. We attempt to acknowledge all emails immediately and to take action on your requests within 72 hours. Nonetheless, I will acknowledge that you are joining a rapidly growing program; we appreciate polite reminders if your requests have not been resolved within a three day timeframe.