



JOHN JAY COLLEGE **of Criminal Justice**

167371

BLOODHOUND PRIDE!



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524 West 59th Street
New York, NY 10019
212-237-8000
www.jjay.cuny.edu

Fall 2024 Calendar

Monday, September 2nd

Monday, October 14th

Thursday – Friday, November 28th - 29th

Tuesday – Wednesday, December 24th - 25th

Labor Day - College is closed.
Columbus Day - College is closed.
Thanksgiving - College closed.
College is closed.

Winter 2025 Calendar

Tuesday - Wednesday, December 31st - January 1st

Monday, January 20th

College is closed.
MLK Day - College is closed.

Spring 2025 Calendar

Wednesday, February 12th

Monday, February 17th

Monday, May 26th

Lincoln's Birthday - College is closed.
President's Day - College is closed.
Memorial Day - College is closed.

To view the Academic Calendar, which has all the College closing dates and holidays where classes may not be in session, please visit: <http://www.jjay.cuny.edu/academic-calendar>

Campus Directory

Academic Advisement	646-557-4872, L.73.12 NB
Accessibility Services	212-237-8031, L.66.01 NB
Alcohol and Other Drug Prevention Program	212-237-8180, L.68.09 NB
Athletics	212-237-8371, 421 HH
Behavioral Intervention Team	bit@jjay.cuny.edu
Center for Career and Professional Development	212-237-8754, L.72 NB
Center for Student Involvement and Leadership (CSIL)	212-237-8698, L2.71 NB
Children's Center	212-393-6438, L3 NB
Counseling Services Center	212-237-8111, L.68.02 NB
CUNY Alert	212-237-8200 www.cuny.edu/alert
Dean of Students	212-237-8211, L.65 NB
Department of Information Technology (DoIT)	212-237-8200, L2.63 NB
ePortfolio Program	212-237-5810, L.73 NB
E-Resource Center	212-237-8231
Financial Aid	212-663-7867,
Fitness Center	212-237-8979, 300 HH
Health Center	212-237-8052/03, L. 68 NB
Honors Program	212-237-8553, 8.64 NB
Immigrant Student Success Center	212-887-6248, L.69 NB
International Studies and Programs	212-484-1839, 530 HH
Jay Express	212-663-7867, L.71 NB
Library	212-237-8246, Haaren Hall
Louis Stokes Alliance for Minority Participation	212-237-8884
Math and Science Resource Center (MSRC)	646-557-4635, 1.94 NB
Modern Language Lab	212-484-1140, 7.64 NB
Pre-Law Institute and Fellowship Office	646-557-4804, 8.66 NB
Public Safety	212-237-8524, L2.61.01
SEEK	212-237-8169, 432 HH
Student Academic Success Programs (SASP)	212-484-1130, 100 W
Student Transition Programs (STP)	212-237-4888, L.69 NB
Urban Male Initiative (UMI)	646-557-4557, L.74.02 NB
Military and Veteran Services	212-484-1329, 229 HH
Women's Center for Gender Justice	212-237-8184, L.67.10 NB
Writing Center	212-237-8569, 1.68NB

A Message from the Interim ASSISTANT Vice President of Enrollment Management and Student Affairs & Interim DEAN OF STUDENTS: Dr. Danielle M. Officer

Hello, Bloodhounds!

Welcome to your new journey at John Jay College. We are delighted that you have decided to join our institution as our newest Bloodhounds. John Jay not only educates for justice, but we have a wonderful group of supportive faculty, staff, and administrators who are here to help you every step of the way. Throughout your academic career, I implore you to take advantage of the many opportunities both inside and outside of the classroom as they are sure to be engaging, fun, and memorable!

The Division of Enrollment Management and Student Affairs provides streamlined resources, inclusive support services, student activities, and engagement opportunities aimed at student success and graduation. Within Enrollment Management there are services that can assist you with your day-to-day campus needs including Jay Express, Financial Aid, Admissions, and the Registrar's Office.

Within Student Affairs there are numerous engagement opportunities including Athletics & Recreation, Center for Student Involvement & Leadership (CSIL), Immigrant Student Success Center (ISSC), Office of Military & Veteran Services, and Urban Male Initiative (UMI) to name a few. The Wellness Center is committed to providing students with a variety of integrated health and wellness services, accommodations to students with disabilities, wellness education and programming. The Center consists of the following departments Accessibility Services, Counseling, Food Pantry, and Health Services.

In closing, I want to remind you to take advantage of all the opportunities and resources that are offered to you. Please remember that you belong here, we want to make sure you feel safe and supported, and we are here to help as you transition to college. Your success is our success. I look forward to engaging with you here on campus.

Go Bloodhounds!

Dr. Danielle Marie Officer
Interim Assistant Vice President and Dean of Students,
Division of Enrollment Management and Student Affairs

College Mission

John Jay College of Criminal Justice is a community of motivated and intellectually committed individuals who explore justice in its many dimensions. The College's liberal arts curriculum equips students to pursue advanced study and meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions.

Our students are eager to engage in original research and experiential learning, excited to study in one of the world's most dynamic cities, and passionate about shaping the future. Through their studies our students prepare for ethical leadership, global citizenship, and engaged service. Our faculty members are exceptional teachers who encourage students to join them in pursuing transformative scholarship and creative activities. Through their research our faculty advances knowledge and informs professional practices that build and sustain just societies.

We foster an inclusive and diverse community drawn from our city, our country, and the world. We are dedicated to educating traditionally underrepresented groups and committed to increasing diversity in the workforce. The breadth of our community motivates us to question our assumptions, to consider multiple perspectives, to think critically, and to develop the humility that comes with global understanding. We educate fierce advocates for justice.

College History

In the mid-1950s, civic leaders and the New York City Police Department became increasingly aware of the growing complexity of police work, not only in the internal administration and operation of the department, but also in the ongoing relations between police and the community. In response to these concerns, a Police Science Program was established in 1954 at the then Baruch School of Business and Public Administration of City College. This program emphasized a strong liberal arts curriculum as the basis of a sound police education.

Over the next decade, the program grew substantially attracting larger and larger numbers of students. By 1964, a special committee convened by the Board of Higher Education recommended the establishment of an independent degree granting school of police science. The College of Police Science of The City University of New York (CUNY) was thus established and in September 1965 it admitted its first class of students.

Within a year, it became clear that the name assigned to the College did not adequately represent the mission of the College. In recognition of its broad education objectives in the process of criminal justice, development of leadership and emphasis on professional achievement in public service, the college was renamed John Jay College of Criminal Justice, in honor of the first Chief Justice of the U.S. Supreme Court.

Today, a thriving, urban, multicultural institution and a senior college of CUNY, John Jay attracts motivated students of proven achievement who have the intellectual acuity, moral commitment, and professional competence to confront the challenges of crime, justice, and public safety in a free society. Their ability and drive, along with the superb, professional education for which John Jay is known, have established the College's national and international reputation for excellence in criminal justice and public service education.

Your Academic Journey

Welcome to your Academic Journey at John Jay. You are starting down a road that will lead you to the destination you want to reach—graduating prepared to enter the career or graduate school of your choice.

To reach your destination, performing well in your classes is only the first step. To graduate as a well-rounded student, you will have to expand your knowledge and challenge yourself beyond the classroom walls during the next four years. Whether you engage in undergraduate research, service learning, leadership development or mentoring, you will gain skills and experiences that will help you grow as a person, scholar and professional.

Planning is essential on this journey: from time to time, you will need to step back and refocus on your goals; and readjust your activities that will take you there. But always remember you are not alone! Find ways to connect to the college community: your professors, peers, and staff—they will provide guidance and support, during your years at John Jay and will stay your network of friends and mentors after graduation.

In each semester, make sure you meet your milestones—what you need to accomplish so you are on track to reach your destination. To help meet your milestones, use the many resources available to you at John Jay, including Academic Advising, the Center for Career and Professional Development, Academic Tutoring Services, the Center for Student Involvement and Leadership, Student Academic Success Programs, and many others that you'll find listed in the College Resources section of this book.

Every journey begins with a single step. Start now by learning more about your Academic Journey and your Freshman Milestones on the following pages and at: <https://www.jjay.cuny.edu/academics/undergraduate-programs/academic-success-programs/academic-journey>. Use this planner to identify the resources you plan to use, events you plan to attend, faculty and organizations you want to connect with.

Kate Szur

Assistant Dean for Student Success and Retention

<https://www.jjay.cuny.edu/academics/undergraduate-programs/academic-success-programs/academic-journey>

Meeting Your Freshman Milestones

Your academic journey at John Jay will be a thoughtful and fun-filled experience that leads you to the destination you want to reach – graduating, prepared to enter the career or graduate school of your choice. Here are some of the milestones you will want to reach during your first year:

Complete 30 credits and maintain a good GPA.

This will keep you on track to graduate in four years and will make you eligible for scholarships, internships, and other opportunity programs.

Your next steps:

- Plan your class schedule with an academic advisor.
- Understand academic expectations and use the learning centers.

Build relationships with faculty, peers, and staff to develop your network.

The people in this network will help you achieve your academic and career goals by letting you know about opportunities, giving you advice and providing you with letters of recommendation.

Your next steps:

- Get to know your professors: attend their office hours and email them for guidance and feedback.
- Sign up for peer-led events to meet and get advice from experienced students.
- Attend events where you can meet professors, staff, and peers and start to form relationships.

Participate in campus events and learn about opportunities and resources available to you.

Use these resources to improve your academic performance and build your résumé.

Your next steps:

- Seek the support of your peer success coaches. Peer coaches have valuable knowledge and information and will help you connect with events, opportunities, and resources.
- Attend events to find out about clubs and organizations you can join.
- Check your John Jay email regularly to keep up with special offerings and upcoming events.

Clarify your goals and create a plan that integrates your academic and career goals.

Having a plan will help you focus on activities and experiences that support and develop your goals.

Your next steps:

- Explore majors and minors that align with your interests.
- Meet with an academic advisor and a career counselor to discuss your plan.
- Talk over your plan with your professors, peer mentors, and other people you think can help.

Top 10 tips for academic success

1. Get involved and get to know people: Making connections and building a campus support system is essential. And you need to be on campus to do this—so spend time at John Jay. Take advantage of educational opportunities, get involved in clubs and organizations, attend campus events, and even invite a classmate to meet after class to study or to grab something to eat.
2. Go to class—and participate: Class attendance really does affect your grade. Don't assume that if you read the chapter, you will be prepared for exams and assignments. Professors don't always follow the book, and portions of the exam may be based more on their lectures and class discussion than on the readings. Professors also sometimes make important announcements during class, and some professors have even been known to give exam tips during class.
3. Don't be afraid to ask for help—and don't wait until it's too late: Even if you're not having difficulties in class, you should still make an appointment with one of the tutoring centers. The centers not only help you review class material, but they also offer workshops and opportunities to further develop the skills you already have. It is also important to communicate with your professor if you don't fully understand something in class.
4. Get a calendar or planner—and use it: Time management is critical, and you alone are responsible for knowing and meeting deadlines. Create a schedule that involves classes, study time, campus activities, and work obligations.
5. Take great notes: Great students take great notes. Anything the professor writes on the board is important. Develop good study habits by reviewing your notes each night and highlighting any questions you have or anything you need clarified. You can talk to your professor about these questions when you attend office hours.
6. Go to see your professor—that's why they have office hours: Your goal should be to attend the office hours of each of your professors during the first few weeks of the semester. Introducing yourself to your professor and attending office hours will let your professor know that you are serious about doing well in class.
7. Make a good impression: Impressions can be everything, especially at the beginning of a new class and before your professor actually gets to know you. The best way to show your professor that you want to be a good student is to be engaged and involved in class. Even if you are feeling nervous or are just having an “off” day in class, choosing a seat in the front of the class, staying awake and attentive, raising your hand, and coming prepared will tell your professor that you want to be there.
8. Take responsibility: Going to class, doing your assignments, asking questions when you don't understand something—it's all up to you. Take an active role in your own education and learn to be your own advocate. Find a study spot that works for you, be proactive about using the resources on campus, and be the person who's not afraid to speak up.
9. Think about your future—early and often: Your future includes shorter-term plans, like course registration and choosing a major, as well as longer-term plans, like graduate education or career possibilities.
10. Prepare to challenge yourself—and be challenged: Being in college is an exciting time, but it can also be a big adjustment and there are likely to be times when you are feeling overwhelmed. It's okay if you don't know everything. Be open to new experiences as well as change. Now is your time to think critically about your assumptions about the world and to consider other points of view.

Visit <http://www.jjay.cuny.edu/top-10-tips-academic-success> to see these tips online with hyperlinks to related resources.

Campus Life and Student Engagement

Why Get Involved on Campus?

Getting involved on campus is a key to academic success. Campus activities and student organizations allow students to have a well-rounded, rich college experience. By participating in activities outside the classroom you are able to build and develop new skills and opportunities that may not come in a college textbook. Research shows that students who are involved tend to be more successful in college, have higher Grade Point Averages and better chances at getting work after graduation. Research also shows that the greater a student's involvement in college, the greater the student learning and personal development that the student experiences. Involvement can range from getting an on-campus job, join a student club, or playing an intramural sport. Students get involved for a variety of reasons, but the most important thing is to find an activity that best suits your passions, interests and hobbies. At John Jay College there are multiple ways to get involved. Currently there are over student clubs and a variety of peer leadership programs that often provide stipend or hourly pay.

Student Council

Student Council is the representative and appropriating body of Student Government. Student Government strives to broaden the educational opportunities available to John Jay students, and to develop the student body intellectually, culturally, and morally through the facilitation of projects and events on campus, represent student interest in designated college-wide decision-making bodies, and further the college's mission. Student Council is composed of forty-seven members, including the president, vice president, secretary and treasurer, along with representatives from each class, graduate representatives, international representatives, transfer representatives, two undergraduate University Student Senate Delegates (USS), one graduate USS Delegate and the College Council at Large Representative. They meet bi-weekly during the academic year, and their meetings are open to anyone.

Center for Student Involvement and Leadership Student Organizations

The list includes the 2023-2024 list and may change for the 2024-2025 academic year.

- Active Minds
- Anthropology Club
- APISA
- Arab Student Union
- Black Student Union
- Campus Activity Board
- Computer Science Society
- Delight Ministries
- Desi Society
- Environmental Club
- Forensic Science Society
- Graphic Novels Club
- Habitat for Humanity
- Hillel
- International Criminal Justice
- International Student Association
- InterVarsity Christian Fellowship

- John Jay Jiu Jitsu
- John Jay DREAMers
- John Jay Singers Association
- La Voz
- Law Society
- Legally Conscious
- Leading Womxn of Tomorrow
- Martial Arts Society
- Mock Trial Association
- Muslim Student Association
- Poetic Society
- Student Athlete Advisory Club
- Sentinel
- Students for Justice in Palestine
- Spectra
- Theatrical Players
- Veterans Association
- United Nations Student Association

Center for Student Involvement and Leadership

The Center for Student Involvement & Leadership offers a wide array of cultural, educational, leadership and social activities for students. CSIL aims to enrich student's experiences, encourage them to develop their leadership abilities, express their talents, and build connections with peers from diverse backgrounds and interests. To accomplish their mission, CSIL organizes programs and events, lectures, cultural presentations, leadership programs and social activities. In addition, as CSIL is a designated voter registration site, students can register to vote. Getting involved in John Jay's student life is the quickest way for you to become a part of the College community and to create your personal experience. Programs are supported by the student activity fee and managed by the Student Activities Association Board of Directors. For more information, please email csil@jjay.cuny.edu or call 212-237-8698.

Peer Leadership Opportunities

eTerns (ePortfolio Program)

ePortfolio Interns (eTerns) support faculty and students using ePortfolio for curricular and co-curricular uses. Through extensive professional development, they hone digital literacy, communication, public speaking, and collaboration skills while becoming experts in numerous technological platforms.

Peer Advisors (Academic Advisement)

The Peer Advisor Program is made up of specially trained undergraduate John Jay students from a variety of class standings, majors and minors. In addition to the guidance and support provided by Senior Academic Advisors, Peer Advisors offer students helpful information and insight from their personal experiences as John Jay students. Students often appreciate this combined approach to advising and value the perspective offered by their fellow Peers, who have taken the same classes and professors as they are, who have the same majors, minors and career goals as them, and who have found ways to be successful at John Jay. Peer Advisors help students understand John Jay's curriculum, review course selections, explore different majors, minors, and ways to get involved, and connect students with the many support services that John Jay offers.

Peer Advocates Mentoring Program (Urban Male Initiative)

The Urban Male Initiative's Peer Advocates Mentoring Program goal is to improve academic performance, retention and the graduation rates of men of color at John Jay College of Criminal Justice. Peer Advocates encourage academic excellence, provide information about pipeline programs, and personal growth. Advocates also seek to gain a better understanding of their mentees' strengths and areas for improvement to guarantee the mentee's success in and out of the classroom. As your family on campus, the UMI Team is here to bring you to new heights through mentoring, tutoring and networking! For more information, visit us in the UMI Learning Lab (L. 73.01 NB) or the UMI Student Lounge (L. 74.02 NB), Follow us on Instagram [@UrbanMaleInitiative](#), Contact us umi@jjay.cuny.edu or (646) 557-4557.

Peer Career Educators (Center for Career and Professional Development)

Peer Career Educators are student representatives of the Career office who provide career mentoring for current students. Peer Career Educators assist students with developing their resume/cover letter building skills, interviewing techniques, job searching and overall career planning skills. Educators develop their own portfolio by creating and facilitating targeted events and workshops of their choosing, shepherding innovative programs and ideas for the office and contributing to an overall student-friendly environment in the center. Through their exposure to a variety of senior professionals, Peer Career Educators expand their network and are able to effectively brand and market their own skills and abilities.

Peer Health Educators (Wellness Center)

The Wellness Peer Health Educator Program at John Jay aims to help students develop and sustain healthy lifestyles by raising awareness about public health issues related to unhealthy behaviors. Peer Health Educators, who are students themselves, receive specialized training in health education and wellness. They're motivated to make a positive impact on campus and serve as role models. Essentially, they act as an extension of the professional staff at The Wellness Center. Additionally, they are certified members of the BACCHUS Initiatives of NASPA, a national organization that supports collegiate peer educators and advisors, empowering both students and student affairs administrators to create healthy and safe campus environments.

Peer Success Coaches (Student Academic Success Program)

SASP Peer Success Coaches are successful John Jay students who are dedicated to supporting students along their Academic Journey. They help new first year and transfer students connect to the campus community, plan for academic success, and explore opportunities based on their interests. They also work closely with faculty and staff to support student learning in and out of the classroom through activities, events, and workshops.

Student Transition Programs

The Office of Student Transition Programs (STP) creates dynamic, student-centered experiences to inspire purposeful transitions and equip students and their families with resources, guidance and peer connections. Student transitions such as the first year of college, transfer experience, degree completion, and new graduate student experiences are critical junctures in the educational pipeline and provide unique opportunities for postsecondary student learning and development. These experiences include, but are not limited to: New Student Orientation, Weeks of Welcome, Convocation, Commencement-related events, the Commencement Ceremony, and various student employment opportunities. For more information, please call 646-557-4888.

Student Transition Programs Employment Opportunities

There are four student employment opportunities within the Office of Student Transition Programs that vary from seasonal (summer/winter) to long term (academic year) depending on availability. Those positions are:

- Commencement Ambassadors
- Orientation Leaders
- Peer Ambassadors
- Peer Ambassador Interpreters

These opportunities will:

- Foster professional & personal development & encourage students to create leadership identities.
- Develop students into stronger leaders who educate for justice on campus and beyond.

For more information, visit our website: <https://bit.ly/JJC-STP-Student-Employment>

Orientation Leader (Student Transition Programs)

Orientation Leaders (OL) will work with the Office of Student Transition Programs to implement the New Student Orientation (NSO) experience. The primary role of an OL is to provide guidance to new students and facilitate Orientation activities. Orientation Leaders will develop meaningful relationships with others, gain practical competence to carry out duties successfully, and develop an understanding of their own personal leadership development at John Jay and beyond.

College Resources

(See the Campus Directory in this handbook for contact information.)

Academic Advisement Center

The mission of the Academic Advisement Center is to help undergraduate students explore, define, and achieve their academic goals. Academic Advisors explain all degree requirements while providing General Education advising and ongoing academic support all the way to graduation. The Academic Advisement Center staff assists students in discovering both in-class and out-of-class educational opportunities to become self-directed learners, decision makers, and productive members of society. If you have any questions, please call 646-557-4816.

Accessibility Services

The Office of Accessibility Services provides a wide range of services to assist students with disabilities in obtaining appropriate accommodations and services. Services provided, are designed to encourage independence and self-advocacy, backed by a comprehensive system of support services. The mission of the Office of Accessibility Services at John Jay College is to ensure that students with disabilities have equal access to all college programs, services, and activities. It is our objective to see that students with disabilities are provided with an impactful learning experience. John Jay College is committed to equal access to education. We want to ensure that all students are afforded the same opportunity to participate in the learning process. For more information, please check out our website which has lots of helpful information. If you have any questions or concerns feel free to contact us at 212-237-8031. We are here to support you!

Athletics

The John Jay College of Criminal Justice Athletics Program provides a comprehensive, competitive and fulfilling experience in which all can feel pride, commitment, and affiliation. The Program represents an exemplary model of intercollegiate athletics where academic and athletic excellence is fostered within the context of full support for the institution's mission. Our goal is to graduate, provide a positive academic and athletic experience, while preparing student-athletes for their chosen profession. Our expectation is for Bloodhounds to become lifelong learners, loyal, supportive and proud alumni. The athletic facilities on campus include a main gymnasium (The Doghouse), auxiliary gymnasium, remodeled fitness center and locker rooms, remodeled 5-lane pool, tennis court, rifle range, multipurpose room, track, training room, and equipment room. For more information regarding Athletics, visit www.johnjayathletics.com as well as following John Jay Athletics on social media, [@jjayathletics](https://www.instagram.com/jjayathletics). For more information, please visit 421 Haaren Hall or call 212-237-8371.

Behavioral Intervention Team

Our primary goal is to provide threat assessments and early intervention of reported students before a crisis arises on the campus. We do this by identifying, assessing, and monitoring students who were reported by a staff or faculty member of the College. These students may display moderate to elevated levels of distress, disruption, or behavioral dysregulation. We may recommend psychological assessment, medical leave, and/or withdrawal to the student, when necessary, pursuant to CUNY's Medical Withdrawal and Re-Entry Policy and Procedures. For more information you can email BIT@jjay.cuny.edu.

Center for Career and Professional Development

The Center for Career and Professional Development provides resources to assist students and alumni as they plan their career journeys. We offer individual counseling, professional planning workshops and networking events like on-campus, employer recruitment and job fairs. Our career counselors work with you as you explore and identify the career path that fits your interests and that supports your academic learning. We coach you through building a professional portfolio that exemplifies your skills and experiences. For more information, please call 212-237-8754.

Center for Student Involvement and Leadership

The Center for Student Involvement & Leadership offers a wide array of cultural, educational, leadership and social activities for students. CSIL aims to enrich student's experiences, encourage them to develop their leadership abilities, express their talents, and build connections with peers from diverse backgrounds and interests. To accomplish their mission, CSIL organizes programs and events, lectures, cultural presentations, leadership programs and social activities. In addition, as CSIL is a designated voter registration site, students can register to vote. Getting involved in John Jay's student life is the quickest way for you to become a part of the College community and to create your personal experience. Programs are supported by the student activity fee and managed by the Student Activities Association Board of Directors. For more information, please email csil@jjay.cuny.edu or call 212-237-8698.

Children's Center

The Children's Center offers an on-campus early childhood program serving both the student parent and the child. In a warm, nurturing, and enriching environment, the Center provides quality early childhood education for children ages six months to five years. Within the context of a developmentally appropriate curriculum, children learn through hands-on exploration and collaborative play. Using age-appropriate open-ended materials, children are given multiple opportunities for new discovery. The center focuses on the development of the whole child, as they grow and mature socially, emotionally, physically and cognitively. The Children's Center offers flexible scheduling in accordance with the student parent(s) schedule. This flexible scheduling allows parents to register their child(ren) for the days and hours needed for class, work study, field work or study time. The Center's professional staff consist of certified teachers, assistant teachers and classroom aides. As a major resource to the College community, the Children's Center is directly connected to student parents' admissions, retention and graduation. The Children's Center is licensed by the NYC Department of Health and Mental Hygiene. For more information, please check the Center's website at: <https://www.jjay.cuny.edu/student-life/welcome-john-jay-childrens-center> or all (212) 393-6438.

Counseling Services Center

Licensed mental health professionals offer a range of psychological and counseling support services to meet the wellness, adjustment, mental health, and developmental needs of students and others within the campus community. Counseling services include: crisis intervention, onetime consultation sessions, individual and group counseling, outreach education, workshops, psychiatric consultation, and referral services. All of the services are FREE of charge, confidential, and are available on a walk-in or appointment basis. For more information, please call 212-237-8111.

Emergency Notification System

The CUNY Alert system enables John Jay students and parents to receive alerts and information in a timely manner regarding all campus emergencies, such as severe weather situations, closings, or threats to personal safety. **You can sign up at www.cuny.edu/alert.** Individuals can choose how they wish to receive voice or text notifications via cell phone, home phone, e-mail, instant message, or any combination of the aforementioned. A parent's number can be added to the contact list as well. The web page provides step-by-step instructions for signing up, and the process takes less than two minutes to complete. If you have any questions, please call 212-237-8200 (Help Desk).

CUNY EDGE

CUNY EDGE is a CUNY-wide program available at all 18 CUNY campuses. There are nearly 300 John Jay students receiving New York City public assistance. CUNY EDGE at John Jay College is located at the Center for Career & Professional Development. CUNY EDGE is a partnership between the NYC Human Resources Administration (HRA) and the University. In order to qualify for services, students must be matriculated undergraduates who receive cash assistance from HRA. CUNY EDGE offers holistic advisement services,

professional development and community-based resources. Integrated with the Center for Career & Professional Development, CUNY EDGE specializes in career counseling. Additionally, the program staff are trained to provide academic advisement and personal counseling. The program works closely with campus-based support services such as Wellness, Tutoring, and Academic Advisement. CUNY EDGE offers customized workshops and professional development for their students. Students who are public assistance recipients or who wish to inquire about eligibility can contact the CUNY EDGE Office at 212-393-6412. We are located at L.72.00NB.

<https://new.jjay.cuny.edu/student-life/center-career-professional-development/students/cuny-edge>

Department of Information Technology (DoIT)

Department of Information Technology (DoIT) is responsible for all aspects of campus wide technological needs for students, faculty and staff. They provide laptop and tablet loans, and general technical support for email, the CUNY portal, and blackboard services. For assistance with on campus technology, contact the helpdesk at 212-237-8200.

Emergency Funding Program

An initiative dedicated to supporting students during times of financial crisis. Designed to provide swift assistance when unexpected circumstances arise, this program offers vital resources to help students overcome unforeseen financial challenges, ensuring they can continue their academic journey without undue hardship. Whether facing sudden medical expenses, housing insecurities, or other urgent needs, the Emergency Funding Program stands ready to offer aid and alleviate financial burdens, fostering resilience and ensuring every student has the opportunity to thrive. Call 212-237-8212

ePortfolio Program

Students use electronic portfolios in and outside of the curriculum to: document learning and course products; support planning for professional and academic goals; and showcase curricular and co-curricular achievements. The ePortfolio Program supports student ePortfolio creation and maintenance through in-class workshops, drop-in support, and digital resources. For more information, call: 212-237-8000, X 5810 or email:

ePortfolio@jjay.cuny.edu.

E-Resource Center

If English is not your first language, you can receive online advice and practice with academic English through the E-Resource Center. This Center provides online tutorial services on writing tutorials that will help you to improve your writing of persuasive essays and research papers in APA format; grammar tutorials that will help you improve your grammar and editing abilities; ACT Test Tutorials that will help you develop specific ACT reading and writing skills. You can also take practice tests for the CUNY-ACT Reading and exams; and 101 Course Tutorials that will help you read your textbook efficiently and understand key concepts and themes in Criminal Justice 101, Government 101 and Sociology 101. For more information, please call 212-237-8569.

Financial Literacy with Jay Express

Learn how to fill out your FAFSA and ask questions about financial aid. The Jay Express professional staff provides free and interactive financial aid literacy workshops each semester during Community Hour. These workshops are taught by trained professionals and last for 30 minutes, with 15 minutes for a lecture and 15 minutes for an interactive activity. The financial literacy series covers a range of topics, including Understanding Federal Student Aid and FAFSA webinar, My Future My Way: First Steps toward College, Financial Aid Shopping Sheet, Loans, and Myths about Financial Aid. Once you complete the series, you will receive a certificate of completion and the satisfaction of knowing you have the tools to understand financial aid. Keep an eye out for posters and flyers advertising these outstanding workshops. For more information, please contact us at jayexpress@jjay.cuny.edu or call 212-663-7867.

Food Insecurity Programs

Dedicated to addressing the vital issue of food insecurity among students. Our programs provide essential support to ensure all students have access to nutritious meals, regardless of their financial circumstances. From food pantries to meal assistance initiatives, we strive to create a campus community where every student can focus on their studies without worrying about hunger. We are committed to fostering a supportive environment where everyone has the resources they need to thrive. Call 212-237-8053.

Health Services

The Health Center offers high-quality and affordable healthcare services to students. We strive to make our health services accessible, effective, and budget-friendly. Students can also receive information about health insurance and participate in immunization clinics for vaccinations like Measles, Mumps, Rubella (MMR), HPV (Gardasil), and flu shots. For further details, please contact us at 212-237-8052.

Honors Program

The Honors Program at John Jay College brings together academically talented students who have the potential to become tomorrow's leaders. Working closely with distinguished faculty and advisors in an on-going learning community, students explore the idea of the common good in a sequence of enriched, challenging and interdisciplinary courses. The program emphasizes critical thinking, creativity, and ethical decision-making with attention to global concerns, community responsibility and civic engagement. Students participate in hands-on leadership experiences and research projects that address enduring questions of human existence, contemporary questions of social justice, and perspectives from the humanities, social sciences, and sciences. Students in the Honors Program rank in the top 10% of their class at the college, and admission to the program is competitive. For more information, please call 212-237-8553.

Immigrant Student Success Center

The first of its kind in New York City and the CUNY system, John Jay's Immigrant Student Success Center is a welcoming and safe space for undocumented, DACA, temporary protective status, asylum, refugee, and immigrant students and their families. We help our students develop emotional wellbeing, a sense of belonging in the John Jay community, and empowerment. We understand that the immigration system impacts undocumented and immigrant students beyond the classroom, and we aim to provide holistic services that center students' mental health and wellbeing. Our mission is to create a safe space that empower and support undocumented and immigrant students academic and personal success. The Center offers a range of services including, but not limited to – legal screenings, academic workshops, financial support, career information, community events, and counseling referrals. For more information, please email immigrantsuccess@jjay.cuny.edu, or call 212-887-6248. For emergencies, please contact the Specialist, Denise Vivar at dvivar@jjay.cuny.edu or call/text 848-208-1855.

International Students

John Jay College of Criminal Justice is the preeminent national and international leader in educating for justice. The College welcomes students from over 100 different countries. The F-1 Student population at John Jay College is serviced by three Designated School Officials. Current students should contact them if they have any questions about their status at <http://www1.cuny.edu/international/> For more information, please call 212-237-8893.

International Student & Scholar Services

The International Student & Scholar Services (ISSS) is committed to assisting international non-immigrant students and scholars in accomplishing their academic, personal, and professional objectives through advising, providing immigration services, promoting cross-cultural opportunities and offering specific programs and services to our international (F & J) population. John Jay College welcomes students from over 100 different countries. For more information, please contact 646-781-5214 or iss@jjay.cuny.edu. ISSS also administers the J-1 Exchange Visitor Program. Please contact Inga Mezale at imezale@jjay.cuny.edu or 646-781-5214.

Jay Express

The Jay Express Service Center at John Jay College helps with Admissions, Bursar, Registrar, as well as Financial Aid, and Testing services in one convenient location. The Jay Express Service Center provides friendly, quality, and accurate information to students, faculty, staff and the community in general. Assistance to students is provided via the phone, via the Enrollment Management Call Center, at (212) 663-7867 or through email at jayexpress@jjay.cuny.edu.

LGBTQ+ Resource Center

The LGBTQ+ Resource Center provides events, educational opportunities, advocacy, services and other resources that support and empower lesbian, gay, bisexual, transgender, and queer students as well as students whose identities fall in between or expand beyond these categories. For more information and to learn about the Center, please contact us at LGBTQ@jjay.cuny.edu.

Louis Stokes Alliance for Minority Participation (LSAMP)

The LSAMP program is designed to strengthen the preparation and increase the number of minority students who successfully complete baccalaureate and master's degrees in science, technology, engineering and mathematics (STEM) fields. The program provides student enrichment and direct student support in the form of stipends for tutoring, work in laboratories, and summer internships in university, research, or corporate settings. For information about the LSAMP program at John Jay College, contact the chairperson of the department of sciences. For more information, please call 212-237-8884.

Math and Science Resource Center

The cornerstone of the MSRC is its tutoring program. They offer one on one and small-group, appointment-based tutoring free of charge to current John Jay undergraduate students. You must be enrolled in a course that they cover in order to receive tutoring. In addition, the MSRC offers weekly topic-based workshops in General Chemistry, General Biology, and certain mathematics courses. One-on-one and small groups sessions are offered by appointment only. Appointments may be scheduled online, by phone or in-person. Please see <https://www.jjay.cuny.edu/academics/academic-departments/department-mathematics-computer-science/math-science-resource-center> for information about the MSRC.

Military and Veteran Services

The Office of Military and Veteran Services supports military veterans, active-duty service members, reservists, guardsmen, officer candidates and their family members with vibrant and relevant veteran-focused programs and assistance. Military and Veteran Services actively backs military-related students throughout their college experience with its fulltime Military and Veteran Services Manager: fulltime Certifying Official/Financial Aid Liaison; a veteran advisor, social work support, the student-led John Jay Veterans Association, dedicated Veterans' Center spaces, our veterans honor society chapter and assistance from staff and faculty throughout the college. We support veteran students with assistance in admission, enrollment and advisement; peer support programming; support for academic and personal success; veteran-focused academic courses; and job preparation, internship, and post-graduation employment programming. For more information, please email rpusatari@jjay.cuny.edu or call 212-484-1329.

Modern Language Center

John Jay College offers courses in: Arabic, Chinese, French, German, Italian, Japanese, Portuguese, and Spanish to provide students with the opportunity to broaden and enrich their understanding of diverse cultures and languages as well as international issues and world affairs. The Modern Language Center (MLC) administers the placement exam to determine which course level students can begin their language study. The MLC also provides language tutoring support on an appointment basis both in-person and online to students enrolled in these courses, as well as access to digital learning resources such as Duolingo and their ePortfolio. For more information, call 212-484-1140, email: languagecenter@jjay.cuny.edu, or visit 7.64 NB.

Office of Compliance and Diversity: Preventing Harassment and Discrimination; Fostering Diversity and Inclusion

The Office of Compliance and Diversity leads the College's work to foster a safe and inclusive campus community. The Office ensures the wellbeing of its students, faculty, and staff in this regard through fact-finding investigations, education, and outreach. The Office oversees all complaints of sexual and gender-based misconduct as well as other types of harassment or discrimination. The Office also promotes equal opportunity and fairness in the College's employment practices. To make a formal complaint of sexual misconduct, harassment or discrimination, you may contact Gabriela Leal, Director of Compliance and Diversity and the Title IX Coordinator/Chief Diversity Officer, Haaren Hall Room 623, at glead@jjay.cuny.edu or 646-557-4674.

Pre-Law Institute Center for Post-Graduate Opportunities

The Pre-Law Institute and Center for Post-Graduate Opportunities (PLI/CPO) supports students and alumni who are interested in attending law school or graduate school after graduation from John Jay. The PLI/CPO offers students one-on-advisement and a wide array of programs designed to ensure that students are competitive applicants to law school and graduate school programs. The PLI/CPO also assists students with seeking and applying for external fellowships, including Watson, Fulbright, Rhodes, Marshall, and Udall. Students can contact the office and make an appointment to meet an advisor by writing to pli@jjay.cuny.edu.

Public Safety

We welcome you to John Jay College and are committed to the safety and security of each student, employee, and visitor. Our staff strive to provide a high level of customer service by employing courtesy and respect for each individual while supporting the educational mission of the College. The department operates 24/7 and can be contacted at (212) 237-8524 or 212-237-8888 for emergencies. You can also contact the Department via email at PublicSafety@jjay.cuny.edu. Our main office is located at 524 West 59th St. suite L2.61 and is staffed from 9:00am to 5:00 pm, 7 days a week.

The Department provides many services which include the following:

- Emergency response and first aid assistance
- Fire Safety and Fire Drills
- Investigations
- Lost and Found property
- Access control
- Issuance of College ID cards
- Key issuance and Lock repair/change
- Special Event coverage
- Environmental Health and Safety considerations
- Escorts to the Columbus Circle subway station. To utilize this service, please arrive at the 10th Avenue (Haaren Hall) Public Safety desk by either 8:45pm or 10:15 pm.
- Safety Training opportunities including:

- o Civilian Response to an Active Shooter Event
- o “Stop the Bleed”
- o First Aid and CPR/AED.

To learn more about our department and the training opportunities, please visit our website at <https://www.jjay.cuny.edu/department-public-safety>. View our Annual Security Report (ASR) at: <https://new.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/public-safety/policies-procedures/jeanne-clery-disclosure-campus-security-policy-campus-crime-statistics-act-or-clery-act>.

The ASR contains information regarding campus security policies and contains crime statistics for three previous calendar years.

Looking for a job that works around your school schedule? The department offers employment opportunities for part-time Campus Security Assistants (CSAs). You can apply in our main office located in room L2.61 of the New Building.

Registrar

The Registrar’s Office facilitates registration, CUNY e-Permits, and Permits to Non-CUNY colleges; scheduling classes, classrooms, and final exams for 27 academic departments and programs; issuing official and student copy transcripts online by mail; certifying eligibility for graduation by checking that degree requirements have been met; issuing enrollment verification letters to outside agencies; maintaining records by posting grades, grade changes, withdrawals, and academic decisions; implementing college policy as determined by John Jay College Faculty and the City University of New York. The Registrar’s Office is the final word on whether a student is eligible to graduate and receive honors. For more information, please email registrar@jjay.cuny.edu.

SEEK

SEEK students receive year-round support services throughout their course of study. The SEEK Department works closely with key departments to help monitor students’ skills development across the curriculum. Counselors and staff provide personal advisement as well as information on program and college services, regulations and resources. Academic Support services and financial assistance are also provided. The SEEK program, (Search for Education, Elevation and Knowledge), which in 2011 was renamed, The Percy Ellis Sutton SEEK Program, is a four-year opportunity program established by the New York State Legislature for the senior colleges of the City University of New York to provide comprehensive academic, financial, and social supports to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances but have demonstrated the potential to pursue undergraduate degrees at John Jay College of Criminal Justice. For more information, please call 212-237-8169 or email seek@jjay.cuny.edu.

Self Service through the Jay Stop

The Jay Stop web site (<http://jstop.jjay.cuny.edu/>) was designed with the student’s needs in mind. The focus on this site is to provide students with quick access to important information, deadline dates, downloadable forms, quick links, and Q&A, 24 hours a day, seven days a week from the comfort of your computer or smart device. Many transactions can actually be performed through the secure tab of MY JJC. Just log in with your John Jay email address and password and you may access and request your transcript, NJ transit monthly pass, withdraw from courses and so much more. No need to wait or come to campus to take care of these and other transactions. Visit the Jay Stop, add it to your favorites, explore the site, it will save you valuable time. For more information, please call 212-663-7867.

Student Academic Success Programs

Student Academic Success Programs (SASP) provides a network of programs and services designed to give undergraduate students integrated learning experiences and continuity from one academic year to the next. As students advance through their academic career, they are presented with unique opportunities and challenges at each stage. In collaboration with faculty and other offices at the college, we create programs and opportunities that support the academic success of first-year students, sophomores, and transfer students. For more information, please contact sasp@jjay.cuny.edu or email the specific programs directly:

Adelante: adelante@jjay.cuny.edu

Apple Corps: applecorps@jjay.cuny.edu

CEEDS: nycdocceeds@jjay.cuny.edu

CUNY Justice Academy: cja@jjay.cuny.edu

First Year Programs: firstyearprograms@jjay.cuny.edu

Sophomore Programs: sasp@jjay.cuny.edu

SASP Peer Success Coaches: sasppeers@jjay.cuny.edu

STEM Acceleration: acceleration@jjay.cuny.edu

Transfer Programs: jjtransfer@jjay.cuny.edu

Student Activities Association, Inc.

The Student Activities Association, Inc. (SAA) is an affiliate of John Jay College. The Student Activities Association, Inc. Business Office is responsible for the fiscal accountability and implementation of the student activity fee and financial services for the Children's Center of John Jay College, Inc. In addition, the office oversees the record retention of expenditures and the compliance of appropriate accounting policies with respect to the CUNY Fiscal Accountability Handbook's guidance on the proper use of the Student Activity Fee, Section 16.2 of the Board of Trustees Bylaws. There are 31 permanent earmarks that receive funding from the Student Activity fee, along with a fluctuating number of student clubs/organizations. The student activity fee at John Jay College of Criminal Justice supports: extracurricular educational programs, cultural and social activities, recreational and athletic programs, student government, publications, other media (such as the yearbook and student newspaper), budgets for registered student organizations, community service programs, transportation for student events, student travel, commencement, orientation, insurance related to the implementation of these activities, and other student programs and activities. The fee also supports the cost of some staff members and student stipends in support of these activities.

Please visit our website at: www.jjay.cuny.edu/saabo or contact us at: (212) 393-6449 to learn more about how your student activity fee can work for you!

Student Transition Programs

The Office of Student Transition Programs (STP) creates dynamic, student-centered experiences to inspire purposeful transitions and equip students and their families with resources, guidance, and peer connections. Student transitions such as the first year of college, transfer experience, degree completion, and new graduate student experiences are critical junctures in the educational pipeline and provide unique opportunities for postsecondary student learning and development. These experiences include, but are not limited to: New Student Orientation, Weeks of Welcome, Convocation, Commencement-related events, the Commencement Ceremony, and various student employment opportunities. For more information, please call 646-557-4888.

Urban Male Initiative (UMI)

UMI is an academic and social support program with the goal of having our African American and Latino/a students, in particular our male students, graduate from college with a Baccalaureate degree within four to six years. UMI provides peer mentoring and tutoring, and we also host support groups such as Guy Code and Sistah Circle, these groups allow students to bond by having unique conversations about topics important to you! All programs and activities of the Urban Male Initiative are open to all students, faculty and staff without regard to race, gender, national origin or other characteristics. For more information, visit us in the UMI Learning Lab (L. 73.01 NB) or the UMI Student Lounge (L.74.02 NB), Follow us on Instagram [@UrbanMaleInitiative](#), and contact us at umi@jjay.cuny.edu or (646) 557-4557.

Wellness Resource Services

From financial literacy, and legal support to tax preparation programs, Wellness Resource Services empowers you on your journey to well-being. Explore our range of services designed to nurture your financial and social health. Whether you're seeking legal counseling financial guidance, or housing assistance our dedicated staff is ready to support you every step of the way. Take charge of your health and thrive with Wellness Resource Services at John Jay College. Call 212-237-8212.

Women's Center for Gender Justice

The Women's Center for Gender Justice supports student success through the creation of invaluable links between student centered research, peer networking, leadership development and educational programming. We strive to build community and celebrate intersectional identities through collaborations with entities on-campus and throughout the New York City area to promote gender equity, LGBTQIA+ rights, anti-violence education, and reproductive justice. The Women's Center for Gender Justice is a safe space for all women-identified students, the LGBTQIA+ community, and their allies. For more information, please call 212-237-8184.

Writing Center

The Writing Center is a free service offered to all matriculated undergraduate and graduate students who require assistance in writing. The center also provides workshops aimed at teaching writing skills or enhancing those skills students already have. Feel free to visit the office at Room 01.68 New Building. For more information, please call 212-237-8569.

Policies and Procedures

For a listing of the College's policies, please visit: <https://www.jjay.cuny.edu/cuny-policies-and-procedures>

For Accessibility policies, please visit: <https://new.jjay.cuny.edu/student-life/wellness-center/accessibility-services>

For the Code of Conduct, please visit: <http://www.jjay.cuny.edu/community-standards-and-conduct-policies>

For Health policies, please visit: <https://www.jjay.cuny.edu/student-life/wellness-center/health-center>

For Students Rights, Responsibilities, and Appeals policies, please visit:

<http://www2.cuny.edu/about/administration/offices/undergraduate-studies/pathways/rightsandresponsibilities/#I>

Glossary of College Terms

Academic Advisor

An advisor who helps a student choose courses to meet general education requirements and can help in the process of choosing a major and minor.

Academic Calendar

A calendar that lists the date of registration, college deadline dates, college holidays and other important information.

Academic Career Level

A CUNY first term for a student's "level" at a particular school (e.g., Undergraduate, Graduate, Law, Medical).

Academic Discipline

A field of study that is taught and researched at the college or university level. Students major in an academic discipline (e.g., Criminal Justice, Forensic Psychology).

Academic Dismissal

Being dismissed from the college for not meeting required academic standards.

Academic Group

A CUNY first term for the school or division within a college (e.g., School of Arts and Humanities, School of Business).

Academic Institution

A CUNY first term that refers to the particular college within CUNY.

Academic Integrity Policy

A John Jay policy that covers a range of offenses, including plagiarism (i.e. representing another's work as one's own), cheating, and copying assignments. All are serious offenses that may result in failing the course and being placed on academic probation or being dismissed from the institution. See the Academic Integrity Policy in this book for more information.

Academic Level

A CUNY first term; academic levels are freshman, sophomore, junior, or senior.

Academic Load

A CUNY first term; academic loads are a full time or part time student.

Academic Plan

A CUNY first term for undergraduate students that refers to their majors and minors; for graduate students, this refers to their program.

Academic Probation

A level of Academic Standing between Good Standing and Academic Dismissal. Students who have grade point averages that are below the minimum required GPA are placed on academic probation. During this probationary period, there are limits on the number of courses a student can take and the student is required to develop a plan with an academic advisor to improve his or her GPA.

Academic Program

A CUNY first term that refers to the degree type, e.g., A.S., A.A., A.A.S., B.A., B.S., B.F.A., M.A., etc.

Academic Standing

A student's academic status at a college based on academic performance. Students with a GPA above the minimum (for most students, a GPA of 2.0) generally are in good academic standing.

Academic Sub-plan

A CUNY first term that refers to a specialization, concentration, track, or option within a major or minor plan. Sub-plans are always linked to a plan.

Add/Drop Consent

A CUNY first term that indicates permission of the department or instructor is required.

Add/Drop Period

A period of time on the academic calendar where students have an opportunity to add new courses and/or drop courses.

AP Credits

Credits that students receive by receiving a score of at least 4 or higher on an Advanced Placement exam.

APA style

A style of formatting papers and documenting sources (e.g., articles and books that are used in a paper). See also MLA style.

BA/MA Programs

Programs at John Jay where a student can earn a BA (a Bachelor's degree) and an MA (a Master's degree) together. See the college bulletin for more information.

Bachelor's Degree

A four-year degree. Students earn a Bachelor's degree after successfully completing 120 credits and all their general education requirements and major requirements.

Bulletin, Undergraduate and Graduate

A complete guide to majors, minors, courses, requirements, and policies. The undergraduate bulletin can be found at: <https://jjay.smartcatalogiq.com/en/2023-2024/undergraduate-bulletin/>.

Bursar's Office

The office at the college that accepts payments for tuition and fees and maintains a record of tuition, fees, and payments.

Catalog

A term that is sometimes used to refer to the Bulletin.

Catalog Number

A CUNY first term that refers to the course number, e.g., 110, as in ENG 110.

Certificate Programs

Courses of study that demonstrate competency in a particular area of study. At the end of the program, a certificate is sometimes provided by a college; in other cases, the program prepares students for certificates provided by outside agencies. Certificate programs at John Jay include Addiction Studies, Dispute Resolution, and Spanish Legal Translation and Interpretation.

Class Number

A CUNY first term that refers to the registration code for a specific course section.

Class Sections

A CUNY first term for course sections. Many courses are offered at different times. Each of the different times is a section.

Class Periods

Class Period	Monday through Friday
First	8:00 am – 9:15 am
Second	9:25 am – 10:40 am
Third	10:50 am – 12:05 pm
Fourth	12:15 pm – 1:30 pm
Community Hour	1:30 pm – 2:50 pm
Fifth	2:50 pm – 4:05 pm
Sixth	4:15 pm – 5:30 pm
Seventh	5:40 pm – 6:55 pm

Eighth	7:05 pm – 8:20 pm
Ninth	8:30 pm – 9:45 pm

Class Standing

The academic level a student is in (freshman, sophomore, junior or senior) is considered their class standing. Each matriculated (degree candidate) student is enrolled in one of eight classes, according to the number of credits that have been earned. Please note that many 300 level courses require at least Junior standing and 400 level courses require Senior standing.

Class	Credits
Lower Freshman	0 - 14.9
Upper Freshman	15 - 29.9
Lower Sophomore	30 - 44.9
Upper Sophomore	45 - 59.9
Lower Junior	60 - 74.9
Upper Junior	75 - 89.9
Lower Senior	90 - 104.9
Upper Senior	105 or more

CLEP

The College-Level Examination Program of the Educational Testing Service. CLEP exams are given in many academic areas. Students passing CLEP exams with required scores can receive academic credit (units towards a degree).

Commencement

A ceremony for students who are graduating.

Community Hour

The time period from 1:30pm to 2:50pm everyday where the college holds very few if any classes, allowing students time to engage in extracurricular activities outside the classroom.

Cooperative Education

A combination of classroom-based education and work experience. John Jay offers academic internships that are based on cooperative education.

Co-requisite

A course that must be completed at the same time as another course. See also Prerequisite.

Counselor, Career

A counselor in the Office of Career and Professional Development who can meet individually with students and alumni to explore various career options, create an internship or job search plan, or discuss any other career-related issue.

Counselor, Financial Aid

A staff member of the Office of Financial Aid who can help students with questions regarding financial aid.

Counselor, Mental Health

A counselor in the Counseling Center who can discuss personal issues such as relationships, family or cultural issues, self-esteem, anxiety, spiritual awareness, depression, body image, sexuality concerns, and healthy behavior, among others.

Course Number

A combination of a departmental abbreviation and number that identifies a course (e.g., CHE 103 for Chemistry 103). Course numbers also indicate the level of the course (e.g., ENG 218 is a more advanced course than ENG 101). In CUNYfirst, the number portion of a course number is referred to as the Catalog Number.

Credits

Units used to measure course work (e.g., most courses are three credits). Students must earn a minimum number of credits in specified areas to earn a Bachelor's degree. In CUNYfirst, credits are referred to as units.

CUNYfirst

The web-based computer system that is used by students to register for courses, view information about their academic records, and many other functions. CUNYfirst is also used by administrators to manage the processes of the college.

CUNY Justice Academy

An educational partnership connecting John Jay College of Criminal Justice to CUNY's six traditional community colleges. This program provides a way for students to earn an associate degree at a community college and then transition to earning a Bachelor's degree at John Jay College in the fields of Criminal Justice, Forensic Science and Forensic Financial Analysis.

Dean's List, Graduate

A list recognizing students who have maintained a 3.70 grade point average and completed 12 credits earned during one academic year (including the preceding summer). Graduate students placed on the Dean's List will have an appropriate notation made on their Permanent Record in the Office of the Registrar.

Dean's List, Undergraduate

A list recognizing students who have earned a 3.35 cumulative GPA and a 3.5 GPA calculated over the past academic year; taken 18 credits during the past academic year, none of which consisted of pass/fail, remedial or developmental course work; passed or been exempted from all three skills assessment exams (reading, writing and mathematics); and had no grade of INC or WU during the past academic year.

Degree Audit

A report (generated by Degree Works) that assists students in reviewing their degree progress.

Degree Programs

Academic programs that lead to an academic degree (e.g., a Bachelor's degree).

Degree Works

A computerized degree audit program and academic advising tool designed to assist students and advisors in reviewing degree progress, easily identifying courses a student has completed and what courses still need to be taken in order to fulfill degree requirements. Be advised that DEGREEWORKS is not an academic transcript nor is it an official notification of completion of degree requirements.

Department

The faculty and staff for a particular area of study (e.g., the English Department).

Description/Long Course Title/Long Description

CUNYfirst terms that refer to the course description.

Effective Date

A CUNYfirst term that refers to the date on which a value, description, or record becomes current.

Electives

Courses that a student chooses to take that are not required for general education or major requirements.

EMPLID

A CUNYfirst term for the unique eight-digit personal identification number used in the CUNYfirst system as a Student ID or Employee ID.

Enrollment Appointment

A CUNYfirst term that refers to a registration appointment during which students can enroll (register) in classes for a term.

Enrollment Requirement Group/Requisites

A CUNY first term that refers to Prerequisites/Corequisites

E-permit

An application used for obtaining permission to take a course at another school and receive credit for the course for a John Jay degree.

Equated Credits

Credits based on the number of contact hours a week; some remedial courses at John Jay College may have 6 equated credits because they meet six hours a week, but only offer 3 academic credits. To determine full-time or part-time status, Pell and TAP use equated credits.

FAFSA (Free Application for Federal Student Aid)

An application form that students and parents (of dependent students) are required to complete to provide information related to personal income and tax liability to determine eligibility for federal grant, loan, and work-study programs.

FERPA

The Family Educational Rights and Privacy Act, which gives students rights, privileges and protections related to their records, including privacy protections.

Financial Aid Progress Units

A CUNY first term for equated credits.

First Year Seminar (FYS)

A required general education course that all first-year students take. The seminar has a focus on the theme of Justice and the Individual and helps students develop the skills needed to succeed at John Jay.

Flexible Core

A component of the general education requirements at John Jay College. To meet the flexible core requirements, students choose courses in five topic areas: World Cultures and Global Issues, U.S. Experience in its Diversity, Creative Expression, Individual and Society, and Scientific World.

General Education (GenED) Requirements

Courses and categories of courses that all students in a degree program are required to take. At John Jay College, general education requirements are made up of a required core, a flexible core, and the college option.

Good Standing

A level of Academic Standing above the minimum academic performance requirements (for most students, a GPA of 2.0 or more).

Grade Point Average (GPA)

A number that represents the average of a student's grades. Each grade has a numerical point value (e.g., A = 4.0). The total number of points divided by number of course credits attempted is the GPA.

Grade Point Average (GPA) Calculator

A calculator available on DegreeWorks that can help determine what grades are needed to reach a desired GPA.

Grades

In addition to the common letter grades (A through F), John Jay assigns the following grades:

- **FIN** (Incomplete changed to F); A grade given to a student when the student does not complete, within the deadline established, all assignments that remained when the student received an incomplete.
- **INC** (Incomplete): A grade given to a student who has not completed the course assignments but would pass the course if she or he were to satisfactorily complete course requirements. Faculty members decide whether or not to give a grade of Incomplete.
- **PEN** (Pending). The grade recorded when a faculty member suspects or determines that an academic integrity violation has taken place that requires a formal intervention.
- **P** (Pass). The grade given when a student passes a developmental course with a Pass/Fail/Repeat grading system, or when a student takes a course under a Pass/Fail option.

- **R (Repeat)** The grade assigned to a student in a developmental or remedial course who has attended class regularly and completed course requirements but has not demonstrated sufficient progress to justify a passing grade.
- **W (Withdrawal)**. Indicates withdrawal without penalty. A W is not calculated into the student's GPA.
- **WA (Administrative Withdrawal)**. Grade assigned when a student does not comply with the Proof of Immunization Policy of the College. It is not computed in the GPA.
- **WN (Never Attended)**. The grade assigned when a student is registered for a course but never attended.
- **WU (Withdrew Unofficially)**. The grade assigned when a student has stopped attending class and has not submitted an application for Registration before the end of the tenth week of classes. A WU is computed as a failure (0.0) in the grade point average.

Grading Basis

A CUNY first term that refers to how the course is graded, e.g., whether only A through F grades can be awarded or whether other options, such as NC, are available.

Graduate Student

A student who has completed a Bachelor's degree and is now pursuing a graduate degree such as a Master's degree or a PhD.

Graduation Audit

The form that needs to be completed in order to graduate. The form can be submitted electronically at The Jay Stop or at the Registrar's office.

Hold

A CUNY first term that refers to a type of service indicator that appears on the Student Center. Some holds may prevent students from enrolling in classes. Students may see how to resolve their holds and which department to contact for additional information by clicking on the details link.

Independent Study

A type of course where a student completes the requirements for an individual program of study specified by a professor.

Internship

A work assignment (often unpaid) that allows students to gain experience related to their career interest. Some internships are part of an Academic Internship course, for which students receive academic credit.

Justice Core

A part of the general education requirements. Students fulfill the requirement by choosing and completing a 100-level course on the theme of Justice and the Individual and a 300-level course on the theme of Justice in Global Perspective or Struggles for Justice and Equality in the United States.

Lab

A required component of a course that is hands-on and that allows students to test and explore concepts from a related lecture course. Labs are most common in science courses.

Learning Community

Two courses that are linked through shared themes, activities, and assignments, and the same students.

Major

The primary academic discipline that a student chooses to study. Students must complete a required set of courses in the major they choose.

Master's Degree

A graduate degree in an academic discipline. Students must complete a Bachelor's degree before pursuing a Master's degree.

Matriculated Student

A student accepted and recognized by a college as working toward a degree.

Minor

A secondary academic discipline that a student chooses to study. Students must complete a required set of courses in the minor they choose (fewer than those in a major).

MLA style

A style of formatting papers and documenting sources (e.g., articles and books) that are used in a paper.

National ID

A CUNYfirst term that refers to Social Security number.

Office Hours

A time set aside by professors to meet with students. Office hours allow students to discuss or clarify subject matter or assignments, as well as discuss academic opportunities.

Pass/Fail Option

An option to take a course with the grade of Pass or Fail. The grade is not calculated in the GPA. Check the college bulletin for restrictions on the number of courses to take with this option.

PELL Grant

Financial aid that the U.S. federal government provides for students with financial need.

Plagiarism

The act of presenting another person's ideas, research or writings as your own. Plagiarism is a serious offence of the Academic Integrity Policy.

Planner

An optional CUNYfirst registration feature used by students to store courses to complete remaining requirements for their program. Students may add courses to a future term for enrollment.

Pre-requisite

A requirement or course that must be completed before enrolling in a particular course. For example, ENG 101 is a prerequisite for all 200 level courses. See also Co-requisite.

Professional Degree

A degree that prepares a student for a particular profession, such as law or medicine.

Program

A CUNYfirst term that refers to a method of grouping plans. Programs are the tracks within a major, minor, or graduate program.

Registrar Office

The office at the college that maintains and processes student transcripts and other official records.

Registration

The process of enrolling in a course.

Required Core

A part of the general education requirements that requires students to take English Composition (ENG 101 and 201), a course in mathematics and quantitative reasoning, and a life and physical sciences course.

Requirement Designation

A CUNYfirst term for the general education requirement that the course fulfills.

Scholarship and Fellowship

An award of financial aid for a student to pursue her or his education. Scholarships can be merit-based (based on a student's GPA and/or other achievements) or need-based (based on the student's financial need), or a combination of both.

Service Indicator

A CUNYfirst term. A positive service indicator allows students to access additional services, e.g., veterans' services, early registration, specialized accommodation. Negative service indicators, such as holds, will prevent an action from occurring, e.g., registration block, or transcript block.

Service Learning

A component of a course where students serve the community and earn partial course credit at the same time. a

Shopping Cart

A CUNYfirst registration feature for students to temporarily save classes until they enroll in them. To register for classes, a student must “check out” of the shopping cart by clicking the “Finish Enrolling” button.

Student Center

A CUNYfirst self-service “dashboard” used by students to manage their own administrative activities, e.g., enroll in classes, view class schedules, view and pay bills, etc.

Student Finance (SF)

A CUNYfirst module that refers to the Bursar Office.

Student Records (SR)

A CUNYfirst module that refers to the Office of the Registrar.

Subject Area

A CUNYfirst term that refers to the course discipline, e.g., CRJ, ENG.

Syllabus

A document that outlines the content and requirements for a given course during a given semester that is provided by the faculty member teaching the course.

TAP (Tuition Assistance Program)

A program of financial aid provided by New York State for students with financial need.

Term

A CUNYfirst word for the semester, e.g., fall, spring, and summer. In CUNYfirst, each term is represented as a number with the century, year, and semester. (For example, the Fall 2014 term is represented as 1149 (1= century 21st; 14 = year 2014; 9 = Fall term).

Transcript

An official document listing courses taken, and grades received by a student while enrolled in a college.

Tuition and Fees

The amount of money charged for courses and services at a college.

Undergraduate Student

A college or university student who has not yet received a Bachelor’s degree or similar degree.

Units

A CUNYfirst term for academic credits.

Work-Study Programs

Campus jobs that are available to students who have received work-study funds as part of their financial aid award.

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JOHN JAY
BLOODHOUNDS

