

## CJBS MAJOR INFORMATION PACKET Fall 2015 – Summer 2016

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Student Name (Student ID): \_\_\_\_\_ Date: \_\_\_\_\_

## Bachelor of Science Criminal Justice (Institutional Theory and Practice)

### Major & Core Course Prerequisites

COURSE	COMPLETE	IN PROGRESS	STILL NEEDED
SOC 101			
POL 101 or GOV 101			
MAT 108, MAT 141, or STA 250			
ENG 201			

### Part One. Core Requirements: 24 credits (eight courses)

COURSE	COMPLETE	IN PROGRESS	STILL NEEDED
CJBS 101			
COR 101			
PSC 101			
LAW 203			
SOC 203			
CJBS 250	YOU CANNOT TAKE ANY 2 OF THESE DURING THE SAME SEMESTER		
CJBS 300			
CJBS 415			

### Part Two. Diversity: 3 credits (one course) Check off completed course or Requirement Still Needed

- COR 320 Race, Class and Gender in a Correctional Context
- CRJ 420/SOC 420 Women and Crime
- LAW 313/POL 313 The Law and Politics of Race Relations
- LAW 340 Employment Discrimination Law, Affirmative Action and Police Organization
- PSC 202 Police and Community Relations
- PSC 235 Women in Policing
- Requirement still needed

### Part Three. Distribution Areas: 9 credits (three courses) Select from back of form *\* Two of the three courses must be at the 300 or 400 level and MUST be in different categories.*

COURSE	COMPLETE	IN PROGRESS	STILL NEEDED
Cat. A Police Course:			
Cat. B Law Course:			
Cat. C Corrections Course:			

Note: One course can not meet two CJBS requirements

**Course Suggestions for next semester:**

Major Advisor Signature: \_\_\_\_\_

**Part Three. Distribution Area course options: Circle the one you've completed!**

*Please note that certain courses have non-CJBS prerequisites. In such cases, you must successfully complete these classes before you can register for the distribution course. Please refer to the college bulletin to verify the prerequisites for your courses of interest: <http://www.jjay.cuny.edu/college-bulletins>*

**Category A. Police**

**Select one**

CRJ 255 Computer Applications in Criminal Justice

CRJ 321/PHI 321 Police Ethics

CRJ 425 Major Works in Criminal Justice

PSC 201 Police Organization and Administration

PSC 207 The Investigative Function

PSC 227 Police Training Programs: Goals, Content and Administration

CJBS 377 Internship

PSC 3XX Police and the Media

PSC 405 Organized Crime in America

PSC 415 Seminar in Terrorism

**Category B. Law and Courts**

**Select one**

CRJ 322/PHI 322 Judicial and Correctional Ethics

LAW 202 Law and Evidence

LAW 206 The American Judiciary

LAW 209 Criminal Law

LAW 212 The Criminal Process and the Criminal Procedure Law

LAW 259/POL 259 Comparative Criminal Justice Systems

LAW 301 Jurisprudence

LAW 310/PHI 310 Ethics and Law

LAW 401 Problems in Constitutional Development

LAW 420/PAD 420 Contemporary Administration of Justice

**Category C. Corrections**

**Select one**

COR 201 The Law and Institutional Treatment

COR 202 Administration of Correctional Programs for Juveniles

COR 230/PSC 230 Sex Offenders in the Criminal Justice System

COR 282 Principles of Correctional Operations

COR 303 Comparative Correction Systems

COR 310 Fieldwork in Corrections

COR 320 Race, Class and Gender in a Correctional Context

COR 3XX Prisoner Re-entry and Reintegration

COR 3XX Violence in Prisons

COR 401 Evaluation Correctional Methods and Programs

COR 402 Administration of Community-Based Corrections Programs

COR 415 Major Works in Corrections

COR 430 Senior Seminar in Corrections

CRJ 322/PHI 322 Judicial and Correctional Ethics

## Using the CJBS Major Worksheet to Plan your Schedule

NOTE: These instructions and the accompanying worksheet only apply to students who declared as CJBS majors in September 2012 or thereafter. Students who enrolled prior, and who did not opt-in to the new curriculum, must follow the earlier version of the major as outlined in the college bulletin corresponding to their year of declaration: <http://www.jjay.cuny.edu/college-bulletins>

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CJBS Major Advisors are available throughout each semester to assist you with your advisement needs, including selecting your courses for the upcoming semester. However, in the event that you are unable to meet with an advisor prior to registration, you can use the CJBS Major Worksheet to plan your schedule. Follow the below instructions.

Cross reference the CJBS Major Worksheet with your degree audit or transcript and mark each class as "complete," "in-progress," or "still needed," as appropriate.

The top portion of the sheet lists all of the CJBS prerequisites. Many of these classes need to be taken prior to the core requirements. Therefore, any of these courses that you have not taken yet should be taken next semester.

The second area of the sheet lists all of the core requirements. Students must take all of these classes. Generally, we advise that students take all of the 100 & 200 level courses in this section (except CJBS 250) before taking any of the courses in the other sections of the document. If you have not yet taken any of the following classes, you should do so next semester: CJBS 101, COR 101, LAW 203, PSC 101, SOC 203. If you have taken all of these courses already, then you should take one of the diversity courses next semester, if you have not already done so (listed in the middle of the sheet).

Please note that CJBS 250, CJBS 300, and CJBS 415 are pre-requisites to one another, and cannot be taken concurrently. They must be taken over 3 separate semesters. Therefore you should take CJBS 250 as soon as you are able, as you cannot move on to the other classes until it has been successfully completed. Please note that one of the math prerequisites (MAT 108, MAT 141, or STA 250) must be taken before you can register for CJBS 250. If you have already completed CJBS 250, then you should take CJBS 300 next semester. If both CJBS 250 & CJBS 300 are completed, then you should take CJBS 415.

The lower most section of the document displays our distribution area requirements. Students must take 1 class in each of our distributions: Policing, Law & the Courts, and Corrections. Two of these classes must be at the 300 or 400 level and cannot be in the same area. So, if you take one 300/400 level class in Policing, for example, the other 300/400 level class must be in either Law & the Courts or Corrections. Page 2 of the CJBS Major Worksheet lists all of the classes that fulfill the Distribution Area requirements. After you've made sufficient progress with the general requirements (i.e. you've taken all 100 & 200 level classes) you should start taking your distribution area courses.

# CRIMINAL JUSTICE (BS)\* FOUR YEAR ADVISEMENT PLAN

FALL	WINTER	SPRING	SUMMER
ENG 101 (English Comp 1 RC) <b>3</b>		ENG 201 (English Comp 2 RC) <b>3</b>	<b>Gen Ed Categories</b> Required Common Core = RC Flexible Common Core = FC College Option = CO
MAT 105 (Math & Quantitative Reasoning RC) <b>3</b>		MAT 108 (PreReq) <b>3</b>	
100 level Justice Course (CO) <b>3</b>		World Cultures & Global Issues (FC)* <b>3</b>	
CJBS 101 (Major) <b>3</b>		Life & Natural Sciences (RC) <b>3</b>	
SOC 101 (Individual & Society (FC)/PreReq) <b>3</b>		POL 101 (PreReq) <b>3</b>	
<b>Total Credits: 15</b>		<b>Total Credits: 15</b>	
FALL	WINTER	SPRING	SUMMER
PSC 101 (Major) <b>3</b>		SOC 203 (Major) <b>3</b>	
CJBS 250 (Major) <b>3</b>		LAW 203 (Major) <b>3</b>	
COR 101 (Major) <b>3</b>		U.S. Experience & its Diversity (FC) <b>3</b>	
Communications (CO)* <b>3</b>		Scientific World (FC) <b>3</b>	
Creative Expression (FC) <b>3</b>		Elective or Minor <b>3</b>	
<b>Total Credits: 15</b>		<b>Total Credits: 15</b>	
FALL	WINTER	SPRING	SUMMER
CJBS 300 (Major) <b>3</b>		Part 3 Distribution Category A <b>3</b>	<b>* MAJOR NOTES *</b> Part 3 requires two of the three courses to be at the 300 level or higher
Part 2 Diversity Course <b>3</b>		300 level Justice Course (CO) <b>3</b>	
Learning from the Past (CO) <b>3</b>		Additional Flexible Core Course (FC)^ <b>3</b>	
Elective or Minor <b>3</b>		Elective or Minor <b>3</b>	
Elective or Minor <b>3</b>		Elective or Minor <b>3</b>	
<b>Total Credits: 15</b>		<b>Total Credits: 16</b>	
FALL	WINTER	SPRING	Curriculum Summary
Part 3 Distribution Category B <b>3</b>		CJBS 415 Capstone Seminar <b>3</b>	<b>Degree Type: BS</b>
Part 3 Distribution Category C <b>3</b>		Elective or Minor <b>3</b>	<b>Gen.Ed. Credits: 42</b>
Elective or Minor <b>3</b>		Elective or Minor <b>3</b>	<b>Major Credits: 36</b>
Elective or Minor <b>3</b>		Elective or Minor <b>3</b>	<b>Elective/Minor Credits: 42</b>
Elective or Minor <b>3</b>		Elective or Minor <b>3</b>	<b>Total Amount of Credits Needed To Graduate: 120</b>
<b>Total Credits: 15</b>		<b>Total Credits: 15</b>	

**Gen Ed Notes:** \* Students who are not exempt from For.Lang. must take FL101 to satisfy World Cultures & FL102 to complete Communications.

^ The "Additional Course" can be from any Flexible Common Core area. If FL101 was needed the additional course MUST be from World Cultures.

**Major Notes:** Highlighting indicates Core Courses in the major.



**JOHN JAY** COLLEGE OF CRIMINAL JUSTICE **CJBS MAJOR ADVISEMENT ONLINE SCHEDULER**

To better serve CJBS Majors, the Department of Law and Police Science now has multiple advisors available to assist students with their day-to-day advisement needs. In addition, students can now schedule (and even reschedule) advisement appointments online.

To schedule an advisement appointment, visit:

<https://cjbs.acuityscheduling.com/>

or scan:



## Answers to Frequently Asked Questions

Student Question/ Issue	What To Do
Student asks where to find an official list of major requirements	Student can go to <a href="http://www.jjay.cuny.edu/college-bulletins">http://www.jjay.cuny.edu/college-bulletins</a> and click on the Bulletin that was in effect when s/he declared the major, then look up the requirements. Encourage student to use the Degree Audit as well, but only with the appropriate Undergraduate Bulletin to confirm accuracy.
Student wants to declare a major or minor	Refer student to Jay Express counter, main floor (L), NB, near 11th Avenue
Student asks you to grant a substitution for a major/minor requirement	This is your call. See Best Practices section of this Handbook for what to consider when this comes up. Notify the Registrar of any substitutions by submitting a Course Substitution Request form from the Jay Stop website. Go to <a href="http://jstop.jjay.cuny.edu/registrar.php">http://jstop.jjay.cuny.edu/registrar.php</a> , scroll down and click on Course Substitution Request to access the form.
Student can't access Degree Audit	Tell student to call or visit DoIT helpdesk: 212-237-8200; L2.73.00 NB
Student can't access CUNYfirst account	New Students should first check in with the Admissions Office at L.64 NB (212-237-8866). Otherwise, students should contact Do It, Dept of Information Technology, 212-237-8200 (L2.73 NB).
Student asks how to remove a hold on CUNYfirst	The student can click on the hold to see which department put it on and then talk with that department to discuss its removal. See Essential Advising Tools section of this Handbook for more technology information.
Student doesn't know how to use the Degree Audit to maximize its usefulness	If you can, take a few moments to show the student some best practices. See Essential Advising Tools section of this Handbook for technology information.
Student believes the Degree Audit is incorrect about remaining general education requirements or major requirements	You can confirm if the Audit is accurate in its presentation of major requirements. If it is not, contact Kathy Killoran, <a href="mailto:kkilloran@jjay.cuny.edu">kkilloran@jjay.cuny.edu</a> ; (212) 237-8263. If it is accurate in its presentation of major requirements but there is a problem specific to that particular student, contact Ivette Rivera in the Registrar's Office ( <a href="mailto:ivrivera@jjay.cuny.edu">ivrivera@jjay.cuny.edu</a> ). Refer student to Academic Advisement Center in L.73 NB to confirm whether the Audit is correct about needed general education requirements.
Transfer student asks which transfer courses can count towards the major or minor	This is your call. Make sure the Registrar knows about any substitutions by submitting a Course Substitution Request form. Go to <a href="http://jstop.jjay.cuny.edu/registrar.php">http://jstop.jjay.cuny.edu/registrar.php</a> , scroll down and click on Course Substitution Request to access the form.
Transfer student asks why a course from the other school doesn't appear on the John Jay transcript—or why a course appears only as	Refer student to the Office of Testing and Evaluation at L71 NB (212-237-8108) to discuss any questions regarding course evaluation. If a student receives elective or blanket credit, this means that there is no direct equivalent at John Jay.

## Answers to Frequently Asked Questions

elective credit	
Transfer student asks if it's necessary to take the CUNY Math test	See Major Advising and Transfer Students section of this Handbook. Student should consult with an Academic Advisor in L73 NB to confirm if it's necessary to take the test.
Student wants to discuss progress in general education requirements	Refer student to the Degree Audit and Undergraduate Bulletin and encourage a visit to the Academic Advisement Center at L73 NB (646-557-4872 or 646-557-4816).
Student asks about the deadline for dropping or adding a class	Show student how to access the Academic Calendar (at top of John Jay website click Calendar, then click on Academic Calendar Quick Link). Last day to add or swap is typically end of first week; last day to drop is typically tenth week.
Student asks about study abroad and whether classes from abroad can count towards the major or minor or gen ed requirements	Refer student to the Office of International Studies and Programs at 1101 North Hall (212-484-1390) <a href="http://www.jjay.cuny.edu/study-abroad-programs">http://www.jjay.cuny.edu/study-abroad-programs</a> for general information. If the student is interested in a particular program, s/he can talk with you about major/minor courses from that program and an Academic Advisor in L.73 NB about study abroad and general education requirements.
Student has questions about financial aid/TAP	Refer student to Jay Express counter, main floor (L) NB, near 11th Avenue. TAP contact person is Rose O'Neill (212-237-8476, <a href="mailto:roneill@jjay.cuny.edu">roneill@jjay.cuny.edu</a> )
Student wants to know about internship opportunities and career resources	Tell the student what you know about internships in your major, and refer to the Center for Career and Professional Development at L.72 NB (212-237-8754). Mr. Gerald Stannard ( <a href="mailto:gstannard@jjay.cuny.edu">gstannard@jjay.cuny.edu</a> ) is Associate Director for Academic Internships and is a good resource for any internship-related questions.
Student asks when s/he will be able to graduate	This depends on many factors. To confirm, student should discuss major or minor progress with you and also meet with an Academic Advisor in L.73 NB.
Student asks about graduation application process	Once a student has earned <b>102</b> credits (or will have 102 by term's end), s/he can file for Graduation in the Student Center in CUNYFirst. Students click the "Other Academics" drop down menu and select 'Apply for Graduation'.
Student has applied to graduate but has heard nothing and is concerned	Remind student that the Registrar has to process many graduation applications and it can take weeks or months to hear back from that office. If the student is still very concerned, s/he can email Ms. Ivette Rivera, the certifying graduation officer ( <a href="mailto:ivrivera@jjay.cuny.edu">ivrivera@jjay.cuny.edu</a> ). The student should not keep submitting graduation applications! See Advising the Graduating Senior section of this Handbook.
Student has questions about the commencement ceremony	Refer student to Office of Student Transitions in Student Affairs, L2.70.01 NB. For more information about commencement, go to <a href="http://www.jjay.cuny.edu/graduation">www.jjay.cuny.edu/graduation</a> . Contact Tiffany Onorato, <a href="mailto:tonorato@jjay.cuny.edu">tonorato@jjay.cuny.edu</a> , 646-557-4888.
Student seems to have a lot of academic difficulty and/or emotional distress	Refer student to the Counseling Services Center at L68 NB (212-237-8100) <a href="http://www.jjay.cuny.edu/counseling">http://www.jjay.cuny.edu/counseling</a> . If the situation seems extreme, offer to walk the student there yourself. For academic difficulties, please refer student to the Academic Advisement Center in L73 NB.
Student asks if it's possible to take a class at another campus	Refer student to permit guidelines: <a href="http://jstop.jjay.cuny.edu/forms/JJay_PermitGuidelines.pdf">http://jstop.jjay.cuny.edu/forms/JJay_PermitGuidelines.pdf</a> and Jay Express. There are different procedures depending on whether a student wishes to attend a CUNY school or a non-CUNY school. Students apply for an e-permit to a CUNY school through the CUNY Portal, and for a non-CUNY school there is an



## Answers to Frequently Asked Questions

	on-line form at The Jay Stop <a href="http://jstop.jjay.cuny.edu/">http://jstop.jjay.cuny.edu/</a> that they can download and submit. The Registrar's office must approve courses that students take elsewhere. Questions should be referred to Sara Scaldaffery ( <a href="mailto:sscaldaffery@jjay.cuny.edu">sscaldaffery@jjay.cuny.edu</a> ; 646-557-4757).
Student asks if it's possible to receive academic credit for prior work/life experience	Refer student to Michael Rohdin, Prior Learning Assessment Coordinator ( <a href="mailto:mrohdin@jjay.cuny.edu">mrohdin@jjay.cuny.edu</a> ) in 8.66 NB (212-484-1343).

# John Jay College Degree Audit

## Getting Started...

- Access your Degree Audit through the CUNY Portal at <http://www.cuny.edu>
- Select *CUNY Portal* from **Log In** on the top right of page & log in with username & password.

## NEED HELP?

For assistance accessing CUNY Portal & Degree Audit, contact DOIT in NB, L2.63

## Create Portal Account

- Click on **Register Now** to create Username & password
- Click on **“Student”**; then enter your Last Name, Social Security Number and Date of Birth.
- Click on **“Next”**; then you will be given a Username and asked to create your Password.

## Logging In

- Once you are logged into the Portal, you will be brought to **“My Page”**
- Click on the link **“Student Advisement Degree Audit”**

## Navigating Your Degree Audit...



Audit



What If



Planner



GPA Calc

Click the **“View”** button to see your degree audit.

The audit report divides information into blocks:

- General information: name, overall GPA, major, bulletin year, placement, and academic standing
- CUNY Skills Requirements
- Gen Ed, Major, & Minor requirements
- Courses taken but not counted towards your degree
- Courses in progress
- A legend at the bottom of the audit screen provides explanation for the symbols used by Degree Works
- The Degree Audit tells you the courses you still need to take
- The Degree Audit gives you a description of course content and co/prerequisites

## WHAT IF:

The **What If** function maps your transcript onto any curriculum at John Jay

- Select the desired degree, catalog year, and major from the drop-down menu
- Click **Process Audit** to see how the courses you have completed meet the new requirements

## PLANNER:

The **Planner** function displays an academic planner that can be used to plan student's courses and schedules

## GPA CALC:

From the drop-down menu select the appropriate GPA Calculator and click on **“Load”**

- The **Graduation Calculator** determines the GPA average you will need to maintain to graduate
- The **Term Calculator** may be used to determine how the expected grades for the current semester will affect your overall GPA
- The **Advice Calculator** determines how many credits of a specific grade average you need to reach your desired GPA

## Major Advising and Transfer Students

Some transfer students arrive at John Jay after only a semester or two at another college, while others may transfer in many credits and possibly a degree. All transfer students need to be particularly careful in their academic planning, since they may not have room for any more elective credit and need to be very certain of how many more general education courses and major courses they still need to graduate. No matter how many credits a transfer student brings in, s/he needs at least 30 credits in residence at John Jay and at least half of the major credits need to be earned at John Jay. These students may have individual issues and questions, but here are some highlights of common transfer student concerns:

### Transfer students and requisites:

Many transfer students arrive at John Jay having completed some kind of Associate Degree (AA, AS, AAS). If they haven't spoken with an Academic Advisor, they should make an appointment with one, especially since the Degree Audit is often inaccurate in the way it presents these students' general education requirements. Please refer them to the Academic Advisement Center (L73.00 NB) or direct them to their website (<http://www.jjay.cuny.edu/academic-advisement-center>) to schedule an appointment on-line. Encourage any transfer student to consult with an Academic Advisor to confirm what requirements are still needed.

It's great when transfer students arrive with MAT 105, 108, 141, 241, or 242 credit because you'll know they have either met the math requirement for your major (if your major has a math requirement) or at least you know what their next course should be. Sometimes, however, transfer students will have taken a math course that is not equivalent to one of the above courses and the credit evaluators in the Office of Testing and Credit Evaluation post it as elective college math credit (often the designation is MAT 1). Occasionally, depending on the course, they will approve such credit to meet the Math and Quantitative Reasoning general education requirement, but you and the Degree Audit may not know it. **HOWEVER**, even if such a course meets the general education math requirement, your major may require further math, and the transfer student may need to take the CUNY math test for placement purposes. When in doubt, an Academic Advisor can confirm whether the student needs to take a test for placement!

Transfer students who have previously earned a Bachelor's degree are done with general education requirements (unless they still need ENG 101/201 or certain major prerequisites). They should check in with an Academic Advisor to be clear about degree criteria. The main thing for major advisors to keep in mind is that **no more than 15 credits from their previous degree can count towards the John Jay major they are pursuing in their second Bachelor's degree.**

# How to Apply for Graduation with CUNYfirst

Step 1: Log in to your CUNYfirst account at <https://home.cunyfirst.cuny.edu>



CUNYfirst is The City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to CUNYfirst - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more. It will give faculty additional tools to enhance their interaction with students. It is also designed to give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

A screenshot of the CUNYfirst 'Sign In' form. It features a dark header with the text 'Sign In'. Below the header are two input fields: 'Username' and 'Password'. A 'Log In' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot Your Password?', 'Change Password', and 'First Time Users'.

Note: Users of this system must use their individually assigned user ID. Sharing of user IDs and passwords is prohibited by CUNY's Security Policies & Procedures ([security.cuny.edu](http://security.cuny.edu)).

All users who access their accounts at college workstations and kiosks should remember to log out of CUNYfirst at the end of their sessions to ensure their accounts are securely closed.

# How to Apply for Graduation with CUNYfirst

Step 2: Navigate to Self-Service >> Student Center

Step 3: Locate the drop-down menu to the left of your class schedule, it will be labeled “Other Academics”, click on it

Step 4: Choose the item “Apply for Graduation” and then click on the circle to the right to proceed forward

*Note: Some students may not see the item “Apply for Graduation”, if you feel you are eligible you may submit a paper graduation form at Jay Express. The Registrar’s Office will review your record and place the appropriate notation if the student is eligible.*

The screenshot shows the CUNYfirst student center interface. The 'Academics' section is active, displaying a search bar, navigation links (Search, Plan, Enroll, My Academics), and a dropdown menu for 'other academic...'. The dropdown menu is open, showing options such as 'Academic Planner', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', 'Transfer Credit: Report', and 'other academic...'. The 'Apply for Graduation' option is highlighted. Below the dropdown is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. To the right of the table are links for 'weekly schedule' and 'enrollment shopping cart'. On the far right, there are several panels: 'SEARCH FOR CLASSES', 'Holds' (with a 'details' link), 'To Do List' (showing 'No To Do's'), 'Enrollment Dates' (with an 'Enrollment Appointment' link and 'details' link), and 'Advisor' (showing 'Program Advisor' as 'None Assigned'). At the bottom, there is a 'My Account' section with a dropdown for '\*Institution' set to 'John Jay College' and a 'Financial Aid' section with various links and another 'other financial...' dropdown.

# How to Apply for Graduation with CUNYfirst

Step 5: Ensure you are applying for the correct program of study

Step 6: From the drop-down menu, select from the available terms you wish to apply for. Students can only select one term and only from what is shown

Step 7: Click on continue

go to ...

Search Plan Enroll My Academics

## Apply for Graduation

### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Undergraduate

John Jay College | Undergraduate

Degree: Bachelor of Arts  
Major:  
Minor:

Expected Graduation Term

2014 Fall Term

2014 Fall Term  
2014 Summer Term  
select term ...

SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

go to ...

# How to Apply for Graduation with CUNYfirst

Step 8: Click on “Submit Application” to send your graduation application to the Registrar’s Office

go to ... 

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

## Apply for Graduation

### Verify Graduation Data

Program: Undergraduate

John Jay College | Undergraduate

Degree: Bachelor of Arts

Major:

Minor:

Expected Graduation Term      2014 Fall Term

[SELECT DIFFERENT PROGRAM](#)

[SUBMIT APPLICATION](#)

[SELECT DIFFERENT TERM](#)

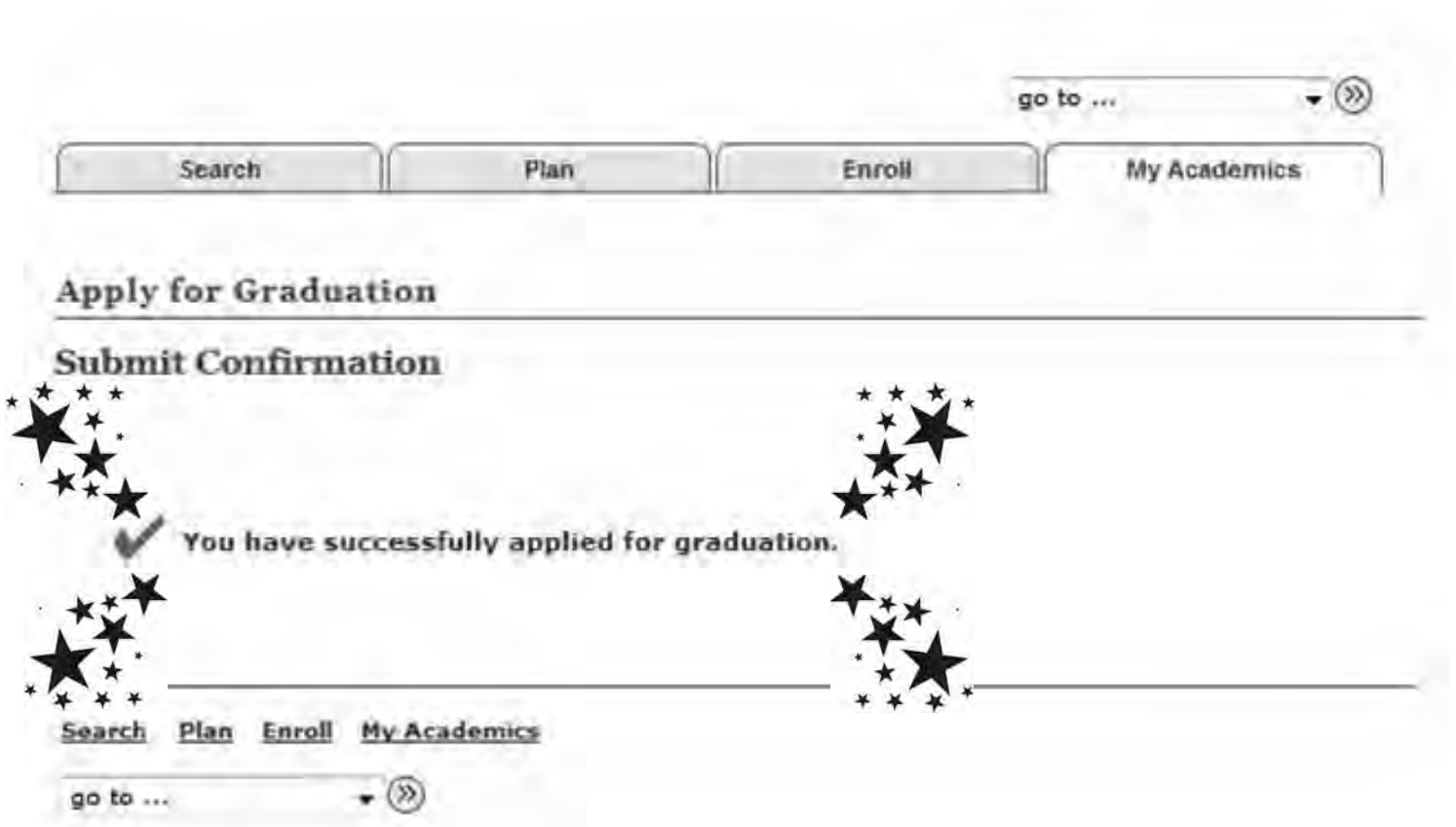
[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

go to ... 

# How to Apply for Graduation with CUNYfirst

Step 9: Confirm that you see your confirmation page below. If you do not see the message below you have not submitted your graduation application.

If you have any questions or concerns regarding your application for graduation, please email the Registrar's Office at [degreeverification@jjay.cuny.edu](mailto:degreeverification@jjay.cuny.edu).



Congratulations! You have successfully applied for graduation! Please feel free to visit, [www.jjay.cuny.edu/graduation](http://www.jjay.cuny.edu/graduation), regularly to learn more about commencement and commencement related activities.



## Academic Policies and Procedures

The Undergraduate Bulletin contains all academic policies and many procedures and should always be consulted to ensure the most up-to-date policies. The section titled "Academic Standards" contains the most relevant policies for academic advising, a brief of overview of which follows:

### Official Class Standing

Each matriculated (degree candidate) student is considered to be in one of eight classes, according to the number of credits that have been earned.

Level	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

### Maximum Number of Courses in a Term

Freshmen and sophomores are permitted to register for five courses each semester; juniors and seniors may register for six. Sophomores, juniors and seniors with grade point averages of 3.30 or above may exceed these limits by one course. The foregoing limits may be exceeded by enrolling in a physical education activity course that awards 1 credit. During summer sessions, students may register for up to 6 credits per session. Exceptions to this policy can be made by the Dean of Undergraduate Studies, the Director of Undergraduate Studies, or the Registrar.

### Maximum Course Substitution

A maximum of three course substitutions is permitted for each degree program.

### Double Majors

Students can choose to pursue two separate majors after they have earned at least 12 college credits. They must elect majors that are 45 credits or less. Students must complete each of the degree requirements entirely.

### Degree Overlap Policy

To satisfy the requirements of any degree program, no more than two courses (of 3 credits or more) may overlap between a major and a minor, a major and a second major, a minor and a second minor, or a certificate program and any other degree program. Credits earned from internships and independent studies may not be included in the two courses of overlap.

### **Required Repetition/Number of Attempts of Failed Courses**

Students who receive the grade of F, FIN or WU in a required course must repeat the course at the next earliest opportunity. However, Students who receive the grade of F, W, WU, or FIN—or any combination of these grades—three times for the same course shall be barred from registering the following semester because the student is not making appropriate progress toward a degree. A stop shall be placed on the registration of such students by the Registrar. Such students are required to be advised by the Academic Advisement Center or the coordinator of the student's major or minor, as appropriate, or by a SEEK counselor if the student is in the SEEK Program. Such students shall be permitted to register only after a plan of study is developed and agreed to in writing and official written permission for the student to register is transmitted to the Registrar. If it is determined that the student is unable to make progress toward completing the degree, the student may be permanently barred from registering.

### **CUNY F-grade Policy; Repetition of Failed Courses and the Grade Point Average**

Beginning in the Fall 1990 semester and in any semester thereafter, the grade of F, WU or WN is not computed in the grade point average when a student repeats the failed course and receives a grade of C or better. The original F, WU or WN, however, remains on the student's official transcript. The number of failing credits that can be omitted from the grade point average in this manner is limited to 16 for the duration of the student's undergraduate enrollment in CUNY. Repeated courses must be taken at John Jay.

### **Independent Study Courses**

Students who wish to undertake independent study under the direction of a member of the faculty must complete an "Independent Study Form." The form must be signed by both the faculty member and the department chair, certified by the Registrar and accepted during the official registration period and prior to the end of the second week of class. All 400-level independent studies must be approved by the Office of Undergraduate Studies. Approval is subject to the academic prerequisites listed in the course description and the following stipulations:

- The student must have completed 60 degree credits and have a 2.50 grade point average.
- Students may take only one independent study course each semester, up to a total of four such courses for the duration of their undergraduate enrollment at the College.
- The instructor must be a full-time member of the faculty.
- The instructor cannot sponsor more than two independent studies per semester.

Permission for exceptions to these regulations must be obtained from the department chair and the Vice President for Enrollment Management, the Director of Undergraduate Studies, or the Dean of Undergraduate Studies prior to the registration period.

## Permit/CUNY ePermit Courses

A permit course is a course taken at another college for which students receive credit at John Jay College. See the Undergraduate Bulletin for details on who is eligible and how to apply.

## Pass/Fail option

Upon completion of 60 credits, students with a grade point average of 2.0 and higher may take one course a semester under a Pass/Fail Option, for a total of four such courses. The Pass/Fail Option may be applied to all courses except courses satisfying the College's general education requirements and courses in the student's major.

Application for the Pass/Fail Option must be made at the Jay Express Services Center before the conclusion of the second week of classes during the fall and spring semester, at the end of the first week of classes for summer session, and by the third class for winter session. Once granted, this option is irrevocable. The grade of P received for a course taken under the Pass/Fail option are not computed in the grade point average. Grades of F are computed as a zero in student grade point averages.

## Graduation with Honors

### *Latin Honors*

Baccalaureate students qualify for three levels of Latin Honors awarded at graduation:

- Summa cum laude (with highest distinction), awarded to students whose cumulative grade point average is at least 3.9
- Magna cum laude (with great distinction), awarded to students whose cumulative grade point average is at least 3.75
- Cum laude (with distinction), awarded to students whose cumulative grade point average is at least 3.5

To be eligible for graduation with honors, a student must complete at least 56 credits at the College. Students who entered the College with an associate degree qualify for these honors with a minimum of 52 credits earned at the College. All courses and earned grades obtained at John Jay and elsewhere enter into the computation of the GPA.

The eligibility of students who transfer into John Jay from other college(s) for such important academic recognition as Latin Honors (summa, magna, cum laude), valedictorian and salutatorian status, and other graduation awards shall include their cumulative GPA at their previous college(s), which shall be averaged in with the grades they have earned at John Jay.

### *Honors in the Major*

To qualify for honors in the major, a student must have completed the credit requirements for the major and have earned at least a 3.5 cumulative grade point average in courses above the 100-level in the major. Credit for courses required as prerequisites for major courses applied to the major will not be calculated into the major cumulative grade point average. Students must also have earned at least a 3.2 overall cumulative grade point average. This honor will be noted on the student's transcript. Note: some majors have additional requirements for honors in the major. Consult the UG Bulletin.

## To request Overtally / Course Waivers

1. Email the Professor to request permission to enter the class. Tell the Professor: who you are (your full name), your academic standing (I'm a senior, transfer student, freshman); and the words; "I would like permission to enter the (course & section)". If you are requesting to take CJBS core course in the same semester (CJBS 250, 300,415) you must obtain the permission of the CJBS Major Coordinator first. Please note that you must fit the following criteria in order to be considered for concurrent enrollment in the core courses:
  - a. Completed at least 90 credits (in the case of CJBS 250 & CJBS 300) or 105 credits (in the case of CJBS 300 & CJBS 415) by the start of the semester.
  - b. Cannot have previously failed either CJBS 250 or CJBS 300
  - c. Have a GPA of at least 2.5.
2. Once or if permission is granted by the instructor, the student then forwards the email conversations for review to:

Kimberly Hughes,  
Administrative Coordinator  
Department of Law & Police Science  
[khughes@jjay.cuny.edu](mailto:khughes@jjay.cuny.edu)
3. Your email to Kim should contain the following information:
  - Students full name as enrolled with John Jay
  - Last four (4) digits of social security number
  - EMPLID ( CUNY first ID number )
  - Course name and section (e.g., CRJ 101-04) and
  - 5 digit course code (e.g., 70268)
  - Professor's approval via an email request (and the Major Coordinator's, if needed)
  - Proof of registration date (If prior to open enrollment)
  - Semester
4. If the request is approved, the student will receive an email to then register for that course.



# ACADEMIC INTERNSHIP PROGRAM

*Find • Register • Complete • Reflect*

## What is an internship?

At John Jay College an Academic Internship is defined as a supervised and temporary meaningful work experience that incorporates the development of knowledge, through coursework, and skills, through experience, needed to be successful in a desired field.

In more specific terms, an internship should include the following:

- Work with the student to identify and incorporate learning goals into the internship placement
- Provide the student with duties and responsibilities as closely related to an entry-level professional as possible
- Include the student in meaningful projects, staff meetings, client visits, and observations
- Specify an appropriate supervisor to mentor and support the student during the internship period
- Limit the amount of administrative duties to no more than 40% of the students time at the internship site
- Meet the hour requirements of the accompanying academic internship course

## Internship Preparation

Students are encouraged to prepare for their academic internship as early as possible and preferably one semester before registering for the academic internship course. The preparation that is needed to begin searching for internship opportunities can include: resume assistance, cover letter writing, interview practice, career research, and creation of an action plan. The Center for Career and Professional Development can assist you with each of these steps. Please schedule a 45 minute appointment with a career counselor through John Jay Careers Online. You can also take advantage of our drop-in period which is offered Monday – Thursday from 9:00am – 5:00pm for a 15 minute session.

## Finding an Internship

In the Academic Internship Program you are required to find your own internship prior to the beginning of the semester in which you are enrolled in the academic internship course. Some departments may offer additional assistance in finding an internship placement, please check with your faculty supervisor or chairperson for details about the support given to your academic program. However, there are many ways to find internships on your own. Below are strategies to help you begin to search for internships:

- **Networking** – this is often the most successful way to find an internship position. Make use of your friends, family, professors, co-workers, classmates, and anyone else you know to see if they have a connection to someone in the field you would like to work in. Many of your current classmates may have already participated in the Academic Internship Program and may still be in contact with their previous supervisors who they can pass along your resume to. Ask around!
- **Job Fairs and Career Events** – Another excellent opportunity to make connections with employers. If you are preparing a semester ahead to find your internship then you will have plenty of time to attend the John Jay College *Career and Internship Fair* offered each semester. The fair is an excellent opportunity to meet connections, collect business cards and network for future opportunities. You should also make use of the *many career events* that are offered through the Center for Career and Professional Development. Often there are

employers who participate in panels, workshops, information sessions and tabling at John Jay College. Utilize the "Events" tab in John Jay Careers Online to see the upcoming schedule of events.

- **John Jay Careers Online** – This should be your primary resource for online internship searching. Employers who are specifically interested in hiring John Jay College interns will post their internship positions on John Jay Careers Online. In order to take full advantage of this resource you will need to upload a resume into the system, without it you cannot see the full postings or apply to the positions listed.
- **Notable Websites** – For our particular majors offered at John Jay College there are a few websites that are particularly useful to students looking for internships. These websites include:
  - [www.usajobs.gov](http://www.usajobs.gov) – All federal level positions
  - [www.idealists.org](http://www.idealists.org) – All non-profit organizations
  - [www.nyc.gov](http://www.nyc.gov) – All NYC based positions
- **Other Online Resources** – There are many other online resources for internship searching. The Center for Career and Professional Development has a list of these resources posted on their website: <http://www.jjay.cuny.edu/4957.php>
- **Cold Calling** – Another option is the age old "cold calling" method. This method includes identifying potential places in which you would like to work, checking their website to see if there are internship positions listed, and if not, calling the human resources department. When you call an organization you should ask to speak to the person in charge of their "internship program" or "volunteer program" or as a last resort the Director of Human Resources. Here is a sample script if you intend to reach out to a potential internship site:

*"Hello my name is \_\_\_\_\_ and I am a \*junior\* at John Jay College majoring in \_\_\_\_\_. I am calling because I was visiting your website and noticed that you do not currently have any internship positions listed. I am interested in becoming a \*fall\* intern for your organization and was wondering how I would go about submitting an application."*

If they have never taken a student intern before or have questions about the Academic Internship Program at John Jay College, then please either take their contact information and ask if it would be ok to have someone from John Jay College reach out to them to discuss it or have the contact from the organization reach out to the Associate Director of Academic Internships in the Center for Career and Professional Development.

# INTERVIEW PREPARATION

Interviews for jobs or internships are your opportunity to present yourself and your qualifications for the position you desire. Below is some general information about how best to prepare.

**KNOW YOURSELF:** Be sure you can easily communicate about your education and work experience, especially the ways in which they are of value to the prospective employer. Identify your areas of interest, your skills/abilities/strengths, and your values. Be prepared to cite examples that give evidence of your personal qualities.

**KNOW THE POSITION & ORGANIZATION:** Understand as much as you can about the nature of the position and the qualifications needed. You can get this information from the description of the job or internship. It is also helpful to talk to other people who have held the position or a similar one in another organization. If you are unclear about what a particular type of job entails, you may also want to consult general career guides that describe the nature of the work, typical salaries, etc. for different careers. These [Links to these resources](#) can be found on the Center's website.

**KNOW GENERAL INTERVIEWING GUIDELINES:** Remember that an interview is basically a conversation between two human beings. The interviewer's main goal is to get to know you, not to test or trick you. If you feel comfortable in discussing your background and know something about the position and the organization, you have no reason to feel nervous.

- Always emphasize the positive. If it is necessary to discuss negative aspects of your background (e.g. jobs or bosses you didn't like), try not to sound bitter or angry and don't make excuses.
- Don't hesitate to be the initiator in the interview. You know yourself better than the interviewer does, so it is your responsibility to be sure that all important topics are discussed.
- Be sure to answer the questions. Pay attention to what the interviewer is asking. If a question isn't clear, ask for clarification. Take time to think of your answer.
- Elaborate on your responses when appropriate. Give examples whenever possible.
- Bring copies of your resume and cover letter.
- Always dress in professional business attire. It shows respect for the position and interviewer.
- Turn your phone OFF.
- Always have a few questions for the interviewer prepared—do not pass up the opportunity to get more information from them!
- Make sure to collect business cards or write down names so that you can follow up in 1-4 days with a thank you note (email or hand written).

**PREPARE FOR TYPICAL INTERVIEW QUESTIONS:** No two interviews are exactly alike, but you can prepare to answer certain questions that are often asked. You should practice your answers out loud to hear how they sound, but don't try to memorize them word-for-word or you will end up sounding too rehearsed or might forget them if you are nervous. You may want to attend an interviewing workshop or schedule a mock interview to practice!

# **SAMPLE INTERVIEW QUESTIONS**

## **College experience questions:**

- How has your college experience prepared you for a career?
- Describe your most rewarding college experience.
- What led you to choose your major?
- What college subjects did you like best/least? Why?
- Do you have plans for continued study? An advanced degree?
- Do you think that your grades are a good indication of your academic achievement?
- What have you learned from participating in extracurricular activities?

## **Questions about you:**

- Why did you choose the career for which you are preparing?
- What do you consider to be your greatest strengths and weaknesses?
- How would you describe yourself? or Tell me about yourself.
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to put forth your greatest effort?
- How do you determine or evaluate success?
- What two or three accomplishments have given you the most satisfaction? Why?
- If you were hiring a graduate for this position, what qualities would you look for?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- How would you describe the ideal job for you following graduation?
- What two or three things are most important to you in your job?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- How would you handle this situation.....?
- If you did not have to work, what would you do?
- What else do you think I should know about you?

## **Questions about your experience:**

- Why should I hire you?
- What qualifications do you have that make you think you will be successful in this field?
- Which part time jobs, summer jobs, or internships have you most enjoyed? Why?

## **Questions about your goals and objectives:**

- What do you see yourself doing five years from now?
- What do you really want to do in life?
- What are the most important rewards you expect in your career?
- Why do you want to work here?
- What do you think about the future of this field?
- What are your long-range and short-range goals and objectives? When and why did you establish these goals, and how are you preparing yourself to achieve them?

## **Questions to determine what you know about the position/career field/organization:**

- What do you know about our organization?
- What do you think it takes to be successful in our organization?
- In what ways do you think you can make a contribution to our organization?
- What criteria are you using to evaluate the company for which you hope to work?



# NETWORKING

Making use of personal contacts, or networking, is the most effective way to find a job, and essential for learning about your options before you begin a job search. The key to successful networking is recognizing that all of your relationships can help you in your career search. You have many more contacts than you are probably aware of, and many yet to be developed.

## STEPS TO SUCCESSFUL NETWORKING

A network is like a spider web—a complex interweaving of relationships that all connect back to the spider in the middle. The trick is to delve beyond the first layer of contacts.

**Expand the list beyond family and close friends:** Ask professors, classmates you don't know so well, even your dentist or hairdresser—anyone you meet in your daily routine. Of course you can't expect strangers on the street to refer you to friends of theirs, but you'd be surprised at how the most tenuous of acquaintances will help you.

**Sources of Contacts:** Until you've spoken to everyone on this list, you haven't made the most of networking:

- Family/extended family
- Friends/acquaintances
- Co-workers and employers past and present
- Teachers and professors
- Alumni of your school(s)
- Counselors/advisors at your school(s)
- Clubs and organizations you belong to
- Your health club or sports teams you play on
- Churches/temples/other religious organizations
- Your doctor, dentist, hairdresser, and anyone else who takes care of you and a network of other people
- People you don't know but who do work that interests you. Write a letter to someone you read an article about or whom you found in a directory of organizations. Follow up with a telephone call.

**Pay Attention to Both Quantity and Quality:** The number of connections you make is important, but the quality of contacts is also important. Always have specific questions to ask each person—they can best help you if they know what you need. Don't expect your contacts to give you a job; it is more realistic to ask for advice, referrals to other contacts/resources, and suggestions on conducting an effective job search in their field. Keep in touch with your contacts, thanking them for their assistance or updating them on your plans. By doing so, you give something back and also develop relationships.

**Find Your Own Style of Networking:** Those who are shy may find networking daunting, but it need not be—all you need to do is find your own style. If calling someone cold on the phone seems overwhelming, consider writing an e-mail first, then following up with a call, or have the person who gave you the contact's name let the contact know you will be calling them. Consider how you prefer to meet people. Some enjoy networking by meeting strangers at meetings or other gatherings. Others may prefer to cultivate contacts on a more one-to-one basis, such as being introduced by a mutual acquaintance. Find the best method for you.

## **NETWORKING USING ONLINE SOCIAL MEDIA**

**WHY NETWORK ONLINE?** Using online social media is a great way to make connections with people who share similar interests or goals. You can meet contacts you would have never had the opportunity to meet otherwise and it is a great way to find out insider information (e.g.: occupation, company, job leads) from people in the know. Even better, little effort or time is required to produce a great amount of information

**PAY ATTENTION TO ETIQUETTE!** If you're not with someone face-to-face, there is a huge opportunity for disaster and miscommunication. Every method of networking online has its own etiquette and rules. For example, if you are using LinkedIn to network, a cardinal rule is not to "add" someone to your network if you haven't met them or had a conversation with them previously.

**BEST NETWORKING SITES TODAY:** These are just a sample of the networking sites that we have seen used in successful job or internship searches. But, beware—each of them has the capability to derail your search if used inappropriately!

**LINKEDIN:** LinkedIn is the most popular professional networking site. You can connect with people you know, post your resume, identify what sorts of opportunities you are considering, join groups of like-minded professionals, and even ask your contacts to "recommend" your work. Make sure you only ask to connect with someone if you actually know him or her. The biggest mistake LinkedIn users make is requesting to connect with a hiring manager that they do not know! LinkedIn also works hard to make sure that your profile will be one of the top results of any search for your name online.

**FACEBOOK:** The "pros" of this most common social networking tool is that it is virtually ubiquitous. With over 500 million users, you can find almost anyone! Make sure you join group pages for things like "Young Professionals for NonProfits in NYC" if that's what you're interested in. "Like" companies and organizations that you'd be interested in working with. The "cons" of this site is that most students use it for personal networking and the content on their pages may not be appropriate for employers to view. Be careful of "bashing" any employer on your Facebook—some folks have gotten fired for that!

**TWITTER:** Many companies today are posting job opportunities using Twitter. Whether it is their full company's hashtag, or if they create a separate handle for jobs (i.e. "PepsiCoJOBS"), you will want to your favorite companies carefully. This is also a great way to stay up to date on events and happenings in your industry of choice. Also think about what you're putting out there—many HR interviewers will look you up on common social media sites to gauge your personality. Consider using your Twitter for professional purposes to highlight your interests and depth of knowledge within a field.

### **THREE CONSIDERATIONS FOR EVERY JOB-SEEKER:**

1. "Google" yourself every month to see what information about you is available online (you might be surprised)
2. What email address are you using? Is it professional? [hotgurl14@gmail.com](mailto:hotgurl14@gmail.com) vs. [john.jay@gmail.com](mailto:john.jay@gmail.com) vs. [Jane.Doe@jjay.cuny.edu](mailto:Jane.Doe@jjay.cuny.edu) makes a big statement
3. What are you posting on blogs? Facebook? Comments? Keep it professional!