

YOU'RE A CYCLONE NOW!

A guide for navigating your first year at Centenary University



Welcome to Centenary

Dear Cyclone,

Welcome to Centenary University. We know that you chose to study and live at Centenary from among your many choices for your college education, and we are delighted that you chose us.

This is a great time to be a Cyclone! We continue to strengthen our academic programs, we continue to invest in our facilities, and our athletic teams are expanding and continue their winning tradition.

Centenary University provides the necessary tools for productive leadership, responsible citizenship and the pursuit of diverse careers. The core competencies nurtured by a devoted faculty and staff provide student enrichment to develop critical thinking, master the synthesis of complex and disparate information, and communicate effectively both orally and in writing.

Centenary is a community made up of individuals who are dedicated to the success of each of our students. We are all here to help you do well.

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Founded in **1867** by the Newark Conference of the United Methodist Church, Centenary College (**now Centenary University**) has evolved from a coeducational preparatory school into an independent, four year baccalaureate and master-level institution of higher learning.

From its humble beginning Centenary continued to redefine its identity, changing into an all-women's preparatory school (1910), a junior college for women (1940), a four-year women's college (1976), a coeducational baccalaureate-degree-granting institution (1988), and a master's-degree-granting institution (1995). In 2016 Centenary's petition for university status was granted by the New Jersey Commissioner of Higher Education, the New Jersey Commission on Higher Education, and the Middle States Commission on Higher Education. Centenary is celebrating its 150th anniversary and recently (*Summer 2016*) welcomed our 13th President, Dr. David Haney.

First Year Experience

Your first year of college is a time when you will meet new people, live and learn in a new community, and discover more about who you are and who you are to become. For some of you, this will be your first time away from home. It is completely normal to feel a mixture of excitement and trepidation when you think about how you are going to adjust to college life. At Centenary University, we are committed to make this transition as smooth as possible for you through our First Year Programs.

We want to help you make those meaningful connections that will help you reach your highest levels of achievement. Experienced students, faculty and staff will introduce you to the Centenary Community through classes, campus clubs and organizations, community service, and leadership programs.

Each September, our first year students enroll in a year-long program designed to bridge the transition from high school to college. Called the First Year Experience, it launches your life-long learning adventure at Centenary. Created by faculty, staff and students, the First Year Experience ensures your first year at Centenary University is exciting and rewarding. You will build new friendships and learn more about yourself through special courses and memorable events.

Your journey begins in the summer with an invitation to our Fresh Start Event. Fresh Start is an informative over-night experience designed to get you and your parents ready for Centenary University. There you will meet your future classmates and professors, learn about our different campus services, and get ready for your life as a university student.

First Year Leaders

In 2003, Centenary embarked on a very important initiative that has brought the college recognition in the world of peer mentoring and academic and emotional support for undergraduates. Our program is continuously developing and growing thanks to the efforts of the dedicated students who pride themselves on helping others.

First Year Leaders (*FYs*) are an integral part of the First Year program. FYs are upper class students who have achieved academic success, demonstrated strong leadership abilities, and have gone through an intensive training process. Each August, the FYs go through an extensive training program that teaches them to provide emotional, information, and academic support for first-year students.

- They help bridge the gap between first-year students and administration/faculty by providing useful and necessary information within realistic contexts.

Essentially, First Year Leaders are student resources. They fill the roles of mentor, friend, and informative source for incoming students. Because First Year Leaders are also Centenary University students, they have personally had many of the same questions, concerns, and experiences in their process adjusting to life at Centenary.

Centenary University's First Year Leader program is quite unique in the fact that our FYs are embedded into our AFC courses. Besides attending every section of their assigned AFC course, our First Year Leaders are busy planning two social programs/events a month for their classes.

- The First Year Leader program is one of the greatest assets Centenary University offers to our first-year students.

First Year Leaders are upper class students at Centenary University who were recognized because of their leadership qualities. They help bridge the gap between first-year students and administration/faculty by providing useful and necessary information within realistic contexts.





Getting Organized - Before the First Day

- If you are living on campus, contact your roommate and go over the roommate checklist. Roommates are assigned over the summer.
- Double-check your financial aid package. If you have not received an award notification one week after applying, contact the Financial Aid Office.
- Attend Fresh Start over the summer if you are able.
- Visit the campus in order to become familiar with the surroundings and find your classroom buildings.
- Reserve or buy your books before classes begin.
- Buy your parking permit.
- Provide all required health forms.
- Make your laptop selection (*or opt out*) online.
- Check my.centenary to make sure that your bill is paid in full.

Getting Started - The First Week

- Schedule an appointment with your AFC Professor if you need to change your schedule.
- If you are feeling overwhelmed or anxious about your assignments, contact Academic Advising Center.
- Ask your instructor for a referral to other resources
- You use your FYL's/ SYP's to help you get adjusted. They fill the role of mentor, friend and informative source for incoming students.
- Attend every class and record assignment deadlines and exams in a planner.

Developing Your Network - The First Month

- Meet with your advisor to develop a relationship and learn more about your major.
- Talk to your professors. Visit them during their office hours or after class.
- Mark your calendar and plan to attend the Centenary Career Fair.
- Get involved in at least one campus organization or community activity. Check with the Student Life for more information.
- Start working on your résumé by visiting Career Development.
- Get involved in your new Centenary home. Attend Centenary events and find fun things to do in Hackettstown and surrounding areas.

- Meet students in your classes; form study groups.
- Regularly check your Centenary email account and my.centenary for important Centenary and class information.

For Continued Success - The First Semester

- Meet with your advisor to ensure that you are selecting the correct second semester classes for your academic path. Discuss your goals, plans and concerns regarding your Centenary experience. Ask about ways to tailor your education through minors or certificates.
- Use your FYL's/ SYP's as resources
- Continue to develop your network through interaction with faculty, active participation in organizations and work experience.
- Check with Financial Aid about important application deadlines.

Planning Ahead - Second Semester

- Re-apply for the Free Application for Financial Aid (*FAFSA*) for the next academic year starting January 1.
- If you have not received an award notification by April, or one month after applying, contact Financial Aid. Be sure to check the deadline dates.
- Mark your calendar and plan to attend the Spring Career fairs.
- Watch your Centenary email for information about summer and fall registration.
- Assume leadership roles in campus organizations and community activities.
- Stay connected with Career Development in order to develop your résumé, look for cooperative education and internship opportunities and explore careers related to your major.
- Begin to research possible graduate schools and information regarding the application process by visiting Career Development.

Beyond the First Year

- Continue to develop faculty contacts in your major area.
- If you are considering changing your major, visit the Registrar for options.
- Attend the Fall Career Fair each September.
- Check on internship program options and deadlines.
- Continue contact with your advisor to network and get information about careers and graduate school opportunities.





Fall Orientation

From Saturday, August 27th through Tuesday, August 30th, we hold Orientation, a jam-packed, multi-day program full of fun activities and important information for all new students. Whether you are a transfer, freshman student, or residential or commuter student, we hope to see you there.

Saturday, August 27th: Resident Move-In

Pack it all up and get ready to make yourself at home! Move-In for resident students is on the morning of Saturday, August 27th, 2016. You will receive more detailed instructions for this process in early August. Not living on campus? Sleep in a little and then join us after the residents have moved in! Orientation will be held throughout the rest of the day as well as on Sunday. We have lots of activities set up for everyone to get to know the campus better.

Sunday, August 28th: Orientation

Today is specifically designed to allow all students to get orientated to the campus and its resources. There will be sessions for student veterans and veteran dependents that are joining the Centenary family. There will also be informative sessions regarding FERPA Information, Security, Surviving the Party and so much more!

Monday, August 29th : Community Plunge Day

Join members of the Centenary community in a day filled with community service based locally at locations that benefit tremendously from our support. This day also fulfills the college's graduation requirement for community service hours while developing bonds with other new students.

Tuesday, August 30th: Orientation Conclusion

Today is meant for everyone to relax and gear up for the start of classes. Orientation is an excellent opportunity to begin learning about the Centenary experience so we hope that each and every one of you will be in attendance for these events.

If you have any questions regarding this event, please contact the Office of Student Life at 908-852-1400

Spring Orientation

For our newly accepted students, our January orientation session combines all of the information from our August orientation to give the newest Cyclones all of the resources needed to successful here at Centenary. This one day orientation is an action packed day of sessions and speakers, all gearing up towards the first day of classes for the Spring semester.

Convocation and Founders Day

Each fall, Centenary holds Convocation and Founders Day, which marks the formal beginning of the academic year. Convocation is an assemblage of the College community that ushers in the academic year. Founder's Day recognizes and honors the 10 founding fathers of the institution. The event begins with a procession from the College Quad and bagpipe music and concludes with the benediction.



Advising at Centenary University

Centenary University places a high priority on our responsibility to provide academic advising. Academic Advising is a process that begins with a student's enrollment at Centenary University and continues throughout their college career. Centenary University has a three-tier Advising Program.

First-year students are advised every spring during several Advising Days. Each student is invited to schedule an appointment online to come to campus for an individual appointment to discuss their life goals, academic aspirations, course selection, and to create a class schedule for their first semester.

During a student's first year, the student's Academic Foundations professor will serve as their Academic Advisor. Since this is a professor in the student's academic discipline, they can introduce the student more fully to their area of study and help them explore career/life interests.

At the beginning of sophomore year, students will be assigned to an advisor in their major by the Academic Success and Advising Center. All undeclared full-time students will also be assigned to an advisor within the Academic Success and Advising Center. This advisor will work with the student to build a program of study, select courses, and explore academic goals.

The responsibilities of an Academic Advisor include:

- Get to know a student's interests and goals, which will serve as a guide to planning your academic program at Centenary University from prior to your first semester through graduation.
- An Advisor will be knowledgeable about the curriculum and course requirements and options.
- Sometimes your questions cannot be answered by your Advisor, but your Advisor will direct you to appropriate resources on campus.

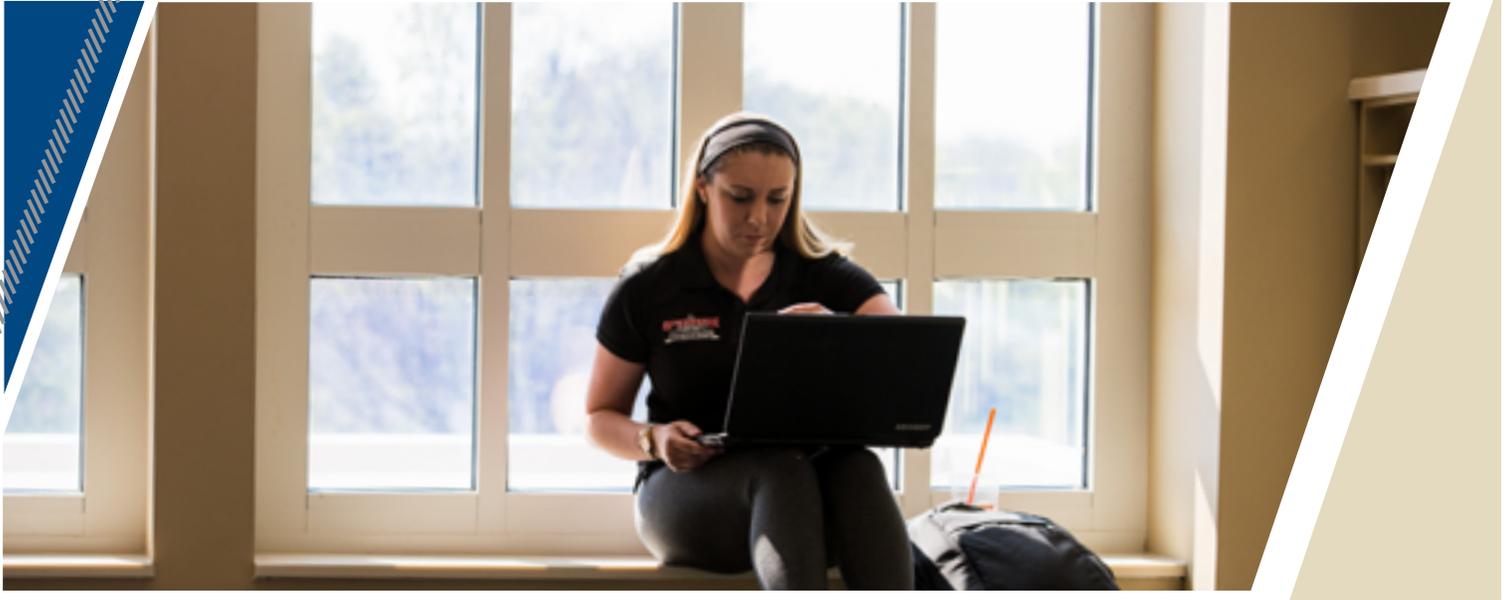
The responsibilities of the Advisee include:

- Think about what your academic goals you have for yourself as a Centenary University student.
- Discuss goals, concerns and bring up questions you have about your college career.
- Meet with your advisor a few times a semester, not just when you are ready to schedule courses or have a problem.
- Become familiar with College resources and academic policies
- As a full time student, you are responsible for making and keeping appointments with your advisor for academic counseling during pre-registration to avoid late fees and to ensure class selection.

In order to develop and maintain a good advising relationship, you should:

1. Initiate and maintain contact with your advisor.
2. Create and maintain an advising file.
3. Bring your advising file to every advising meeting.
4. Learn basic college and departmental requirements.
5. Accept responsibility for meeting these requirements.
6. Review your updated advisement report each semester. Use my.Centenary to create and maintain a long range Plan of Study. Keep copies of these documents in your advising file to discuss with your advisor.
7. Be assertive in asking questions or discussing concerns. Bring a list of questions or concerns to each meeting.
8. Share information about your academic and career goals.
9. Discuss any problems affecting your academic performance.
10. Keep notes from advising meetings to remind you what was discussed





Good Academic Standing

Good Academic Standing at Centenary University is a CUM GPA of 2.0

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Quality Points	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

To calculate your GPA:

Divide the total number of grade points earned by the total number of credits attempted.

For example: If you take four 4 credits courses and earn the following grades: **A, B-, C+ and C**

The quality points earned would be:

$$(4 \times 4) + (4 \times 2.7) + (4 \times 2.3) + 4 \times 2 = 16 + 10.8 + 9.2 + 8 = \mathbf{44}$$

$$\text{Quality Points} = 44 = \mathbf{2.75}$$

$$\text{Credits attempted} = \mathbf{16}$$

Students with a cumulative GPA below a 2.0 are placed on Academic Probation and this is noted on their permanent transcripts.

Class status is based on earned credits:

Freshman: 1-23 credits

Sophomore: 24 - 55 credits

Junior: 56- 87 credits

Senior: 88 or more credits

Pass/Fail grades are not used in determining GPA

Academic Probation

A student's academic standing at Centenary is determined by his/her academic performance. Normally, a student is either in good standing, on academic probation, or academically dismissed from the University.

To be in good academic standing, all students are expected to comply with the following minimal requirements:

Freshman year	1 - 12 credits 2.000	13 - 23 credits 2.0
Sophomore year	24 - 39 credits 2.000	40 -55 credits 2.0
Junior year	56 - 71 credits 2.000	72 - 87 credits 2.0
Senior year	88 or more credits 2.000	<i>(Including a 2.0 in the major field)</i>

Note: The credit hours shown above are comprised of the total semester hours attempted, including grades of "P," Prior Learning Assessment credits, and transfer credits.

- A student whose cumulative grade point average, and whose major cumulative grade point average during their senior year, falls below the minimum required for good academic standing is noted as being on "academic probation."
- A student on "academic probation" will have his/her records evaluated by the Academic Review Board (ARB) and, at the discretion of the ARB, may be given either a probationary semester in which to raise his/her cumulative grade point average to the level required for good academic standing, or dismissed from the University.
- A student who is given a probationary semester is restricted to a maximum of four classes during his/her semester of probation.
- All decisions regarding academic probation are based on a student's cumulative grade point average (*not that of the current or past semester*). All decisions regarding reduced course loads, continuance on probationary semester, dismissals, and any exceptions in general to the academic policy of the University are the province of the ARB.
- A student who is on a probationary semester and who fails to raise his/her cumulative grade point average to the level required for good academic standing after one semester of probation will be considered for dismissal.
- Students who are on a probationary semester are not eligible to participate in campus activities - i.e., clubs, student government, Greek organizations, interscholastic sports, etc. Students who are on a probationary semester can continue to use their financial assistance if they qualify as determined through the Office of Financial Aid. "Academic Probation" is noted on a student's transcript.

Eligibility Policy for Athletics/Student Activities

Students involved in Student Life activities must:

- Meet the University's "Academic Probation standards which are published in the University's catalog under "Academic Policies and Procedure." Individual clubs or organizations may establish eligibility regulations requiring higher grade point averages.
- Be enrolled in a minimum of 12 semester credit hours at the time of participation.

The student athlete also must meet the rules of eligibility of any conference and/or athletic association of which the University may be a member. The Athletic Director will then notify the team members of their eligibility.

Dismissal from the University

Any student who is on academic probation for an academic semester, or who violates the University's "Academic Code of Conduct," may be academically dismissed from the University by the Academic Review Board (ARB).



The Dean's List is Centenary University's recognition of excellent academic performance on behalf of its students, and is noted on the student's transcript immediately following the semester in which the honor is earned. Full-time, three-quarter-time, and half-time students are eligible for the Dean's List.

Dean's List as noted below:

Full-time and three-quarter-time students are eligible for the Dean's List if they comply with the following criteria:

- A student must have a semester grade point average of 3.75 or above
- A full-time student must have completed a minimum of 12 semester credits, 9 semester credits for the three-quarter-time student, in a given semester
- A student may have no grade below "B-".

Half-time students are eligible for the Dean's List on a yearly basis if they comply with the following criteria:

- A student must be enrolled for both the fall and spring semesters in a given academic year as a half-time student
- A student must have a yearly cumulative grade point average of 3.75 or above
- A student must have completed a minimum of 6 semester credits in each of the two semesters in a given academic year
- A student may have no grade below a "B-". For the halftime student, the Dean's List honor is noted only following the spring semester.

In addition, students receiving an incomplete in a course will not be eligible for the Dean's List. A student who has a "W" is eligible for the Dean's List provided his/her grade point average and semester hour requirements (*12 completed semester credits for full-time, 9 completed semester credits for three-quarter-time, and 6 fall semester and 6 spring semester completed credits for half-time students*) are met.



You are not alone...

- About 50 percent of college students change their major at least once.
- Research shows that up to 80 percent of entering college students indicate that they are not certain of their choice of major, even if they have “decided” on one.

For many students, choosing a major and choosing a career are one in the same. Although these choices can be related, the relationship of college majors to career fields varies. Some career choices dictate that you choose a specific major. Whereas for other career options you may have many different academic programs you could consider. Choosing a major does not limit you to one career choice...and choosing a career does not necessarily limit you to only one major.

There are 30 academic majors offered at Centenary and more than 200,000 different occupations in the United States, so when making major and career decisions, you should focus on:

- Knowing yourself - developing an understanding of you.
- Researching your options of career and majors - through print, Web and people resources.
- Understanding the decision making steps and your own personal decision style.
- Evaluate and make connections between all of the above factors.

What personal factors are important to consider when choosing a major?

- Your interests and passions - what you like and truly enjoy.
- Your abilities, skills and strengths - what are you good at doing and use frequently.
- Your values - what is really important to you.
- Your personality - your patterns of behaving, thinking and feeling.
- Your motivations - what is driving you.
- The realities - what do you need to do and what obstacles might you have to overcome.

Questions to ask yourself when considering a major(s):

- About yourself...
- What courses have you liked and/or in which you have been successful?
- What activities or experiences have you been involved in? Why did you enjoy these?
- What types of jobs appeal to you? What is your dream job?

About the major...

- What kind of skills and knowledge does the major emphasize?
- What are the specific requirements? What careers might this major lead to?
- How do I relate to other students in the major?

Most academic majors don't offer specific preparation for a single type of work. Instead, they educate you and provide you with a skills foundation (*along with your activities, work, etc.*) to help make up the complete personal package you will bring to your future career directions and employment options.

What are Employers looking for in College Graduates?

According to the National Association of Colleges and Employers Job Outlook 2014, employers rate these qualities and skills as important for college graduates:

- Work in a team structure
- Make decisions and solve problems
- Plan, organize and prioritize work
- Obtain and process information
- Analyze quantitative data
- Technical knowledge related to the job and proficiency with computer software programs
- Create and edit written reports

Resources to help you Choose a Major

The Centenary University Career Development Center encourages you to utilize multiple resources in your career exploration. The resources below are ones that we think you might find particularly helpful. If you have any questions about any of them please stop by to see us!

1) **College Central Network:** Centenary College has partnered with College Central Network to allow for premium student, alumni, and employer connection. The services offered include, resume uploads, job searching, employment referrals, internship opportunities, on-campus positions, event notifications, and much more! Visit the website to get started today!

2) **LinkedIn: Largest Professional Network:** LinkedIn is an excellent source for networking with professionals in your industry or the industry you are considering for a career. When employers search for candidates online, more search on LinkedIn than anywhere else. If you would like help setting up a profile, the Career Center would be happy to assist!

3) **WayUp!: Jobs and Internships:** WayUp! is a great resource to find career and internship opportunities while in college and after graduation. Once you make a profile, the program works to connect you with opportunities that align with your strengths. Let us know if you have any questions!

4) **Simply Hired: Online Job Postings:** Simply Hired is an excellent tool to find and filter through thousands of career postings across the country. They make it easy to find opportunities for new graduates and allow you to upload your resume for comparison to employer needs!

Creating a Successful Schedule



Planning your schedule and registering at Centenary involves more than picking courses from the online Schedule of Classes. As you create your schedule each semester, consider what will help you to be successful in your life. To do this you must consider the requirements of the courses, your personal needs and any other commitments you have.

What can I do to be successful at Centenary?

During your first year at Centenary, expect to develop new study behaviors and time management techniques. You are responsible for deciding how you spend your time, and that freedom comes with responsibility. You will need to spend more time studying at Centenary than you did in high school in order to achieve good grades.

You should do all assigned work and attend class. You will also need to study differently to meet the demands at this level. Use your resources to become a proficient learner.

- Get to know your instructors. They want to know you and help you with questions you have.
- Keep a planner for yourself. Keep track of all your assignments and exams.
- Schedule time every day to study for each class. You will find that these short sessions will help you to learn better, and this will be reflected through your grades. You will still have time for other activities in your life.
- Work with a tutor early in the semester to develop good study habits in your challenging courses. See the Academic Learning Center website for free tutoring services available.

Will I have time for anything else?

Finding balance in your life at Centenary is very important to your success. You may learn as much from your out-of-class experiences as you do in class. The trick is to plan ahead and be realistic about your time.

How many units should I take?

Work through the information below to help plan your schedule.

Hours Per Week
(168 hours - 1 Week)

1. Units per week (including travel time) _____
2. Study time /Class preparation /Meeting with Professors, Advisers **(2-3 Hrs per Unit Hr)** _____
3. Work (including travel time) _____
4. Sleep _____
5. Meals (including preparation and clean-up) _____
6. Laundry /Housekeeping _____
7. Getting Involved (Clubs /Organizations) _____
8. Social Time _____
9. Personal Time _____
10. Exercise _____
11. Other _____



Your Degree at Centenary University

- **Core Requirements:** All students are required to complete the 45-unit liberal arts core. Liberal Arts Core is the foundation for learning skills for life-long learners.
- **Major:** The subject or field of study that you decide to emphasize. If you choose to specialize in two subjects, you will have a double major.
- **Minor:** A secondary area of study; units required for a minor are usually less than those of a major. Minors are optional for most majors.
- **Certificate:** An area of emphasis similar to a minor, but usually of a more applied nature. Certificates are optional.
- **Electives:** Courses you take that are neither required nor chosen as part of your major or Liberal Arts Core. These can be used towards minors, certificates or additional major or other courses of interest.

Undergraduate Degree Level Classification:

Freshman: 0-23 credits

Sophomore: 24-55 credits

Junior: 56-87 credits

Senior: 88+ credits

- You must take at least 12 credits each semester in order to be considered full-time.
- You are encouraged to take and complete at least 16 credits each semester in order graduate within four years. Some majors may require higher course loads to graduate within 4 years.
- Full time status may be important for financial aid, scholarships, athletic eligibility or coverage on your family's insurance. Be sure to talk with an advisor before dropping courses once the semester has begun.

The College Core Requirements

You must successfully complete the college core, required of all students. Associate degree candidates are expected to complete the core requirements as mandated by their respective programs. Baccalaureate degree candidates must complete all 40 credits. Specific courses are likely specified by your program of study. Be sure to follow the degree audit form carefully and meet with your advisor before choosing your courses.

CAT I	Centenary University First-Year Experience Seminar	4
CAT II	Writing and Quantitative Literacy	8
CAT III	Arts and Humanities: Fine Arts; Humanities; Literature	12
CAT IV	Social and Behavioral Sciences	4
CAT V	Laboratory Science	4
CAT VI	Global and Democratic Citizenship	8



Academic Success and Advising Center

The Academic Success and Advising Center looks to assist all students in achieving their fullest academic potential through the personalized attention each student receives. Every student is recognized as an individual. All of the services provided are free.

The Academic Success and Advising Center, located in the Harris and Betts Smith Learning Center, is the primary source of academic support programs on campus. The Disabilities Services Office and the Department of Veterans Affairs are part of the services offered.

Students can request academic coaching including goal setting and time management training through the Academic Success and Advising Center. Our Disability Services and Department of Veterans Affairs offices also provide support services to our Centenary students and are located within the Academic Success and Advising Center.

The Academic Success and Advising Center holds a variety of success strategy workshops. These workshops teach students strategies to improve their organizational skills both inside and out of the classroom.

Academic Structure

Board of Trustees - Group of individuals with broad oversight of the university. Meet periodically and are not regularly on campus. Many individuals are working in other fields outside of higher education.

President - Highest ranking university official. Responsible for running the entire university. Is regularly on campus when not off raising funds for the university. Has ultimate authority in most matters.

Provost - Also called the Chief Academic Officer. The primary role of the provost is the creation and implementation of academic priorities for the purpose of providing high quality academic programs. The provost works closely with academic deans, department chairs, faculty, and student support services.

Associate Provost - Also called Academic Dean. The associate provost works closely with the provost on maintaining academic quality. The associate provost is responsible for overseeing student retention. The associate provost also works closely with academic deans, department chairs, faculty, and student support services.

Department Chairs - Department chairs represent and oversee individual departments. Chairs work closely with faculty in their respective departments and programs. Chairs coordinate course offerings for their departments, evaluate faculty in their department, assist with student issues in their department, and oversee activities related to the programs in their departments.

Faculty – Also called professors or instructors. Many have doctoral degrees and are referred to as Doctor (*Dr.*). It is always okay to call your “teacher” professor but only those with a doctoral degree earn the title *Dr.* such and such. Also please note, your academic advisor will be a faculty member teaching in your major. If you change majors, you change advisors.

Who to Contact - If you feel you need to speak with and/or meet with any of the above, keep this in mind; always start with your professor and/or advisor. Each professor has posted hours (*Office Hours*) that are indicated on the syllabus and on office doors. Email is a great way to contact a professor to arrange an appointment.

- If you are not able to connect with your professor, seek out the chair of the department. Again, posted hours are noted on the office door and email is a great way to arrange an appointment.
- If after seeking out or meeting with your professor and/or the chair you require further assistance, request a meeting with the associate provost. The associate provost does not post office hours. Meeting with this person requires contacting the administrative assistant for the Office of Academic Affairs. Should you require assistance beyond the associate provost, the provost is your next step. The same administrative assistant can assist with arranging this meeting.
- As an absolute last resort, you may contact the administrative assistant to the president to arrange a meeting with him/her.

Directory:

President: Dr. David Haney

Provost: Dr. James Patterson

Associate Provost: Dr. Amy D’Olivo

Administrative Assistant to President: Diane Lynch

Ext. 2300 SEAY 106 - lynchd@centenaryuniversity.edu

Administrative Assistant Academic Affairs Office: Nancy Frueholz

Ext. 2420 SEAY 104 - frueholz@centenaryuniversity.edu

Department composition:

Business:	All Business (<i>BUS</i>), Accounting (<i>ACC</i>), Economics (<i>ECO</i>), ENACTUS
Education:	All Education (<i>EDU</i>)
English and Foreign Language:	All English & Literature (<i>ENG</i>), Philosophy (<i>PHI</i>), Religion (<i>REL</i>), & any Foreign Language
Equine:	All Equine (<i>EST</i>)
Communication and Fine Arts:	All Communication (<i>COM</i>), Theater & Dance (<i>THA</i>), Fashion (<i>FAS</i>), & Visual Arts (<i>VAR</i>)
Math and Natural Sciences:	All Biology (<i>BIO</i>), Chemistry (<i>CHM</i>), Environmental Science (<i>EVN</i>), Forensic Science (???), Math (<i>MTH</i>)
Psychology:	Psychology (<i>PSY</i>)
Social Science:	All Criminal Justice (<i>CJS</i>), Political & Governmental Affairs (<i>PGA</i>), History (<i>HIS</i>), Sociology (<i>SOC</i>), & Social work (<i>SWS</i>)

Department Chairs:

Business Department: Assoc. Prof. CHERYL VERONDA

ext. 2382 - verondac@centenaryuniversity.edu

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Taylor Memorial Library

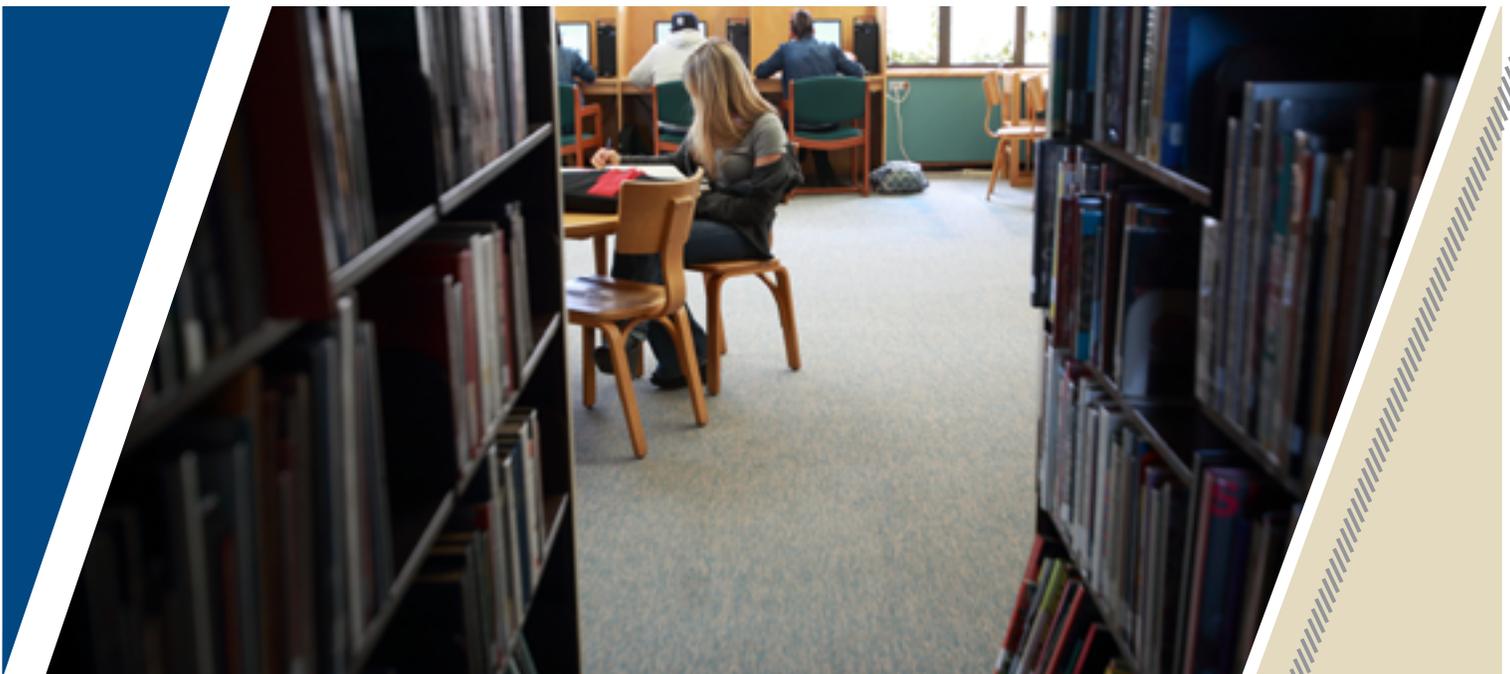
Did you know that you are more likely to succeed as a college student when you use the library?

While you may not yet have a specific research project, the library at Centenary is a great place to hang out to read, study or meet new people and hear new ideas. Say hello to a friendly librarian, so that when that research project comes along, you can reconnect and get the assistance you need. The library staff members are here to help students, so ask us any questions you may have.

The Taylor Memorial Library offers more than just online research tools. Wireless Internet runs throughout the library and is accessible by all patrons. For those who do not have access to a personal laptop, the library offers computers for short-term use during open hours.

Greene's Beans WiFi Cafe at Centenary University is a great gathering place. Patrons can sit by the coffee bar, and they can enjoy their favorite caffeinated beverage on the library's new stone patio. Local musicians and other performance artists may entertain during evening hours.

Call Taylor Memorial Library at (908) 852-1400 x2345 or contact us by email at library@centenarycollege.edu.





The Tutoring Center, located on the lower level of the Seay Building, is administered by the Academic Success and Advising Center. All professional tutoring sessions take place in the Tutoring Center. Tutoring sessions are scheduled by appointment only and must be requested through the Academic Success and Advising Center.

The Math Lab also takes place in the Tutoring Center. The lab supports students enrolled in the following:

- | | |
|--------------------|--------------------------|
| 1. MTH 1000 | College Math |
| 2. MTH 1111 | Quantitative Literacy |
| 3. MTH 1180 | Algebraic Modeling |
| 4. MTH 1250 | Geometry |
| 5. MTH 1501 & 1502 | Statistics I & II |
| 6. BUS 3020 | Business Statistics |
| 7. PSY 2000 | Psychological Statistics |

The Math Lab is operated on a walk-in basis. No appointment is necessary. There is no set limit to the amount of time you can get help. However, the amount of help you can get depends on how many people are also in need of that tutor's help. The tutor will rotate around the room helping students, so the way to make the most of your time is to take one of the following approaches:

Approach #1: Come to the Math Lab and study. When you get stuck ask a tutor for help. Repeat as often as needed. The benefit to this strategy is that you can study other material during any wait time and that the tutor is right in the room when you need help.

Approach #2: After you have studied, come to the Lab with a list of specific questions and work with a tutor to get clarification on these questions

Student Support Services and Office on Campus

Campus Bookstore

The bookstore is located on the lower level of the Seay Administration Building. The store offers a wide selection of Centenary apparel, school supplies, electronics, and snack to meet the needs of the student body.

You can contact the bookstore at 908-852-1400 extension 6137 or by visiting their website at <http://centenary.bkstr.com/>.

Career and Professional Development

The Office of Career Development provides you with a variety of career-focused programs, services, networking events, and resources. We encourage all students to schedule a time to meet with the Office of Career Development in their first year to begin the process of getting ready for the competitive world of work.

The Career Development staff will coach you to develop the skills, experiences and confidence you need for success. Expert career advice and individualized attention will help guide your career development. Career Development staff can also assist you with resume critiques, job search assistance, networking techniques, brand building, mock interviews, career assessment tools, career counseling, and graduate/professional school preparation. You are strongly encouraged to participate in on-campus recruiting by interviewing with employers, attending career seminars and workshops presented by business and community leaders, networking at career fairs and other symposiums, participating in etiquette seminars, and engaging in many other events to enhance your employability.

The Office of Career Development can help you with:

- Preparation for interviews with tips and trial runs
- Construction or revision on résumés and cover letters
- Evaluations on how to market yourself successfully
- Links to valuable job search resources
- Connections between students, alumni, and employers
- Graduate school application advice
- Help with finding the perfect internship!



Your 4-Year Action Plan

Follow the guide below to make sure you are ready for graduation with a career in mind!

Year 1 Connect

Begin your career journey early while exploring different campus resources

- Schedule an appointment with a career counselor to begin planning your four-year professional development plan
- Schedule an appointment with your academic advisor to align your goals
- Create your College Central Network student profile to gain access to on-campus employment
- Schedule an appointment with the Career Development Center to begin building your first-time resume
- Participate in campus events through volunteering and community service

Year 2 Explore

Develop and implement strategies for professional development growth

- Speak with your career counselor on prospects for job shadows and internships
- Take on a leadership role on campus or in the community by visiting Student Life
- Connect with a mentor through College Central Network in your geographic and major related areas
- Schedule an appointment with the Career Development Center to create your LinkedIn profile

Year 3 Network

Polish your personal brand and begin associating with additional employers and organizations

- Apply and interview for your dream career internship by viewing available positions on College Central Network
- Participate in mock interviews with the Career Development Center staff to hone critical interviewing skills
- Fully develop your professional resume by adding on-campus, full-time, and part-time employment positions
- Attend the Centenary University Career Fair in the Spring Semester to gain experience networking with professionals

Year 4 Transition

Create your game plan for life after college and transitioning from a student to a young professional

- Begin searching for open positions in your area by focusing on company profiles that match your career objectives
- Complete an additional internship to allow for additional experience for entry-level positions
- Research graduate schools by visiting the Career Development Center if further education is in your future
- Attend the annual Senior Etiquette and Career Fair events hosted by the Career Development Center

Post-Graduation

Continue to explore and develop your professional skills

- Contact the Career Development Center at any point after graduation for your continued alumni support as long as you need it

Internships

Experiential learning is an important part of the career process, and includes internships. Through internships, students have the opportunity to use the skills and knowledge they have acquired in the classroom and apply them on the job. The Office of Career Development, in collaboration with faculty, facilitates the career development and real life experiences that develop Centenary University students into prepared and skilled emerging professionals in the working world.

Centenary University believes the experiences you gain from real-world internships better prepare you for your future career. All students are encouraged to participate in the internship program provided they meet the requirements.

Internship applicants must have completed **32 credits** and have a **minimum GPA of 3.0**. A student may earn four to eight elective credits per internship for a total of 16 elective credits throughout his or her college career.

2 Credit Internship	70 Hours per semester
4 Credit Internship	133 Hours per semester
6 Credit Internship	200 Hours per semester

Student Employment

The Student Employment program is designed to give Centenary students the opportunity to earn money and get on-the-job training while pursuing a degree. It provides on-campus part-time employment that is funded through Financial Aid and Centenary University. There are also a limited number of off-campus positions that fulfill Centenary's commitment to partnering with the community.

A Student Employment position is more than a way to put money in your pocket. Learning to deal with a work environment and conducting yourself professionally is an important piece of the educational package, and employment experience is great résumé-builder. Your supervisor is a perfect reference for your first career position after graduation, so be sure to put your best effort into your job!

International Students need to initiate the Student Employment process through the International Student Services Assistant, located in the School of International Programs offices.

Students are advised to choose positions in their field of interest in order to gain the long-term benefit of working in an area that serves their goals and plans. Positions are posted on College Central Network and can be accessed from your student profile.



Disabilities Services Office

Support for Students with Disabilities

The Disability Services Office works closely with eligible students to arrange for reasonable academic accommodations and auxiliary aids, which will afford each student the opportunity to participate fully in Centenary University's services, programs, and activities. Staff members assist students with arranging access to classrooms, developing learning strategies, and advisement with disabilities issues.

The Disability Services Office also offers two programs specifically designed to support students with mild emotional and learning disabilities: Project ABLE and STEP Ahead. The goals of the Project ABLE and STEP Ahead programs are to provide a bridge between the structured and sometimes modified secondary-school setting to the predominantly self-directed college environment. Emphasis is placed on acquiring the skills needed to become an effective, contributing member of the college community.

Financial Aid Office

The Financial Aid Office at Centenary University is here to help you through the process of funding your education. The office is located on the lower level of the Seay Building. If you are experiencing financial difficulties or have questions about financial aid, please contact the office by phone at 909-852-1400, extension 2350 or by email at finaid@centenarycollege.edu.

A great deal of information is available about the various financial aid programs—including scholarships, grants, loans, and federal and state programs—eligibility requirements, how to apply, completing the FAFSA, policies and procedures, forms, FAQs, and budgeting. Extensive information about all aspects of financial aid is posted on the Financial Aid website at www.centenarycollege.edu/finaid.

Maintaining Your Aid

Any kind of aid you receive includes certain requirements to remain eligible and to continue to receive the funds you have been awarded. You should review the information on the Financial Aid website and in your award letter to be sure you understand the requirements for your specific award(s) and any consequences should you not meet those requirements. Most awards require you to remain in good academic standing, including being enrolled in a specific number of credit hours, and to maintain a minimum grade point average. Awards may vary upon your housing status.

One requirement that can affect your aid almost immediately involves making changes to your schedule. Schedule changes can require an adjustment to your aid at the time you make the change and may cause you to have to repay funds. You want to be careful if you: audit a class, add or drop a class or classes, or withdraw from all of your classes. There are also regulations limiting the use of federal funds to pay for repeating a course(s).

Federal awards (*PELL grant, Direct and PLUS Loans, Work-Study*) are need-based and the amount of the awards is determined by the evaluation made when the FAFSA is processed. A FAFSA must be submitted each year, and awards may change from year to year if the financial circumstances change. Our priority deadline for completing your FAFSA each year is April 1.

Registrar's Office

The Registrar's Office, located on the lower level of the Seay Building, oversees many academic functions for students. This office manages the registration process, which included registering for adding, dropping and withdrawing from classes. Other important services and processes that the Registrar's Office oversees include evaluating transcript for current and transfer students; processing student graduation applications; maintaining and updating the College Catalog; and responding to transcript requests and external degree verification requests.

Student Billing Office

The Student Billing Office is located on the lower level of the Seay Building. The office is responsible for accurately maintaining each student's financial account, including billing of tuition, fees, room and board. Payments are posted in the Student Billing Office and can be made by check, cash or credit card. (*Visa, MasterCard & Discover Card only*)

- The Student Billing Office is responsible for issuing refunds, monitoring payment plans, and, upon approval from the Financial Aid Office, to disburse financial aid.
- You can cash a personal check, in amounts ranging from \$5.00 to \$100.00, with student ID. You can also put money on your Cyclone card by cash or check. To put money on your Cyclone by credit card you must do so online.
- The Student Billing Office issues your semester bills each semester and can assist you with questions regarding your bill. Your bill is available on line as an e-Bill through your my.Centenary account. For information on how to view your e-Bill, go to www.centenarycollege.edu/ebilling.
- You can make a payment to your student account online, by mail, or in the Student Billing Office. To make an online payment, you my log into your my.Centenary account and click on "My Billing Ledger". For information on due dates and late payment fees, go to www.centenarycollege.edu/UGpayment.
- All correspondence, from the Bursar and the Student Billing Office, will be made to your Centenary email address.
- The Bursar and Student Billing Office staff is pleased to assist you with all of your student account questions.

Please contact bursar@centenarycollege.edu or call 908-852-1400, extension 2245.

Study Abroad

Centenary University's Study Abroad program offers students educational experiences that promote their social and intellectual growth while enhancing their cultural and global understanding. The program allows students and faculty the opportunity to travel around the world to experience other cultures, values and beliefs. Study Abroad can have a positive impact on career goals, marketable skills, and employability. Centenary's Study Abroad opportunities offer the world to students and contribute unique experiences to their college careers.

For more information about Centenary's Study Abroad programs, please visit the School of International Programs.





Veteran Services Office

The Office of Veteran Services, located in the Library Annex, is a One-Stop location where you can ask questions and get answers. It has been established on firm ground to provide valuable services and resources to student veterans, veteran dependents, active military, and reservists in the Centenary community. Internal and external services and resources are designed to provide the necessary tools to help facilitate a seamless transition to the academic arena, a successful integration to the campus community, and career planning for your future beyond the classroom.

If you are a veteran or a veteran dependent, please make sure you are on record with the Office of Veteran Services at Centenary University to take advantage of services, resources, and opportunities that may be available to you. Contact Margie Pavlichko, Director of Veteran Services, at 908-852-1400, ext. 2318 or by email, pavlichkom@centenaryuniversity.edu. Office hours are Mon-Fri 8:30 a.m.-4:30 p.m.

Veteran's Resource Center

The Veteran's Resource Center (VRC) is located on the third floor of the Ferry Building. It is a designated space open to student veterans and veteran dependents at Centenary University. The space lends itself to studying, relaxing in between classes, working on group projects, and socializing. The VRC is always well-stocked with up-to-the-minute, pertinent information for veterans and veteran dependents. Relevant publications, subscriptions, books, and current printed materials and brochures regarding educational and healthcare benefits through the Department of Veterans Affairs, VA Healthcare Outreach, and Vet Centers as well as other services and resources available to veterans and veteran dependents are kept on-hand and updated accordingly as changes/additions/availability of programs warrant. Please use and enjoy the space.

The Student Veteran's Organization (SVO) at Centenary University was established to bring awareness of the student veteran population to the campuses of Centenary University. Student veterans are non-traditional students who have full-time jobs, families, or other obligations.

The main goal of the SVO is to help veterans transition from military to civilian life in a non-military manner, while ensuring their success in a welcoming and appreciative environment. The SVO will actively be involved in the Centenary College community and the greater Hackettstown community and to the service of veterans in need and their families."

Help Desk

The Centenary University Help Desk is here to help Students, Faculty, Staff and other members of the Centenary Community solve any technology problem they might encounter at the college. Be it a question related to the Telephone system, the Centenary laptop initiative, the Internet in general, or any of the multimedia equipped classrooms we are here to help.

Public printers are located in the Library and the Tutoring Center. Students are allotted 500 pages to print each semester. Personal printers are not provided to students, but students are welcome to bring their own if they like. However, IT Services does not support or service personal printers. Also, wireless printers do not work on campus.

The printing station in the Library and the Tutoring Center are available during the Library's and Tutoring Center's normal operating hours. The library hours are posted on the Library's web page and the Tutoring Center hours are posted on the Tutoring Center's web page. If you need to contact the Library or Tutoring Center about printing, the Library's phone number is 908-852-1400 x2345 and the Tutoring Center's is x2246.

Please be moderate in your printing habits. The printing process has both an economic as well as an ecological impact. Printing should be limited to school projects only. Students are expected to follow the law when printing materials. There are federal and state laws that proscribe printing of some pornographic materials. Students must also be mindful of copyright and trademark laws when printing materials from the Internet. Some materials, while not illegal, may be offensive to others. Please be mindful and respectful of the sensibilities of others. Remember, the material coming through a public printer is viewed by others.

The printing station will retain materials for 24 hours. If you are not able to retrieve your printed materials and wish to have them held for a longer duration, please call the Library at 908-852-1400 x2345 or the Tutoring Center at 908-852-1400 x2246.

Instructions for installing the public access printers in the Taylor Memorial Learning Resource Center or the Tutoring Center may be found on this page. Should you need assistance do not hesitate to contact the Centenary University IT Help Desk.

You can visit the Help Desk on the second floor of the Seay Building, or contact them by telephone at 908-852-1400 x2000 or by email at helpdesk@centenarycollege.edu.





Campus Safety and Security

A safe and comfortable campus is critical to academic progress. It is also the basis of a great college experience. We take many steps to keep our campus focused on providing what you expect from a student-focused college.

You have a right to learn in an environment removed from threats of violence, intimidation, or abuse.

Our Campus Security offers:

- Late night transport and escort services.
- 24-hour emergency telephones.
- Lighted pathways and sidewalks.
- Controlled dormitories with key or security card access.
- Residence Advisors in each dormitory.
- Residence and student policies that encourage responsible, respectful behavior.
- Campus safety tips are posted on the security web site.

https://www.centenarycollege.edu/cms/fileadmin/user_upload/security/crime_prevention_tips.pdf

Annual Security Report

The Centenary University Security Report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to active shooters, lockdowns and sheltering in place, sex offenses and other emergency situations

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at (*web URL*). You may also request a paper copy from the Centenary Security Department

E-2 Campus Emergency Alert System

The e2Campus Emergency Notification System gives campus security the ability to send emergency alerts to your mobile cell phone, email address, and/or Twitter feed. Visit centenarycollege.edu/safety to register for e2Campus.

To contact the Centenary University Security Office, call 908-852-1400 extension 2260 or email campussecurity@centenarycollege.edu.

In the event of an EMERGENCY, please dial extension 0 (zero) or (908) 852-1400.



As we begin our academic year together, we hope that your student experience will be positive and healthy; however, we recognize that everyone goes through stressful times. With suicide being the second leading cause of death among college students, we want you to be aware of the services Centenary University has in place to support students and what you can do to assist another student who might be in distress.

Free, confidential mental health counseling and crisis intervention services are available through Counseling Center at 605 Grand Ave. The contact phone number to make an appointment is 908-852-1400 x2125.

If you or someone you know is in a crisis situation and having thoughts of death, dying or suicide, please contact the Counseling Center to set up a crisis intervention session or come directly to the Center at 605 Grand Ave. We are open from 9 to 5 Monday through Friday.

In addition, counselors are available 24 hours a day, 7 days a week for psychological emergencies by calling our number 908-852-1400 x2125. After hours crisis counseling is available through ProtoCall Services. They work in conjunction with the staff of the Counseling Center and Residence Life. Information from these calls is forwarded to the professional staff of the Counseling Center the next business day for follow up.

Other crisis resources include:

- NJ Hopeline; **1-855-654-6735**
- National Suicide Prevention Lifeline; **1-800-273-TALK (8255)**

If you are not sure what to do about another student and they are NOT in immediate danger, you can share your concerns with Centenary University Student of Concern Team at 908-852-1400 x2105. The team coordinates the support services of Centenary in order to assist students who have reportedly displayed troublesome or concerning behaviors.

The Counseling Center at Centenary University provides Suicide Prevention Programming to all members of the community who are interested in becoming trained on the signs suicidal thinking and how to respond. If you have any questions, please feel free to contact Student Life at x4291 or Counseling Center at x2125.

Good Samaritan Policy

Philosophy

Student health and safety are the primary concerns of Centenary University. Students are expected to contact Security/Residence Life when they believe that assistance for an intoxicated/impaired student is needed. Security/Residence Life will assist intoxicated individuals by facilitating transport to medical facilities at Hackettstown Medical Center, or by taking other protective measures. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals.

Policy

- A.** Students who seek emergency medical attention for themselves or for whom medical assistance was sought related to consumption of alcohol and/or drug overdose may not be charged with violations of Centenary University Code of Conduct associated with that action provided they comply with the following conditions:
 - I. The student subsequently completes an evaluation with the Counseling Center.
 - II. This follow-up must be completed within a time frame determined by the university.
 - III. Failure to complete this evaluation/treatment may result in discipline charges filed with the Office of Student Life.
- B.** Students who seek emergency medical attention for someone else will not be charged with violations of Centenary University Code of Conduct related to consumption of alcohol, alcohol intoxication, and/or drug use, provided that the student subsequently participates in a meeting with and complies with all recommended stipulations established by the Dean Of Students/designee.
- C.** Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to Centenary University disciplinary action with respect to the alcohol policy.
- I.** This policy does not preclude disciplinary action regarding other violations of Centenary University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that Centenary University policy does not prevent action by local and state authorities. Security/Residence Life will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to enable any other necessary follow-up.
- D.** This policy applies only to those students or organizations who seek emergency medical assistance in connection with alcohol or drug overdose and does not apply to individuals experiencing an alcohol medical emergency who are found by Centenary University employees. (*i.e. Campus Security, faculty, administrative staff, Complex Directors, Resident Assistants, etc...*)
- E.** This policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of Centenary University Code of Conduct occur, the University reserves the right to take disciplinary action on a case by case basis regardless of the manner in which the incident is reported. Additionally the University reserves the right to adjudicate any case in which the violations are determined by the University in its sole discretion to be egregious.
- F.** The Assistant Director of Residence Life or designee reserves the right to contact any student to discuss an incident whether or not the Good Samaritan Policy is in effect.
- G.** Information concerning students who utilize the Good Samaritan Policy is confidential, but will be recorded for case management purposes.
- H.** This policy does not preclude students from being held responsible for other violations of the Code of Conduct.
- I.** Parental Notification will still apply if applicable under FERPA Policy.

(Note: This Policy only provides amnesty from violations of Centenary University Student Code of Conduct. It does not grant forgiveness for criminal, civil, or legal consequences for violations of Federal, State, or Local law. However, the "911 Lifeline Legislation "approved on October 1, 2009, P.L.2009, c.133 does allow for underage individuals to receive amnesty in accordance with the provisions of the law. Individuals must stay on scene and assist responders with information concerning the at-risk individual to comply with the law. Further, Good Samaritan Emergency Response Act, approved on May 2, 2013 (A578/S851), allows for the same regarding drug overdoses.)

Dining Services

Centenary University has teamed with Chartwells to create an exciting and tasty dining experience. The dining hall is an all-you-care-to-eat facility conveniently located on the first floor of the Lackland Center.

You will find several different dining options, including:

Hearthstone - You will find a selection of homemade, wood stone oven baked pizzas as well as pastas, sauces, specialty salad and fresh homemade breads.

Fresh Market - Check out "Fresh Market" where the salad bar, with its array of fresh vegetables and salads offers a healthier alternative.

The Kitchen - You will be greeted by several chef prepared main entrees and all the side dishes as accompaniments. Vegetarian and gluten free entrees are located here as well.

My Pantry - Be sure to visit "My Pantry", the home-style kitchen area where each lunch our display cook will be sure to entertain you as they prepare an artfully designed plate just to your liking.

The Grill - A traditional grill area where you can always order burgers and fries, hotdogs and cheese steaks in addition to the daily special menu like Boss's BBQ , Bea's Mexican Grill, Grilled Patty Melts, Fish and Chips, Quesadillas The Wurst Bar and many more.

The SAC - For a quick cup of coffee, there is a coffeehouse located in "The SAC" where you can purchase a sweet treat in addition to beverages

Trotters Café - The equine center is home to "Trotters Cafe", a quick service snack bar offering sandwiches and soups to the equine students at the center.

Visit <http://www.dineoncampus.com/centenary/> to view the dining hall hours of operation and daily menus.

Residence Life

As you embark on your college journey, Centenary University will become your home away from home. Centenary makes it a priority to provide you with a positive residential experience to complement the excellent education you will receive. The Residence Life Office will do this by working to create a living environment that is integral to your personal and social development. They provide the necessary services, programs, and facilities that will foster the development of leadership, community, civility, and inclusivity among our students.

Life in the residence halls provides you with the opportunity to take responsibility for your learning outside the classroom environment. You will meet students from various cultures with different backgrounds interests, and values. As you become acquainted with your classmates and participate in residence hall activities, you will learn from, appreciate and contribute to the diversity of the student body.

There are many advantages to living on campus, including:

- Students get the opportunity to live on their own, and learn to be accountable for themselves.
- You will interact with a diverse group of peers that will expand your worldview and strengthen your global understanding.
- Meet several classmates/peers and interact with them outside the classroom in a more relaxed environment.
- Convenient access to many resources (academic buildings, library, athletic facilities, dining hall) with out needing to travel far.
- Technology in all rooms: free cable in your room, and wireless internet anywhere on campus.
- Live-in professional staff and student staff that are available to assist you 24/7

Residence Hall Security

The Residence Halls are locked 24/7 all year. Upon moving into Campus each student will receive a photo ID card that will give them access to their individual bedroom and their assigned Residence Hall. There is a Campus Security officer on campus 24/7 that does rounds of the buildings to ensure they remain locked at all times.

Residence Halls

Centenary University has space in its eight residence halls for over 700 students. Our residence halls range from a 48 to 130 bed capacity. In accordance with New Jersey state law, all residence halls are designated as smoke-free buildings. All residence rooms have installed sprinklers. Each hall has its own unique features --- from traditional double student rooms with community bathrooms, to single rooms in traditional halls, to apartment style living with single bedrooms.

Where to Go for Help:

Unsure of who to speak to about a question you may have or a concern? No matter the question there are people available 24/7 and ready assist you. A Resident Assistant (**RA**) is located on each floor and has gone through extensive training to help students work through problems they may encounter. Graduate Resident Directors (**GRD**) or Complex Directors (**CD**) are also available in the Residence Halls. You may also contact the Residence Life Office located in the Seay Building.

Wellness Center

The Wellness Center for Counseling and Health is located in a renovated three-story yellow Victorian house at 605 Grand Avenue. While emergency walk-ins will be accommodated, we ask that patients call ahead to make an appointment to be seen.

You can contact the Wellness Center at (908) 852-1400, extension 2206 or extension 2209.

The Health Office is staffed by a full-time Nurse Practitioner and a part-time Pediatrician, as well as a part-time Registered Nurse and full-time administrative assistant. Health Services at the Wellness Center include:

- Health promotion
- Health maintenance
- Patient education
- Preventive care
- Diagnosis and treatment of acute and chronic illnesses.
- Routine physical exams
- Immunizations
- Gynecological Services
- Contraceptive Services
- Sexually Transmitted Disease Testing
- Pregnancy Testing and Counseling

Student Health Requirements

All students attending classes on any of Centenary University's campuses are required by the college and under New Jersey State law to have completed health records on file in the Health Center. The health office requires students to complete a confidential health history, an immunization form which includes a Tuberculosis risk assessment screening, and a meningococcal form. While a physical exam is not required, certain vaccinations are mandated.

These include: 2 doses of measles, mumps and rubella vaccines, 3 doses of hepatitis B vaccines, an up-to-date tetanus vaccine, 2 varicella vaccines and meningitis vaccine for students residing in campus housing. A TB test is required for students at risk for tuberculosis. For further information on these requirements, or to download forms, students are advised to access the health services webpage at <http://www.centenarycollege.edu/cms/en/health-services/required-health-forms/>.

Students who fail to comply with health requirements will have their accounts placed on a hold which may impair their ability to register for classes, access transcripts, or obtain grades.

Student Activities

Involvement in Student Activities is an important part of the college experience. Activities help a student to grow socially, foster friendships, appreciate diversity, develop management skills, and benefit from leadership roles.

There are many opportunities to get involved on campus, such as joining one of our clubs and organizations, playing intramurals, or getting involved with the Student Government Association or Centenary University Student Activities. All students, whether residential or commuter are encouraged to participate in extracurricular activities and Centenary events.

- Student Government
- Honor Societies
- Student Clubs
- Greek Life
- Community Service
- Campus Ministry

Be In The Know About Cent Life

Every Monday our weekly events newsletter is sent via email to students and is also posted on this page. The newsletter encompasses an entire week of campus events, spotlights and upcoming save the dates. Besides the newsletter, you can also check out my.Centenarycollege.edu for the most updated information about events. Be sure to check out bulletin boards, flyers, and our creative initiatives around campus too.

Follow us on Social Media:

- www.facebook.com/centenarylife
- Twitter: [@cent_life](https://twitter.com/cent_life)
- Instagram: [@cent_life](https://www.instagram.com/cent_life)

There will be daily posts of events and happenings on campus as well as the weekly **Be In The Know** posted on Mondays.



Saturday, August 27, 2016	<ul style="list-style-type: none"> ▪ New students arrive; orientation begins.
Monday, August 29, 2016	<ul style="list-style-type: none"> ▪ Returning students arrive
Tuesday, August 30, 2016	<ul style="list-style-type: none"> ▪ Faculty Return Day ▪ Faculty are on campus for workshops, advising, and department meetings.
Wednesday, August 31, 2016	<ul style="list-style-type: none"> ▪ CLASSES BEGIN. Add/drop begins. Tuition refund policy in effect. ▪ Day, evening, OL, and OL-1 classes begin; add/drop and late registration period begins. Tuition refund policy in effect.
Monday, September 5, 2016	<ul style="list-style-type: none"> ▪ Labor Day: No classes; Offices closed. ▪ Labor Day; offices closed. no classes
Tuesday, September 6, 2016	<ul style="list-style-type: none"> ▪ Last day for add and late registration.
Tuesday, September 13, 2016	<ul style="list-style-type: none"> ▪ Convocation/Founders Day (10:00 AM - 12:00 PM)
Friday, September 16, 2016	<ul style="list-style-type: none"> ▪ Grades due in Registrar's Office ▪ Last day for incomplete grades from the Spring and Summer sessions to be posted in Moodle/Registrar's Office.
Saturday, September 17, 2016	<ul style="list-style-type: none"> ▪ Constitution Day (<i>All Day</i>) ▪ Constitution Day was established in 2004 to celebrate the signing of the Constitution on 9/17/1787 in what is now Independence Hall in Philadelphia. <i>Please visit www.centenarycollege.edu.</i>
Friday, October 7, 2016	<ul style="list-style-type: none"> ▪ Graduation Application Deadline ▪ Last day to file an application with the Registrar's Office for January 2017 graduation.

Wednesday, October 19, 2016	<ul style="list-style-type: none"> ▪ Last Day to withdraw from a traditional class. ▪ Last day to withdraw from a traditional semester-based class without incurring an automatic "F". ▪ The last day to withdraw from any other class-delivery format without incurring an automatic "F" is 50% into the course duration. ▪ Mid-semester report due
Saturday, October 22, 2016	<ul style="list-style-type: none"> ▪ Last Day for OL-1 online classes.
Sunday, October 23, 2016	<ul style="list-style-type: none"> ▪ OL-2 online classes begin.
Monday, November 7, 2016	<ul style="list-style-type: none"> ▪ Early registration period begins for Spring 2017 semester Monday - Friday, November 7 - November 18. (8:30 AM - 6:00 PM)
Friday, November 18, 2016	<ul style="list-style-type: none"> ▪ Last Day of Early registration period for Spring 2017 semester Monday - Friday, November 7 - November 18. (8:30 AM - 6:00 PM)
Friday, November 25, 2016	<ul style="list-style-type: none"> ▪ Last Day of Thanksgiving Break (<i>November 23 - November 25</i>) ▪ No classes; Offices closed.
Tuesday, December 13, 2016	<ul style="list-style-type: none"> ▪ Exam Week/Final grades due ▪ Exam Week; Classes meet at their regularly scheduled times; Final grades are to be posted in Moodle/Registrar's Office within 48 hours of last class. ▪ Exam Week (<i>Tuesday, December 13 - Monday, December 19</i>)
Saturday, December 17, 2016	<ul style="list-style-type: none"> ▪ Last day for OL and OL-2 online classes.
Sunday, December 18, 2016	<ul style="list-style-type: none"> ▪ Graduation Application Deadline ▪ Last day to file an application with the Registrar's Office for January 2017 graduation.

Monday, December 19, 2016	<ul style="list-style-type: none"> ▪ Exam Week/Final grades due ▪ Exam Week; Classes meet at their regularly scheduled times; ▪ Final grades are to be posted in Moodle/Registrar's Office within 48 hours of last class. ▪ Exam Week (<i>Tuesday, December 13 - Monday, December 19</i>) ▪ LAST DAY OF CLASSES
Thursday, January 12, 2017	<ul style="list-style-type: none"> ▪ Faculty Return Day. ▪ Faculty are on campus for workshops, advising, and department meetings.
Sunday, January 15, 2017	<ul style="list-style-type: none"> ▪ New and returning students arrive.
Monday, January 16, 2017	<ul style="list-style-type: none"> ▪ Orientation and advising of new students
Tuesday, January 17, 2017	<ul style="list-style-type: none"> ▪ CLASSES BEGIN. Add/drop begins. Tuition refund policy in effect. ▪ Day, evening, OL, and OL-1 classes begin. Add/drop and late registration period begins; tuition refund policy in effect.
Monday, January 23, 2017	<ul style="list-style-type: none"> ▪ Last day for add and late registration.
Friday, February 3, 2017	<ul style="list-style-type: none"> ▪ Grades Due in Registrar's Office ▪ Last day for incomplete grades to be changed and posted in Registrar's office.
Friday, March 3, 2017	<ul style="list-style-type: none"> ▪ Graduation Application Deadline ▪ Last day to file an application with the Registrar's Office for May 2017 graduation.
Wednesday, March 8, 2017	<ul style="list-style-type: none"> ▪ Last Day to withdraw from a traditional class. ▪ Last day to withdraw from a traditional semester-based class without incurring an automatic "F". ▪ The last day to withdraw from any other class-delivery format without incurring an automatic "F" is 50% into the course duration. ▪ Mid-semester report due

Saturday, March 11, 2017	<ul style="list-style-type: none"> ▪ Last day for OL-1 online classes.
Sunday, March 12, 2017	<ul style="list-style-type: none"> ▪ OL-2 online classes begin.
Monday, March 13, 2017	<ul style="list-style-type: none"> ▪ Start of Spring Break (<i>Main Campus</i>) ▪ Spring Break - no classes. Offices open. ▪ Spring Break (<i>Monday, March 13 - Friday, March 17</i>)
Friday, March 17, 2017	<ul style="list-style-type: none"> ▪ Last Day of Spring Break (<i>Main Campus</i>) ▪ Spring Break - no classes. Offices open. ▪ Spring Break (<i>Monday, March 13 - Friday, March 17</i>)
Monday, March 27, 2017	<ul style="list-style-type: none"> ▪ Early registration period begins for Fall 2017 semester Monday - Friday, March 27 - April 7. (8:30 AM - 6:00 PM)
Friday, April 7, 2017	<ul style="list-style-type: none"> ▪ Last Day of Early registration period for Fall 2017 semester Monday - Friday, March 27 - April 7. (8:30 AM - 6:00 PM)
Friday, April 14, 2017	<ul style="list-style-type: none"> ▪ Good Friday; Offices closed; No classes.
Tuesday, May 2, 2017	<ul style="list-style-type: none"> ▪ Exam Week/Final grades due ▪ Exam Week; Classes meet at their regularly scheduled times; Final grades are to be posted in Moodle/Registrar's Office within 48 hours of last class. ▪ Exam Week (<i>Tuesday, May 2 - Monday, May 8</i>)
Saturday, May 06, 2017	<ul style="list-style-type: none"> ▪ Last day for OL and OL-2 online classes.
Monday, May 08, 2017	<ul style="list-style-type: none"> ▪ Exam Week/Final grades due ▪ Exam Week; Classes meet at their regularly scheduled times; Final grades are to be posted in Moodle/Registrar's Office within 48 hours of last class. ▪ Exam Week (<i>Tuesday, May 2 - Monday, May 8</i>) ▪ LAST DAY OF CLASSES

Tuesday, May 09, 2017	<ul style="list-style-type: none">▪ Rehearsal for Commencement (6:00 PM - 7:00 PM)
Wednesday, May 10, 2017	<ul style="list-style-type: none">▪ Final Grades Due by 11:00 a.m.▪ Final grades must be posted by the Faculty on or before, but no later than 11 a.m.
Saturday, May 13, 2017	<ul style="list-style-type: none">▪ Commencement Ceremony▪ Check Centenary College web site for details.

