

You're a Cyclone now!

A guide to navigating your first year at Centenary University.

Welcome to Centenary

You made a great decision by coming to Centenary—you're going to find terrific classes, activities, and people, on a lovely campus. But we're also really good at the behind-the-scenes stuff—all the ways we'll support and guide you. This guide will show you what you can do to help yourself, and where to find help you may need.

Your first year of college, you'll meet new people, live and learn in a new community, and discover lots about who you are and will become. That's exciting—but at the same time, it's completely normal to be anxious or frightening. Don't worry! We're all committed to making this transition as smooth as possible for you.

Being Successful at Centenary

At college, your time is your own! But with that freedom comes responsibility. Successful students usually spend more time studying at Centenary than they did in high school. You already know that you need to attend class and do all assigned work, but you'll probably also need to study differently:

- Get to know your professors. Every faculty member wants to see you succeed: let them help you.
- Use a planner or calendar to keep track of all your assignments and exams.
- Schedule time every day to study for each class. You will find that these short sessions help you learn better. Don't worry—you'll still have time for other activities.
- Visit the Academic Success Center, or the Tutoring Center. You'll find help and resources for general study skills, as well as tutoring for specific classes. (See below for more information on these centers.)
- Seek balance in your life at Centenary. Good students learn as much from out-of-class experiences as they do in class. Plan ahead and be realistic about your time.

Making a Successful Transition

Getting Organized (before you arrive)

- If 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.
- Check my.centenary to make sure your bill is paid in full.
- Provide all required health forms.
- Attend Fresh Start over the summer.
- Visit campus to become familiar with the surroundings and find your classroom buildings.
- Reserve or buy your books.
- Buy your parking permit.

Getting Started (first week)

- Attend every class and record assignment deadlines and exams in a planner.
- Schedule an appointment with your advisor (AFC professor) if you need to change your schedule.
- Rely on your FYL (First-year Leader). FYLs are mentors, friends and informative sources for incoming students.
- Ask your instructor for referrals to other resources, especially if you feel anxious or overwhelmed.

Developing Your Network (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.
- Meet students in your classes & form study groups.
- Mark your calendar and plan to attend the Club Fair.

- Attend Centenary events and find fun things to do in Hackettstown (your new home!). Get involved in at least one campus organization or community activity. Check with Student Life for more information.
- Start working on your résumé and thinking about internships by visiting Career Development.
- Regularly check your Centenary email account and my.centenary for important Centenary and class information.

Hitting Your Stride (first semester)

- Meet with your advisor to select second-semester classes. Discuss your goals and any concerns about Centenary.
- Check with Financial Aid about important application deadlines.
- Continue to meet with faculty, connect with FYLs and students, and participate in campus events.

Planning Ahead - Second Semester

- Submit the Free Application for Financial Aid (FAFSA) for the next academic year (deadline Apr 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.
- Consider 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.

Continuing to Succeed

- Develop faculty contacts in your major area.
- Attend the Fall Career Fair each September.
- Check on internship program options and deadlines.
- Meet regularly with your advisor to learn about careers and graduate school opportunities.

Success, pt. I: Getting Involved

Community Service & Civic Engagement

Centenary is about service! Our mission statement declares our commitment to, “a culture of service to the community and to the world.” In addition to community service through clubs, sports teams, and fraternities, students will participate in such activities in their classes. This blend of academics with community engagement is called Service Learning and involves service projects connected to coursework as a way of providing real-life examples of how classroom knowledge can be put to use helping better students’ communities.

Some examples of Service Learning include participating in a voter registration drive as part of a political science class, business students providing free tax return assistance to Hackettstown residents, and social media/marketing students working with local businesses to develop a quality social media plan to boost their on-line presence. Centenary also organizes service-centered Spring Break trips locally, nationally, and internationally. A week of service in a particular community is both an amazing educational experience and a wonderful opportunity to serve others. All Service Learning programs provide real services to the community as well as important educational content and life skills to our students.

Changebuilders

Centenary’s premier community service cohort is designed to empower students to build change in their community, and develop their own pathways through service. Members will complete cohort-based service with their peers, and project-based service focused on their individual interests and career goals. Multi-year cohort members will benefit from progressive career-focused project development, working with peer advisors, staff, faculty and community partners. As a result, students will be better prepared to enter the workplace when they graduate, having the experience and network to do so.

Student Activities

Looking for something to do on campus? Student Life has you covered! Check out our *CU Involved App* to see everything that's going on each week—there's never a dull moment on campus! (From dances to hoedowns, laser tag to comedian shows...) Spend a quiet Sunday tie-dyeing shirts in the SAC, take a fitness class, or dodge kickballs and wrenches during co-ed kickball! (And let's not forget exam-week Midnight Breakfast...)

Centenary is more than just a University: it's your home! Nestled in picturesque Hackettstown—known for its restaurants, unique shops, and Victorian charm—there's no shortage of fun in our cozy town. We're less than two hours from both New York City and Philadelphia: perfect for a day trip by local train! If cities aren't your thing, take a quick drive over to the Delaware Water Gap for a beautiful day spent hiking or white-water rafting.

The mission of the Student Life Office is to promote a positive, enjoyable college experience for every student. Along with the development of programs geared towards the promotion of learning, wellness, and personal growth, we seek to guide students and organizations in the advancement of social, cultural, intellectual, recreational, and leadership opportunities.

We want to CU get involved, so check out some of our favorite campus traditions below!

Cent Cinema: Grab your friends and a seat in the Cent van for a quick trip to the local movie theater. Tickets are provided free of charge, so go ahead and get the large popcorn!

Hoe Down: Hoe Down throw down! Southern comfort food and country music are in abundance here--the only thing that's missing is you! And what's a Hoe Down without a mechanical bull? Whether you want to test your bull riding skills or sample fantastic food, the Hoe Down's got it all.

Homecoming Dance: This annual event has a new theme each year, so you're always in for a treat. Reunite with friends new and old at this magical October event, where the cafeteria is transformed into a dancers' paradise!

Alumni & Family Dance Weekend: Do you know what it means to be a Cyclone? Each October join alumni/ae, family, and friends for a weekend of food, drinks, games, and fellowship!

Cyclone Olympics: Which dorm will take the cup? A Centenary Tradition, formally known as Dorm Wars, the Cyclone Olympics puts students to the test through a series of challenges: dodgeball, three-legged races, and much more! Who will win-- Middle campus, Freshman dorms, the Apartments? Better bring your A-game...

Haunted Halls: Created and haunted by Centenary's own students each October for one bone-chilling night, Van Winkle Hall is transformed into a frightening Halloween haunt!

International Thanksgiving: Turkey, mashed potatoes, and...empanadas? You heard right! Attendees are encouraged to bring a traditional dish to this yummy event, which provides the perfect opportunity to share delicious food as well as a slice of your heritage! A turkey and other conventional Thanksgiving dishes are also enjoyed.

Light the Quad: There's nothing like decorating to get you into the holiday spirit! Join student clubs, athletic teams, Greek life, and staff as they bundle up and transform the Quad into a winter wonderland, complete with candy cane decorations and twinkle lights.

Hometown Holiday: The best holiday celebration of the season! Join the town as it is invited to celebrate alongside students in the front of Seay for the annual Grand Illumination ceremony, caroling, and carriage rides. And don't forget to pop inside the Front Parlors for some sweet treats and pictures with Santa.

Midnight Breakfast: Finals can be stressful, but we're here to help! The night before finals, students are invited to the cafeteria to enjoy a free breakfast, prepared by their favorite professors and staff.

Bingo: Who doesn't love winning prizes? Your classmates do, because this is one of our most popular events! Win one (or maybe two!) of the many prizes, totaling up to \$1,000.

President's Picnic: Spring is in the air! A week before finals, join students and staff as they enjoy music, BBQs,

and tons of games.

Senior Week: Planned by the senior class, no two years are the same! A fun-filled, unique week of experiences awaits, as well as the announcement of the Senior gift.

President's Ball: Ties and gowns galore! The President's Ball is a semi-formal dance like no other. This highly anticipated event is entirely in the Senior Class's hands, from the theme to every last detail-- they plan it all!

Follow us on Social Media:

www.facebook.com/centenarylife

Twitter: @cent_life

Instagram: @cent_life

Look for daily posts of campus events.

Study Away

Centenary University's Study Away 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 (and within the United States) to experience other cultures, values and beliefs. Study Abroad can have a positive impact on career goals, marketable skills, and employability.

For more information about Study Away, please contact Trish Mahaffey,

Patricia.Mahaffey@centenaryuniversity.edu, x2147

Success, pt. II: Getting Help

Academic Success and Advising Center

The Academic Success and Advising Center, located in the Harris and Betts Smith Learning Center, is the primary source of academic support on campus. We work to help you achieve your fullest academic potential through personalized attention. We offer a variety of success-strategy workshops, focused on improving your organizational skills both inside and out of the classroom. Students can also request academic coaching, including goal setting and time management.

Writing Collaboratory

The Writing Collaboratory is Centenary University's source for peer-to-peer writing assistance in any subject. We are your one-stop-shop whether you are working on a research paper for psychology, a history paper, a graduate school application letter, or a lab report. Our well-trained staff is dedicated to fostering confidence and positive attitudes toward writing through comprehensive, inclusive dialogue. We believe creating better writers is a collaborative effort!

During tutoring appointments, expect to read through your paper with your tutor and to discuss the assignment you have been given. All tutors are students at Centenary, meaning that not only is there a high likelihood that your tutor will have taken a class with your professors before, but your tutor might be a major in your program, giving them invaluable insights into your assignments. Our goal is that, when you walk away from your tutoring session, you have a better idea of the steps you need to take to complete the writing assignment successfully and to begin developing healthy writing habits for your future.

Tutoring Center

The Tutoring Center, located on the lower level of the Seay Building, is administered by the Academic Success and Advising Center and staffed by both professional and peer tutors. The Tutoring Center offers tutoring in multiple modalities, including drop-in tutoring, individual appointments, mentored study groups, and online tutoring (through NetTutor). Inside the Tutoring Center, students will find cubicles used for individual tutoring appointments, as well as separate rooms for drop-in tutoring and mentored study groups. Two Mac computers and two PCs are available in

the Tutoring Center for student use. Students are also able to use the Tutoring Center as a study area when rooms and cubicles are available. For information about tutoring or to request a tutor, drop by the Tutoring Center.

Taylor Memorial Library and University Archives

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 an assigned research project, the library at Centenary is a great place to hang out, meet new people, and exchange ideas. Whether you like studying in complete silence or in a group setting with your friends, the library has a space for you. There are a number of public access computers, a scanner, and a printer for student use. Need a study break? No problem. The library has a revolving puzzle table and a growing collection of classic and contemporary board games to play anywhere in the library!

The Taylor Memorial Library contains a variety of materials for both research and personal use: 40,000+ print books and 90+ academic databases related to the research and teaching of faculty, staff, and students. The fiction, children's and academic sections are always growing! There are also popular DVDs to borrow, 170,000+ ebooks to download, and print magazines to browse. The library has a great collection of Centenary University history too. The library staff creates displays, offers lectures, and digitizes material for anyone interested in learning more about the history of the school. You are sure to find something you will enjoy! Materials not currently available at the Library may be requested through inter-library loan.

Don't forget us librarians! Say hello, so that when that research project comes along, you can reconnect and get the assistance you need. We are available to meet with students who need research help in any subject area, whether in small groups or one-on-one. Just drop in or make an appointment online. Research assistance is also available via email, phone, and chat, while a variety of class instruction services are available upon request. Details and access to all resources can be found here: <http://libguides.centenaryuniversity.edu>.

Wellness Center

The Wellness Center for Counseling and Health is located in a three-story yellow Victorian house at 605 Grand Avenue (across the street from Brotherton). 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, x2206 or x2209.

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:

- Diagnosis and treatment of acute and chronic illnesses.
- Routine physical exams
- Immunizations
- Gynecological Services
- Contraceptive Services
- Sexually Transmitted Infection (STI) Testing
- Rapid HIV testing
- Pregnancy Testing and Counseling
- Preventive care
- Health promotion
- Health maintenance
- Patient education

Counseling Services allow students to explore issues that might interfere with their success and happiness in college. Counseling is confidential and provided free for all Centenary students. To make an appointment call 908-852-1400 x2125 or email Counselingcenter@centenarycollege.edu

Student Health Requirements

All students attending classes on any Centenary campus are required to complete certain health documents. The health office requires students to complete online forms. While a physical exam is not required, certain vaccinations are mandated:

- Two doses of measles, mumps and rubella vaccines
- Three doses of hepatitis B vaccines
- Up-to-date tetanus vaccine
- Two varicella vaccines and meningitis vaccine (for students residing in campus housing).

A TB test is required for students at risk for tuberculosis.

Students should complete all health requirements on the online STUDENT HEALTH PORTAL which can be accessed at: <https://centenary.studenthealthportal.com> Students log in to the portal using their assigned Centenary username and password.

In addition to forms, students must upload a copy of their official vaccination records as well as their health insurance card. Students who fail to provide insurance information AND a copy of their health insurance card will be enrolled in the school insurance and will incur a charge for the plan.

Students who fail to comply with health requirements will have their accounts placed on a hold, which will affect class registration and access to transcripts and grades.

Support for Students with Disabilities

The Disability Services Office works closely with eligible students to arrange for reasonable academic accommodations and auxiliary aids, which afford each student the opportunity to participate fully in Centenary's services, programs, and activities. Staff members advise students on arranging classroom access, developing learning strategies, and navigating disability issues.

The Disability Services Office also offers two programs designed to support students with mild emotional and learning disabilities: Project ABLE and STEP Ahead. The goals of Project ABLE and STEP Ahead are to provide a bridge from 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.

Veterans Services

The Office of Veteran Services, located in the Smith Learning Center, provides services and resources to student veterans, veteran dependents, active military, and reservists attending Centenary and living in the greater Centenary community.

Internal and external services and resources are designed to enable a seamless transition to the academic arena, a successful integration to the campus community, and career planning for your future.

If you are a veteran or a veteran dependent, please make sure you are on record with the Office of Veteran Services 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 x2318 or by email, margie.pavlichko@centenaryuniversity.edu. Office hours are Mon-Fri 8:30 a.m.4:30 p.m.

The Veterans' Resource Center (VRC) is located on the ground floor of the SEAY Building, Room 005. Open to student veterans and veteran dependents, the Center is ideal for studying, relaxing between classes, working on group projects, and socializing. The VRC is always well-stocked with current information for veterans and veteran dependents, including material regarding educational and healthcare benefits through the Department of Veterans Affairs, VA Healthcare Outreach, and Vet Centers.

The Student Veterans' Organization (SVO) was established to bring awareness of the student veteran population to the campuses of Centenary University. Student veterans are nontraditional 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, while ensuring their success in a welcoming and appreciative environment, on campus and in the greater Hackettstown community.

Success, pt III: Academics at Centenary

First-Year Experience & AFC

Each September, first-year students enroll in a year-long program to optimize their transition from high school to college. Incoming students take an Academic Foundations at Centenary course ("AFC"), usually in their tentative major, to introduce them both to a field of study *and* to the resources and realities of Centenary. Your AFC professor is your academic advisor and, more generally, a mentor and reliable support.

First Year Leaders (FYLs) are successful upper-class students. FYLs go through an extensive training program about providing emotional and academic support for first-year students. They can also act as a liaison between you and faculty or administration.

Each AFC course has at least one assigned FYL. FYLs both support the classroom experience and plan several outside events. They are mentors, friends, and resources for incoming students.

Your Degree at Centenary University

120 credits, which will be spread among three areas:

- **Core:** Our 44-unit liberal arts core includes writing and math classes, as well as courses from a variety of academic divisions.
- **Major:** Usually between 40 and 50 credits.
 - **Minor or Certificate (optional):** A secondary area of study, typically 16-24 credits.
- **Electives:** Your core and major courses will total about 90 credits. This leaves a quarter of your courses that can be anything you like. Some students pursue a minor or certificate, but you should feel free to explore—to minor in YOU.

University Core Requirements

Some majors recommend particular courses to satisfy core requirements—check with your advisor before choosing core courses.

CAT I	AFC	4
CAT II	Writing and Quantitative Literacy	12
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

Choosing a 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.
- Researching your career and major options through print, Web and people resources.
- Understanding the decision-making steps and your personal decision style.

- Connecting everything above.

What's important to consider when choosing a major?

- Your interests and passions.
- Your abilities, skills and strengths.
- Your values – what really matters to you.
- Your personality – your patterns of behaving, thinking and feeling.
- Your motivations
- Your realities – what do you need to do, and what obstacles might you have to overcome?

Questions to ask yourself when considering a major:

About yourself...

- What courses have you liked and succeeded in?
- 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 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?

And if you don't yet know your major, or are unsure of the one you've chosen, that's all right:

- About 50 percent of college students change their major at least once.
- Up to 80 percent of entering college students are not certain of their choice of major, even if they have decided on or declared one.

Most academic majors do not offer specific preparation for a single type of work. Instead, they educate you and provide you with a skills foundation.

Departments & Chairs:

- **Business** : courses in accounting, finance, management, data analytics, marketing, social media marketing, sports management, and ENACTUS.
Professor Cheryl Veronda, x2382, Cheryl.Veronda@centenaryuniversity.edu
- **Communications, Writing and Design**: courses in film, graphic design, journalism, radio & television, professional writing, and composition.
Assistant Professor Matthew Mendres, x2281, Matthew.Mendres@centenaryuniversity.edu
- **Criminal Justice, Law & Government**: courses in criminal justice, paralegal & legal assistant studies, political & government affairs
Associate Professor Dr. Jeff Carter, x5065, Jeff.Carter@centenaryuniversity.edu
- **Education and Mathematics**: courses in education and mathematics
Assistant Professor Dr. Timothy Frederiks, x2497, Timothy.Frederiks@centenaryuniversity.edu
- **Equine**: courses in equine studies and pre-veterinary science
Professor Kelly Munz, x2327 Kelly.Munz@centenaryuniversity.edu
- **Fine Arts**: courses in theater, dance, fashion, and visual arts
Professor Carl Wallnau, ext. 2203, Carl.Wallnau@centenaryuniversity.edu
- **Humanities**: courses in English and literature, history, philosophy, religion, and foreign languages.
Associate Professor Dr. Sharon Decker, x2498, Sharon.Decker@centenaryuniversity.edu
- **Sciences**: courses in biology, chemistry, physics, environmental science, and forensic science
Associate Professor Dr. Krassi Lazarova, x2252, Krassi.Lazarova@centenaryuniversity.edu

- **Social and Behavioral Sciences:** courses in psychology, sociology, and social work.
Associate Professor Dr. Keith Morgen, x2419, Keith.Morgen@centenaryuniversity.edu
- **School of Professional Studies (SPS)**
Associate Vice President Elizabeth Kane, 973.257.5190 x5047, Elizabeth.Kane@centenaryuniversity.edu

Advising at Centenary University

Academic Advising begins as soon as you enroll at Centenary, and continues throughout your college career. Centenary has a three-tier advising system:

- Incoming students are advised during spring Advising Days at the Academic Success and Advising Center. Each student is invited to schedule an appointment online to visit campus for an individual appointment to discuss life goals, academic aspirations, course selection--and then to choose fall classes..
- During your first year, your Academic Foundations (AFC) professor will serve as your Academic Advisor. Since this is a professor in your discipline, he or she can introduce you more fully to your area of study and help you explore career and life interests.
- At the beginning of their sophomore year, students are assigned an advisor in their major by the Academic Success and Advising Center. All undeclared full-time students will also be assigned to an advisor from the Academic Success and Advising Center.

Academic Advisors...

- Get to know your interests and goals, and serve as a guide to planning a suitable academic program.
- Are knowledgeable about the curriculum and course requirements.
- Direct you to appropriate resources on campus.

Good Advisees...

- Take seriously their aspirations—and how Centenary can help them achieve their goals.
- Meet with their advisor a few times a semester, not only to schedule classes.
- Become familiar with College resources and academic policies.
- Learn university and departmental requirements.
- Use my.Centenary to create and maintain a long range plan of study. (Keep copies of your plans, and bring them to advising meetings.)
- Are assertive in asking questions or discussing concerns.
- Discuss any problems affecting academic performance.
- Keep notes from advising meetings.

Scheduling Basics to Know:

- To be considered a full-time student you must take at least 12 credits each semester.
- If you average 15 credits a semester, you will complete the 120 credits necessary for graduation in four years. Some majors require higher course loads to graduate within the usual four years.
- Full-time status is important for financial aid, scholarships, athletic eligibility, and possibly coverage on your family's insurance. Be sure to talk with an advisor before dropping courses once the semester has begun.

When you have academic concerns: Start with your professors, especially your academic advisor. Professors are required to hold office hours, which are posted on office doors. Email is also an excellent way to contact a professor to arrange an appointment.

Also consider talking with FYLs and, if you live on campus, RAs.

If you are not able to connect with your professor, seek out the chair of the department.

How the Game is Played: Academic Policy at Centenary

Calculating Grade Point Average (GPA)

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	.7	0

To calculate your GPA, divide the total number of grade points earned by the total number of credits attempted.

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

The quality points earned would be $(4 \times 4) + (4 \times 2.7) + (4 \times 2.3) + (4 \times 2) = 16 + 10.8 + 9.2 + 8 = 44$

$$\frac{\text{Quality Points}}{\text{Credits attempted}} = \frac{44}{16} = 2.75$$

What is “Good Academic Standing”?

A cumulative GPA of 2.0.

What happens if I fall below 2.0?

- ❖ Students with a cumulative GPA below a 2.0 are placed on Academic Probation, and this is noted on their permanent transcripts. To be in good academic standing, seniors must also have a 2.0 in their major.
- ❖ First-semester students have a bit more leeway: Academic Probation is only for GPAs under 1.80. But between 1.80-1.99, first-term students will receive “Academic Warning.”
- ❖ A student on Academic Probation will have his/her records evaluated by the Academic Review Board (ARB) and, at the discretion of the ARB, will either be given a probationary semester in which to raise his/her cumulative grade point average to 2.0, or be dismissed from the University.
- ❖ A student who is given a probationary semester is restricted to a maximum of four classes (sixteen credits) during his/her semester of probation.
- ❖ All decisions regarding academic probation are based on a student's *cumulative* grade point average (not just the current or past-semester GPA). 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 2.0 after one semester of probation will be considered for dismissal.
- ❖ Students on a probationary semester are not eligible to participate in campus activities – i.e., clubs, student government, Greek organizations, interscholastic sports, etc. Students on a probationary semester can continue to use their financial assistance if they qualify, as determined through the Office of Financial Aid.

Eligibility Policy for Athletics/Student Activities

Students involved in Student Life activities must

- Be in “good” academic standing (cumulative GPA of 2.0)
- Be enrolled in a minimum of 12 semester credit hours at the time of participation.
- Meet any additional 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 fails to achieve good academic status after being on academic probation or who violates the University's Academic Code of Conduct can be dismissed from the University by the Academic Review Board (ARB).

Dean's List

The Dean's List is Centenary University's recognition of excellent academic performance. Student transcripts record Dean's List inclusion for each semester in which the honor is earned. Full-time, three-quarter-time, and half-time students are eligible.

Dean's List requirements for full-time and three-quarter-time students:

- (1) Semester grade point average of 3.75 or above
- (2) A full-time student must have completed a minimum of 12 semester credits, and three-quarter-time students must have completed 9 semester credits
- (3) 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:

- (1) Be enrolled for both the fall and spring semesters in a given academic year as a half-time student
- (2) Have a yearly cumulative grade point average of 3.75 or above
- (3) Complete a minimum of 6 semester credits in both semesters in a given academic year
- (4) Earn no grade below a “B-.”

For half-time students, the Dean's List honor is noted only following the spring semester.

Students receiving an incomplete in a course will not be eligible for the Dean's List.

Students with a “W” are eligible for the Dean's List, so long as they still complete the credits required for their category (12 for full-time, 9 for three-quarter-time, 6 for half-time).

Class Status

First-year:	0-23 credits
Sophomore:	24-55 credits
Junior:	56-87 credits
Senior:	88+ credits

Grades of "P," Prior Learning Assessment credits, and transfer credits all count towards these totals.

More People Who Want to Help you Succeed: University Resources

Office of Information Technology

Introduction

Led by Chief Information Officer Sharon Ainsley, the Office of Information Technology is responsible for managing the University's technological environment, including hardware like computers, account management, email, Moodlerooms, the phone system, WIFI and wireless access, and print management. In addition, our team oversees data security.

Your Centenary Account

All students are issued an official university account, including a unique **USER ID NUMBER**, a unique **USERNAME**, and a Centenary University **EMAIL ADDRESS**. Your account provides you with secure access to all University systems and is used as your personal identification during your time at the University. You are responsible for securing your account with a strong password and keeping your credentials private. Your Centenary account credentials, in accordance with all applicable laws governing information privacy and security, are **NOT** to be shared with parents, teachers, siblings, friends, or anyone else--for any reason. Your Centenary account credentials provide access to your records and a variety of sensitive personal information protected by FERPA and/or HIPPA. Your Centenary account credentials also provide you with specially managed access to systems and software that are intended exclusively for your use as a member of the Centenary community. More information is available on the [OIT Documentation Site under 'Account Basics'](#). *(Note – you must be logged in to access the OIT Documentation Site)*

Password Self-Service

You MUST set up your NEW password and enroll in self-service before logging into any systems!

Before using your account, you will need to secure your credentials so that you can access computers, your email, and the other online systems. This is done by enrolling in the [Password Reset Self Service System](#). During enrollment, you will be asked to supply answers to a number of security questions and provided with the opportunity to add a second, personal email address that a validation code can be sent to in case you ever get locked out of your account. PLEASE be sure to complete the enrollment so you do not have password problems in the future.

Email

Your Centenary email account is the primary method of communication among the University's administrative offices, faculty and students. Students are expected to check their Centenary email regularly and are responsible for the information that is transmitted to their Centenary accounts. More information on Email is available on the [OIT Documentation Site](#) under 'Email'. *(Note – you must be logged in to access the instructions)*

Printing

Public printers are located in the Library and the Tutoring Center. Students are allotted 500 pages to print each semester. We do ask that you please be moderate in your printing habits, as the act of printing has both an economic and an ecological impact, so printing should be limited to school projects only.

All students should be mindful of obscenity and copyright/trademark laws when printing materials from the Internet. Some materials, while not illegal, may be offensive to others, so please be mindful of those around you. Remember, the material coming through a public printer is viewed by others. Personal printers are not provided to students, but students are welcome to bring their own if they like. Be advised that there is no campus support or service for personal printers. Wireless printers are **not permitted** on campus.

The printing stations in the Library and the Tutoring Center are available during normal operating hours, which can be found on their web pages. 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.

Papercut software is needed to access the public access printers and monitor your usage. Instructions for installing Papercut on your personal device and adding the public printer may be found on the [OIT Documentation Site under 'Printing'](#). (Note – you must be logged in to access the instructions)

Personal Devices

Personal technology (cell phones, laptops, tablets, printers, etc) that is owned by Centenary students, staff, or faculty **is not officially supported**. You are responsible for obtaining and maintaining your own equipment in accordance with campus [computer specifications](#), as well as any special requirements of your academic program. You are also responsible for purchasing and installing your own software and for managing, securing and backing up your own files.

For your protection and personal privacy, **no member of OIT is permitted to physically touch or manipulate your personal device**, but our Help Desk staff is happy to answer questions.

Internet and WIFI

Our campuses are 100% networked and WIFI is available in all dorms, administrative and academic buildings, as well as most common spaces. New network policies and standards will be available on the [OIT Documentation site](#).

Help Desk

The Centenary University Help Desk is here to help students, faculty, staff and other members of the Centenary Community solve technology problems.

The Help Desk is available 24 hours a day, 7 days a week throughout the year.

You can contact the Help Desk in a number of ways:

1. Call the Helpdesk by telephone at 908-852-1400 x2000.
2. [Open a support request ticket online](#)
3. Send an email from your Centenary email account to helpdesk@centenaryuniversity.edu.

It is our top priority to ensure that there is someone available to assist you when needed. While we do not have a large enough staff in our main office to accommodate unexpected drop-in visits, for issues that cannot be resolved remotely, you can visit us in person by appointment or during our posted Walk-In Hours (specific hours will be posted on our public [website](#) for each semester).

Residence Life

Centenary strives to provide all students with a positive residential experience. The Residence Life Office works to create a living environment that enhances both the personal and social development of our students. Residence Life works to provide the necessary services, programs, and facilities that will foster the development of leadership, community, civility, and inclusivity among our students.

The residence halls provide opportunities for students to take responsibility for their learning outside the classroom. Students will meet students from various cultures with different backgrounds, interests, experiences and values. By choosing to live on campus at Centenary University, students learn from, appreciate, and contribute to the diversity of the student body.

There are many advantages to living on campus, including:

- The opportunity to live on your own and learn to be accountable for yourself, while still receiving support from live-in professional staff, live-in student leaders, and Campus Security (available 24/7).
- The ability to interact with a diverse group of peers that will expand your worldview and strengthen your global understanding
- Interactions with classmates and peers outside the classroom in a more relaxed environment
- Convenient access to many campus resources, including academic buildings, library, athletic facilities, and the dining hall.
- Technology in all rooms: free cable and wireless internet.

- Social, educational, and recreational activities such as campus clubs, student government, campus ministry, and activities directly in the residence halls

Residence Hall Security

The Residence Halls are locked 24/7/365. Upon moving into campus, each student receive a photo ID card that will give her or him access to the assigned residence hall and bedroom. Campus Security officers make frequent rounds to ensure that the campus is safe and buildings are locked.

Residence Halls

Centenary University has space in its eight residence halls for over 700 students. Our residence halls range from a 48- to 150-bed capacity. In accordance with New Jersey state law, all residence halls are designated as smoke-free. All residence rooms have installed sprinklers.

The Residence Halls provide diverse environments to meet the needs of all residents. 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 whom to speak to about a question you may have ? No matter the question, there are professional staff members available 24/7 and ready to assist you. Resident Assistants (RAs) are located in all buildings. Our RAs go through extensive leadership training to help students work through the many challenges they encounter. Graduate Resident Directors (GRD), as well as the Assistant Director of Residence Life (ADRL) and the Director of Residence Life and Community Standards (DRLCS) also live on-campus in the Residence Halls.

During business hours, students may also contact the Residence Life Office, located in the Seay Building.

Campus Safety and Security

A safe and comfortable campus is the basis of a great college experience. Campus Safety and Security strives to keep your campus free of threats of violence, intimidation, and abuse. For instance, we provide:

- Late night transport and escort services.
- 24-hour emergency telephones.
- Lighted pathways and sidewalks.
- Controlled residence halls with key or security card access.
- Residence Assistants in each hall.
- Residence and student policies that encourage responsible, respectful behavior.

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 about safety and security: 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 (www.centenaryuniversity.edu/campus-safety/annual-security-report/). 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 <https://centenary.omnilert.net/subscriber.php> to register for e2Campus.

To contact the Centenary University Security Office, for non-emergency questions, email campussecurity@centenarycollege.edu.

In the event of an EMERGENCY, please dial extension 0 (zero) or (908) 852-1400 x0

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 - Homemade, woodstone oven-baked pizzas as well as pastas, sauces, specialty salad and fresh homemade breads.

Fresh Market - Our salad bar, with its array of fresh vegetables and salads.

The Kitchen – Chef-prepared main entrées and side dishes, as well as vegetarian and gluten-free entrées.

My Pantry - Be sure to visit "My Pantry", the home-style kitchen area where each lunch our display cooks 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.

Starbucks (first floor of Seay, across from the bookstore)-- Just like the stand-alone stores: Frappuccinos, cappuccinos, Macchiatos, lattes, cold brew coffee, regular coffee and snacks.

Trotters Café (at the Equine Center)-a quick-service snack bar offering sandwiches and soups

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

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 first floor of Seay (turn right from the main entrance). 908-852-1400, x2350 or finaid@centenaryuniversity.edu.

Check out our Financial Aid website at www.centenaryuniversity.edu/finaid.

You'll find information about scholarships, grants, loans, and federal and state programs, including eligibility requirements, how to apply, completing the FAFSA, policies and procedures, forms, FAQs, and budgeting.

Maintaining Your Aid

Any kind of aid includes eligibility requirements. 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, enroll in a specific number of credit hours, and maintain a minimum GPA.

Making changes to your schedule can immediately affect your aid—in some cases, you would have to repay funds. Be careful if you audit a class, add or drop a class, or withdraw from all 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 each year with your FAFSA. A FAFSA must be submitted each year, and awards may change if your financial circumstances change. Our priority deadline for completing your FAFSA each year is April 1.

Student Accounts Office

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 Accounts Office and can be made by check, cash or credit card. (Visa, MasterCard & Discover Card only) The Student Accounts Office is responsible for issuing refunds, monitoring payment plans, and, upon approval from the Financial Aid Office, disbursing 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. (Add with a credit card online, at my.Centenary.)

The Student Accounts Office issues your semester bills each semester and can assist you with questions regarding your bill. Your bill is available online as an e-Bill through your my.Centenary account. For information on how to view your e-Bill, go to www.centenaryuniversity.edu/ebilling.

You can make a payment to your student account online, by mail, or in the Student Accounts Office. To make an online payment, log onto your my.Centenary account and click on "My Billing Ledger". For information on due dates and late payment fees, go to www.centenaryuniversity.edu/paymentduedate.

All correspondence from the Student Accounts Office will be made to your Centenary email address.

The Student Accounts Office staff is pleased to assist you with all of your student account questions. Please contact studentaccounts@centenaryuniversity.edu all 908-852-1400, x 2245.

Registrar's Office

The Registrar's Office, located on the lower level of the Seay Building, oversees many academic functions for students. We manage the registration process, which includes adding, dropping and withdrawing from classes. We also evaluate transcripts for current and transfer students, process student graduation applications, maintain and update the University Catalog, and respond to transcript requests and external degree verification requests.

Campus Bookstore

The bookstore is located on the first floor of Seay. You'll find a wide selection of Centenary apparel, school supplies, electronics, and snacks. Contact the bookstore at 908-852-1400 x 6137 or by visiting its website at <http://centenary.bkstr.com/>.

Career and Professional Development

Career Development and Community Engagement provides a variety of career-focused programs, services, networking events and resources. We encourage all students to schedule a time to meet with Career Development in their first year. The Career Development staff will coach you to develop the skills, experiences and confidence you need for success. Our expert career advice and individualized attention will help guide your career journey, including:

- Preparation for interviews with tips and trial runs.
- Assistance in writing and revising résumés and cover letters.
- Coaching on marketing yourself successfully.
- Links to valuable job search resources.
- Connections among students, alumni and employers.
- Graduate school application advice.
- Assistance in finding a great internship.

Choosing a Career

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, but for others, a number of academic programs provide good preparation. Choosing a major does not limit you to one career choice--and choosing a career does not necessarily limit you to only one major.

The Centenary University Career Development Center encourages you to utilize multiple resources in your career exploration. If you have any questions about any of these, please stop by to see us:

- 1) *College Central Network*: Centenary has partnered with College Central Network to allow for premium student, alumni, and employer connection. The services offered include résumé 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. More employers search on LinkedIn than any other online resource. If you would like help setting up a profile, the Career Center is 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.
- 4) *Simply Hired: Online Job Postings*: Simply Hired is an excellent tool to find and filter 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.

Four-Year Career Action Plan

Year 1: Connect--*Begin your career journey early while exploring different campus resources*

- Schedule an appointment with our office 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 and off-campus opportunities.
- Schedule an appointment with our office to write your first-time résumé or edit a current copy.
- Participate in campus events such as the community engagement fair.

Year 2: Explore--*Develop and implement strategies for professional development growth*

- Speak with your career counselor on prospects for job shadowing and internships.
- Take on a leadership role on campus or in the community by visiting Student Life.
- Schedule an appointment with our office to create your LinkedIn profile.
- Attend one or more of the various weekly programs and/or career fairs.

Year 3: Network--*Polish your personal brand and begin associating with employers and organizations*

- Apply and interview for a career internship by viewing available positions on College Central Network.
- Participate in mock interviews with the Career Development staff to hone critical interviewing skills.
- Develop your résumé by adding on-campus, full-time, and part-time employment positions.
- Attend career fairs to gain experience networking with professionals.

Year 4: Transition--*Create your game plan for life after college as 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 if further education is necessary for your goals.
- Attend one of the diverse career fairs events hosted by the Career Development.

Post-Graduation--Continue to explore and develop your professional skills

- Contact our office at any point after graduation for alumni support

What are Employers looking for in College Graduates?

According to the National Association of Colleges and Employers Job Outlook 2016, employers rate these qualities and skills as important for college graduates:

- Leadership, 80.1%
- Ability to work in a team, 78.9%
- Communication skills (written), 70.2%
- Problem-solving skills, 70.2%
- Communication skills (verbal), 68.9%
- Strong work ethic, 68.9%
- Initiative, 65.8%
- Analytical/quantitative skills, 62.7%

Internships

All students are strongly encouraged to complete an internship! Experiential learning is an important part of the career process: internships, externships, co-ops, and volunteering. Through internships, students can apply the skills and knowledge they have acquired in the classroom. The experiences you gain from real-world internships better prepare you for your future career.

Internship applicants must have completed **30 credits and have a minimum GPA of 2.5**. A student may earn four to eight elective credits per internship for a total of 16 internship credits throughout his or her college career. Each internship credit requires 37.5 hours of field experience.

University Leadership

Board of Trustees – Group with broad oversight of the university. Meets periodically and is not regularly on campus. Many individuals work outside academia.

President (interim): Dr. Rosalind Reichard

Highest ranking university official, with final authority in most matters. Is regularly on campus, when not raising funds for the university.

Vice Presidents:

Academic Affairs: Dr. Amy D’Olivo, Seay 102
Student Life, and Dean of Students: Kerry Mullins, Seay Student Life Suite

Business & Finance, CFO: Denton Stargel
Enrollment Management & Marketing: Dr. Robert Miller, Seay 103
Advancement [Fund Raising]: Tracey Thomposon, Seay 200
Institutional Research, Effectiveness, and Design: Dr. Jeremy Houska, Seay 205

The Vice Presidents lead and manage their areas. Of particular interest to students are Academic Affairs (Dr. D’Olivo), and Student Life (Dean Kerry Mullins).

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 department, evaluate faculty in their department, assist with student issues in their department, and oversee activities related to the programs in their department.

History of Centenary

Now an independent, four-year baccalaureate and master-level institution, Centenary has a long history distinguished by nimble change to meet the needs of its students. Founded in 1867 by the Newark Conference of the United Methodist Church, Centenary initially granted collegiate degrees to women and prepared men for seminary. Next Centenary became 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 celebrated its 150th anniversary in 2017.