

June 12, 2011

Greetings to all GCU Undergraduate and Graduate Students at the New Jersey Coastal Community,

I help coordinate the GCU programs at the Community and would like to share with you some information that will address many of the questions students usually have about these programs. **Please take the time to read this information and keep it in a convenient location. Many of you will need to refer to it at one point during your education at Georgian Court University.**

### **Frequently Asked Questions about GCU's Community Programs**

- 1. How do I know what courses I need to take?** Your GCU academic advisor can help provide this information. If you are an undergraduate, your advisor has a copy of your official degree progress chart, which lists all the courses in your program. **Most if not all of you also received information sheets about the GCU program that list your program requirements and the projected course schedule for your cohort (subject to change) – the current version of these information sheets is also listed at <http://www.georgian.edu/community>. Please note that you may have been accepted into a GCU program before you completed all the Brookdale or general elective credits required for your degree program, so you may need to take courses in addition to those offered through GCU at Community. You are responsible for completing all the requirements for the degree as listed in the GCU catalog and as shown on your progress chart.** Please note these important reminders: 1) a student must have earned at least 120 credits posted to the GCU transcript for a bachelor's degree, 2) at least 30 GCU credits must be earned for a GCU undergraduate degree, including at least ½ of the required credits for each major/minor, 3) undergraduates must successfully complete 2 experiential learning experiences, 1 of which must be service learning that is part of a course 4) undergraduates must successfully complete at least 1 credit of activity-based physical education. For degree honors, Commu. undergrads must earn at least 49 GCU credits graded A-F.
- 2. What is an academic advisor?** All GCU students are assigned a full-time faculty member who serves as the academic advisor. The academic advisor helps ensure that the student takes all the courses required for the degree in the right sequence, answers student academic questions and helps connects the student to any services the student might need. Teacher certification undergraduates and students with two majors have two advisors. Please do not ask the GCU admissions office about questions that your advisor should answer because the admissions office is not likely to have the answer.
- 3. Who is my academic advisor?** 1) BA Psychology without Teacher Cert: Ms. Meredith McCabe at 732-987-2125 ([mccabem@georgian.edu](mailto:mccabem@georgian.edu)) 2) BA Psychology with Teacher Cert: Dr. Timothy Briles for Education at 732-987-2656 ([brilest@georgian.edu](mailto:brilest@georgian.edu)), Ms. Meredith McCabe for Psychology at 732-987-2125 ([mccabem@georgian.edu](mailto:mccabem@georgian.edu)) , 3) BA English without Teacher Cert: Dr. Paul Cappucci at 732-987-2310 ([cappuccip@georgian.edu](mailto:cappuccip@georgian.edu)) for students who started before fall 2010 and Dr. Russell McDonald at 732-987-2397 ([mcdonaldr@georgian.edu](mailto:mcdonaldr@georgian.edu)) for students who started in fall 2010, 4) BA English with Teacher Cert: Dr. Timothy Briles for Education at 732-987-2656 ([brilest@georgian.edu](mailto:brilest@georgian.edu)) , Dr. Paul Cappucci for English at 732-987-2310 ([cappuccip@georgian.edu](mailto:cappuccip@georgian.edu)) for students who started before fall 2010 and Dr. Russell McDonald at 732-987-2397 ([mcdonaldr@georgian.edu](mailto:mcdonaldr@georgian.edu)) for students who started in fall 2010, 5) MA Education with Teacher Cert: Dr. Timothy Briles at 732-987-2656 ([brilest@georgian.edu](mailto:brilest@georgian.edu)) , 6) MA Administration and Leadership: Dr. Tom Crawley at 732-987-2701 ([crawleyt@georgian.edu](mailto:crawleyt@georgian.edu)).
- 4. Where do I buy my books?** You may purchase the books at the bookstore at the Lakewood campus (12 miles from Community) or have them shipped to you if you purchase them online. Visit <http://www.georgian.edu/bookstore/index.htm>
- 5. Can I receive financial aid if I am taking a mixture of GCU and Brookdale courses?** To be a full-time student for financial aid purposes when enrolled in a Georgian Court University Community program, undergraduate students will need to be enrolled in at least 12 Georgian Court University credits. For undergraduate students whose GCU Community program does not include at least 12 GCU credits in a particular semester (which is not many of you), students will be allowed to take the credits needed to achieve full-time status in other GCU Community classes, or in GCU online or GCU Lakewood courses while paying the GCU Community tuition rate. Students need permission to be enrolled in GCU online or Lakewood courses and should request such permission early before the class is closed. Students should consult with their academic advisor before selecting Lakewood courses and should make sure they have completed the prerequisites for such courses, and then e-mail their selection to [gross@georgian.edu](mailto:gross@georgian.edu), copying the academic advisor. Students will receive an e-mailed reply from Dr. Gross about the status of their request. Students who take Brookdale courses will need to pay Brookdale directly for the courses. Financial aid will be awarded and paid to students for Georgian Court University courses only. Your financial aid questions must be answered individually by the GCU financial aid office because each individual's circumstances determine financial aid eligibility. Call 732.987.2258 or 732.987.2253, or visit <http://www.georgian.edu/financial/index.htm>. Tell the financial aid representative that you are at Community.
- 6. Do I need a GCU student ID?** It is not required but is highly recommended. To use some library resources and to use the GCU Campus you will need a GCU ID. You can stop in the Student Success Center at Wall to have your picture taken for the GCU ID – you will need to provide your GCU ID number. Brookdale will send your photograph to GCU, and your GCU ID will then be sent to you.
- 7. Can I park on GCU's Lakewood Campus?** Ordinarily a parking permit is required to park on campus. If you plan to visit the Lakewood campus regularly you may wish to pay for a parking permit (contact the security office at 732.987.2476). If you only visit the campus once or twice a semester you could request a day parking pass at the security gate.
- 8. Will my courses always be on the same days and times from semester to semester, and never more than 2 days per week?** Not necessarily. That is our goal. But, it is often not possible to maintain that type of arrangement given the number of course sections that must be offered and the availability of instructors who teach in Lakewood and at Community.
- 9. The 4:00 and 7:00 class start times do not fit my schedule well. Will GCU be changing them?** A change is not anticipated in the near future. Lakewood classes use the same time slots as GCU Community.

10. **When should I use my GCU e-mail address account?** Use your GCU e-mail address for all correspondence between you and GCU faculty, staff, and students. This is official GCU policy. E-mails will not ordinarily be sent to non-GCU e-mail addresses.
11. **How do I access GCU e-mail?** Visit [www.georgian.edu](http://www.georgian.edu), then select IT Services/Mail, and then MyGCU Portal.
12. **If I have a problem with GCU technology resources, what do I do?** Call 732.987.2222, which is the help desk or e-mail [helpdesk@georgian.edu](mailto:helpdesk@georgian.edu). Also visit <http://www.georgian.edu/technology>
13. **I have an online course. How do I access it?** Visit <http://georgian.angellearning.com/>
14. **How do I find a phone number or GCU course catalog or student handbook?** Visit <http://www.georgian.edu/catalogs/index.htm>
15. **Where do I find out about GCU student services, including career development, tutoring, health services, campus ministry, and counseling?** Visit [http://www.georgian.edu/student\\_life/programs\\_services.htm](http://www.georgian.edu/student_life/programs_services.htm) or the MyGCU Portal. We are committed to providing access to you for the services you need. You will find a vast array of information available on the GCU website. Our professional staff members are also accessible by telephone and will work with you if you need to arrange a face-to-face meeting.
16. **How do I access the GCU library online?** Visit <http://www.georgian.edu/library/index.htm>. Many services are available online and library resources can be sent to you. You are also welcome to visit the library location in Lakewood (see above item #6 about GCU ID).
17. **What do I do if I want to take a course at GCU-Lakewood?** Advisor approval is necessary if you want to take a course in Lakewood. I (Dr. Gross) am also usually involved in such approvals. Seek approval first from your academic advisor, then make sure your request (with rationale and detailed information such as course section, name, day/time and instructor) is sent to me in writing via e-mail and copied to your academic advisor. I may have to check with the academic department offering the course to determine if there is room in the course. I have to ask the registrar's office to manually enroll you in the course. If there is a tuition difference, Lakewood tuition is ordinarily charged for courses taken in Lakewood.
18. **Am I welcome to attend GCU events in Lakewood?** Yes, you are a GCU student and have the same rights and privileges as other GCU students.
19. **How will I know I am cleared for graduation?** All students must complete a graduation application by the deadline specified by the Registrar's office. The deadlines and application form are posted on Registrar's office webpages and also on registration screens in IQ Web. Typically, the deadlines are July 1 in the year prior to May graduation, February 1 in the year of August graduation, and May 1 in the year of December graduation. Completion of the application triggers a degree audit process. The student MUST initiate the process by completing the graduation application.

**Please also note: Weather-Related Cancellations and Calendar Policies for GCU Communiversity**

1. If Brookdale closes the Communiversity at Wall, then GCU Communiversity classes will also be cancelled. Please note that when Brookdale closes due to inclement weather, all sites, including the Communiversity will be closed.
2. If Brookdale keeps Communiversity at Wall open, then a GCU Communiversity class will run, even if GCU Lakewood is closed.
3. If Brookdale announces a closing or re-opening of Communiversity at Wall that falls during a GCU class period, the class will be taught while the Communiversity is open if the Communiversity will be open for at least one hour of the class period.
4. If a GCU course is cancelled or does not meet for the entire scheduled time, make-up activities that achieve the same learning outcomes as a face-to-face class are required. Online activities are recommended. The instructor will schedule these activities.
5. Calendar policy – All GCU courses follow the GCU academic calendar for start and end dates and for holiday breaks. It is recommended that students and faculty members sign up for Opt-In Text Message Alerts of Brookdale closings and emergencies by clicking on the appropriate link at the bottom of the Brookdale homepage at [www.brookdalecc.edu](http://www.brookdalecc.edu). Brookdale closings are posted on [www.brookdalecc.edu](http://www.brookdalecc.edu) and announced on local TV (News 12 NJ) and Radio Stations (NJ 101.5, WJLK 94.3FM, WADB 1310AM, WBJB 90.5FM). Georgian Court University cannot notify students/faculty of closing/opening decisions made by Brookdale Community College.

If you are having any problems or issues not addressed in what I have stated above, please know that you may e-mail or phone me. My e-mail address is [gross@georgian.edu](mailto:gross@georgian.edu) and my phone number is 732.987.2373. If you e-mail me, use your GCU address and put something detailed in the subject of your message so it reaches me and is not deleted as spam. I would also be pleased to meet with any of you in person at the Communiversity classroom building or here in Lakewood if that would be preferable. **Please note: academic issue questions usually have to be addressed with your faculty academic advisor, and billing, financial aid, and admissions issues with the appropriate office in Lakewood. Our phone directory is online, searchable and easy to use, at <http://www.georgian.edu/catalogs/index>. Some information about GCU's Communiversity programs is at <http://www.georgian.edu/communiversity>.**

I hope you have an enjoyable semester!

Sincerely,

Michael F. Gross, Ph.D.  
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cc: Dr. Timothy Briles  
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