

Academic Services and Support

Bookstore

The College Bookstore (609.637.5001), located on the first floor of the Brower Student Center, offers text- and trade books, magazines, newspapers, supplies, clothing, and snack foods. Most college programs require adherence to APA writing styles. This reference book is also available in the bookstore.

The entire store is open during the fall and spring semesters:

7:30 A.M.–8 P.M. Monday–Thursday

7:30 A.M.–5 P.M. Friday

10 A.M.–4 P.M. Saturday and Sunday

Extended hours for the convenience store (front) section are:

8–10 P.M. Monday–Thursday

5–9 P.M. Friday

4–9 P.M. Saturday and Sunday

You can check summer hours and order books online at <http://tcnj.bkstore.com>.

College Art Gallery

The College Art Gallery, located in Holman Hall, offers a diverse program of exhibitions, lectures, panel discussions, gallery talks, and demonstrations throughout the academic year. Major exhibitions have included juried national drawing and printmaking exhibitions as well as works on loan from distinguished collections. The art gallery is open from NOON to 3 P.M. Monday through Friday, 7–9 P.M. Thursday, and 1–3 P.M. Sunday. All gallery programs are free and open to the public.

Computer Services

Students will find computer facilities abundant and readily accessible, with over 400 computers in more than 20 computer labs located throughout the campus. The majority of the computer labs are PC workstations. There are also a variety of computer labs that contain specialized hardware, including Macintosh and SUN computers.

Computer labs are equipped with standard campus software, including MS Office (Word for word processing, Excel for spreadsheets, Access for databases, and PowerPoint for presentations). Each computer has access to the Internet and e-mail capabilities.

A variety of specialized hardware and software exists as well for the departments that use computer labs. While all computer labs have the standard campus software, some have specialized software to accommodate specific departments.

For weekly lab hours and lab locations, visit www.tcnj.edu/~it and click on Computer Labs.

Instructional Technology Services (ITS) Center

The center serves to promote effective communication through the use of instructional technology. ITS is located in the New Library, room 4, and provides an open facility in which students and faculty may preview, plan, organize, and produce computer-generated and other forms of presentation materials for classes and out-of-class assignments. For more information, please call 609.771.2114.

Kendall Performance Center

The Kendall Performance Center, located in Kendall Hall, is the main performance facility for the campus, serving the needs of the students, faculty, staff, alumni, and surrounding community. Renovated with extensive upgrades, Kendall Hall houses the Department of Communication Studies and many laboratory and performance spaces, including a television studio, a theatrical studio, a radio production lab, and 800+ seats in the main theater. The facilities include scenic and costume shops with storage, makeup, and dressing rooms and video-editing studios. WTZR, the campus radio station, is housed in this facility.

Library

The new and beautiful TCNJ library opened in fall 2005, and serves as an intellectual, cultural, and social center for the College. The library will provide state-of-the-art library services to the College community well into the 21st century. The new five-story, 135,000 square-foot library is situated on the quad just east of Green Hall. In addition to housing traditional library collections and services in an atmosphere that is elegant yet friendly and inviting throughout, the building provides 24 group study rooms, generous amounts of comfortable seating in addition to tables and carrels, and both WiFi and LAN (i.e., wireless and wired) connectivity throughout. One of the group study rooms is reserved for graduate student use. Special design features include a cafe, a late-night/24-hour study area, and a 105-seat multipurpose auditorium.

The expert librarians and staff are dedicated to providing support for the work of the students and faculty of the College. In addition to advanced studies in library and information science, each subject librarian has additional graduate degrees in one of the major academic areas. Students are encouraged to consult them. They can be located through the library reference department and via the directories on the library's Web site.

The Felix E. Hirsch Reference Collection of over 30,000 volumes provides rich support for undergraduate and graduate study and research. It includes comprehensive bibliographical resources together with a broad collection of encyclopedias, dictionaries, handbooks, and guides in every discipline, as well as many specialized reference works in major languages. The collection is constantly augmented by new acquisitions.

The library subscribes to over 1,450 periodicals. These include scholarly, professional, and general interest journals and newspapers, both American and foreign. The library houses extensive microform collections; publications of the New Jersey state government (the library is a New Jersey depository); various special collections; and a media viewing and listening facility with sound recordings, videos, and interactive computer software.

The library's online catalog provides access to the book and periodical collections, and to the contents of over 14,000 scholarly journals via electronic periodical indexes. The library network offers connections to additional journals' indexes on CD-ROM, and to the vast resources of the Internet. PCs are available for public access to electronic resources.

The library provides interlibrary loan and document delivery services to supplement the collections. Any student or faculty member may request document delivery of periodical articles not owned by the library. Books not owned by the library may be borrowed through the nationwide interlibrary loan network of academic libraries and research centers. Materials are usually received in two weeks, often much sooner. The library maintains cooperative arrangements with many regional academic libraries, from which students and faculty may borrow materials directly. All floors

of the library are easily accessible to users with differing abilities, and an assortment of adaptive technological and additional services are available for patrons with special needs. The library is open to the public more than 95 hours per week; a reduced schedule applies during vacations. For additional information concerning access to the library and its collections, consult the library's Web site at www.tcnj.edu/~library, also available via the Library link on the TCNJ home page.

Media and Technology Support Services

Media and Technology Support Services is responsible for the maintenance and distribution of a large inventory of audiovisual equipment as well as for supporting all media-equipped facilities on campus. The MTSS office is located in Forcina Hall 113 and can also be found online at www.tcnj.edu/~mtss. Training materials and instructional videos for media equipment can be found on the Web site. Delivery of media equipment to locations that do not have media equipment can be requested via the Web at <https://delphi.tcnj.edu:81/cgi-bin/EDC/request.cgi>. For technical support of media equipment and media rooms please contact the TCNJ Help Desk at 609.771.2660 or helpdesk@tcnj.edu.

Mildred and Ernest E. Mayo Concert Hall

The College's state-of-the-art Mayo Concert Hall serves as the primary facility for concerts and recitals. This building, designed in the Georgian Colonial style of the campus, contains a 300-plus-seat concert hall critically acclaimed for its aesthetic and acoustical properties, instrumental and choral rehearsal halls, computer synthesizers and keyboard laboratories, numerous classrooms, small ensemble suites, and practice rooms.

Campus Services and Organizations

Alumni Association

Students who receive advanced degrees or graduate certificates from The College of New Jersey become members of the Alumni Association. The association provides alumni with opportunities to be part of networking and mentoring programs, affinity chapters, and college-wide events, plus opportunities for special discounts. Stay in touch through the on-line community at www.tcnjalumni.org. For more information, please contact the alumni affairs office at 609.771.2598 or e-mail alumni@tcnj.edu.

Athletic Events

The College participates in NCAA Division III sports. For ticket information, contact the Office of Athletics at 609.771.2230. Graduate students may attend all regular season events free of charge with a student ID card.

Athletic Facilities

Graduate students may utilize the College's indoor and outdoor athletic recreation sport facilities for general recreation. The Student Recreation Center offers limited cardiovascular equipment, racquetball, tennis, volleyball, basketball, and jogging. There are also eight lighted outdoor tennis courts and an eight-lane, 400-meter synthetic-surface track for jogging. The Aquatic Center and Physical Enhancement Center, both located in Packer Hall, are also available for use. For more information regarding athletic recreation sport programs and facilities, please call 609.771.2230.

Clayton R. Brower Student Center

The Brower Student Center, which is open from 7 A.M. to MIDNIGHT every day during the academic year, offers graduate students a variety of resources to fulfill your dining, banking, academic, and entertainment needs. This includes:

- The College Bookstore
- The Information Desk
- ATMs
- The Game Room
- The Food Court
- Lounges and conference rooms
- Fair Grounds
- The Rathskeller

For more information about the student center, visit the Information Desk or call 609.771.2331.

Campus Police Services

The Office of Campus Police Services provides the campus community with law enforcement, security, and other related services. The Office of Campus Police Services is located in the Administrative Services Building near Metzger Drive adjacent to parking lot 6B and is staffed 24 hours a day, seven days a week.

Fully commissioned, armed police officers and civilian security officers patrol the campus on foot, on bicycles, and in vehicles. Police officers are fully trained and empowered with the responsibility and authority to enforce criminal and motor vehicle laws. Officers are available to conduct crime prevention awareness presentations on a number of specific topics through "CAP"—Crime Awareness Program.

To ensure that the College continues to maintain a safe campus, members of the community are urged to report all crimes (actual, attempted,

or suspected) to the Office of Campus Police Services. Motor vehicle accidents should also be reported.

To view online the College's Annual Security Report, please visit the College Web site at www.tcnj.edu/~tcnjpd/stats.html or contact a campus police representative at 609.771.2167.

Emergency telephones may be found at various locations around the campus. These phones connect directly with campus police headquarters and may be used to summon help in an emergency.

From on-campus telephones and pay phones, please dial 911 to report police, fire, or medical emergencies. Please note that dialing 911 from a cell phone will result in the routing of the emergency call, potentially delaying service and response. For non-emergency situations, questions, or general administrative matters, please call 609.771.2167.

Career Services

The Office of Career Services offers services and programs to assist graduate students with career planning. Professional career counselors are available to assist students in clarifying their interests, skills, and values, in choosing appropriate career options, and in seeking opportunities in their chosen fields.

Career Services offers the following:

- Individual career counseling.
- Workshops on topics such as resume writing, interviewing, and job search strategies.
- Annual Education On-Campus Interview Days: four days each spring semester during which school districts hold job interviews for full-time permanent positions within their districts.
- SIGI-PLUS, a computerized system of career guidance.
- Assistance with identifying and applying to advanced degree programs.
- Student employment: campus employment opportunities.
- Full- and part-time employment listings (local, state, and national).
- Credentials Service: coordinates letters of reference for seniors, graduate students, and alumni.
- MonsterTRAK: an online database of internship and full-time employment opportunities. MonsterTRAK assists students and alumni with their job searches by posting student resumes and making resumes Web-accessible to employers.
- Dining Out in Professional Style teaches students professional and dining etiquette.

The Office of Career Services is open from 8:30 A.M. to 6 P.M. Monday–Thursday, and 8:30 A.M.–4:30 P.M. Friday, during the academic year; Monday–Friday 8:30 A.M.–4:30 P.M. during summer and academic year breaks.

For further information, visit Career Services at TCNJ's Web site at www.tcnj.edu/~career/. The office can be reached via e-mail at career@tcnj.edu or by phone at 609.771.2161.

Certification Office

Upon recommendation of the respective program chair/coordinator, the TCNJ Certification Office provides and processes application documents for students seeking New Jersey certification in the area of their completed college and state-approved program. Inquiries concerning certification should be directed to the TCNJ Certification Office, Forcina Hall 117 (609.771.2396 or loiacono@tcnj.edu).

Office of Differing Abilities Services (ODAS)

Eickhoff Hall 159
 Phone: 609.771.2571
 Fax: 609.637.5107
www.tcnj.edu/~wellness/disability

The Office of Differing Abilities Services as guided by the ADA and Section 508 of the Rehabilitation Act is committed to meeting an individual's disability support to allow full participation in college life. Our goal is the successful integration of individuals with disabilities into the College community. The staff addresses specific issues with the academic or social adjustment of a person with a disability and functions as an advocate in removing physical and/or attitudinal barriers that may impede that person's pursuit of an education. Some services that the office provides include arrangements for sign language interpreters, academic supports, and assistance with campus-wide accessibility.

This office recognizes that the student has the right to decline to be identified as a person with a disability. However, if accommodations are required, in order for TCNJ to provide the most effective services, it is imperative to identify. The staff requires supporting documentation from a qualified medical authority or a licensed testing specialist to process accommodations. Further details are available on the ODAS Web site www.tcnj.edu/~wellness/disability.

Dining Facilities on Campus

Brower Student Center

Brower Food Court

Breakfast, lunch, and dinner options in a casual dining setting. Deli, grill, pizza, pasta, freshly made salads, bagels, drinks, and more.
 Monday–Thursday 7 A.M.–8 P.M.
 Friday 7 A.M.–5 P.M.

Fair Grounds

Freshly brewed, Fair Trade coffee is featured at this convenience location as well as tea, bottled beverages, and snacks.
 Monday–Friday 7:30 A.M.–2:30 P.M.

Rathskeller

Great pub-style food with a fun atmosphere. Evenings include big-screen movies and live bands.
 Monday–Friday 11 A.M.–10 P.M.
 Saturday NOON–5 P.M.
 Sunday NOON–5 P.M.

Eickhoff Hall

Eickhoff Dining Hall

The “home” of the Carte Blanche program. All-you-can-eat dining throughout the day. Freshly prepared, top-quality entrees, sides, salads, and desserts.
 Breakfast - \$4; Lunch - \$6; Dinner - \$7
 Monday–Thursday 7:30 A.M.–9 P.M.
 Friday 7:30 A.M.–8 P.M.
 Saturday 10 A.M.–8 P.M.
 Sunday 10 A.M.–9 P.M.

The 1855 Room

An upscale dining location offering buffet luncheon and waitstaff service at both lunch and dinner.
 Monday–Thursday
 Lunch 11:30 A.M.–2 P.M.
 Friday: Lunch 11:30 A.M.–2 P.M. (no dinner)
 Saturday and Sunday: Closed

Marketplace Convenience Store

Groceries, beverages, freshly made salads, sandwiches, and snacks.
 Monday–Friday 7:30 A.M.–1:30 A.M.
 Saturday and Sunday 7:30 A.M.–MIDNIGHT

Travers-Wolfe Dining Hall

Perfect if you have late-night hunger pains—stop in for fresh pizza, sizzling salad, and much more!
 Monday–Sunday: 6 P.M.–MIDNIGHT

KinetiCart

Located in Armstrong Hall, this is a great place for grab and go items such as chips and other snacks, freshly made salads and sandwiches, and a great selection of bottled beverages.
 Monday, Tuesday and Thursday: 8:30 A.M.–5 P.M.
 Wednesday: 8:30 A.M.–1:30 P.M.
 Friday: 8:30 A.M.–2:30 P.M.
 Closed on weekends

The Library Café

The Library Café proudly serves Starbucks coffee and espresso-based drinks. Stop in for a hot beverage, or enjoy a fruit smoothie. Top it off with one of our gourmet pastries.
 Monday–Friday: 7:30 A.M.–10 P.M.
 Saturday and Sunday: 10 A.M.–11 P.M.

Health Services

The Office of Health Services, located in 107 Eickhoff Hall, provides acute interim health and medical care to currently enrolled students with special attention given to those problems frequently encountered in college students. Health Services also provides vaccinations, TB testing, testing for sexually transmitted infections (males only), emergency contraception (“morning-after pill”), physical examinations, pregnancy tests, flu shots, allergy injections, HIV testing, and other health-related services and information. More complicated or chronic health conditions are referred to physicians and other specialists in the community. Please note that dental services are not available on campus. To make an appointment, call 609.771.2483. For more information about Health Services, including hours of operation and fees, log on to www.tcnj.edu/healthservices.

Planned Parenthood Association of the Mercer Area, Inc., operates an on-site clinic within Health Services on Tuesdays and Wednesdays during the semester. Routine gynecological examinations and testing, as well as birth control counseling and supplies, can be obtained. Call 609.771.2110 for more information or an appointment. There is a fee for this service. Most insurance plans are accepted.

In the event of an on-campus medical or psychological emergency, please call Campus Police at 911 for immediate assistance and transport to the nearest emergency facility.

Student Health Insurance Plan (SHIP)

A student health insurance plan is available to provide TCNJ students with accident and illness coverage, as well as some preventive healthcare coverage. Since this is not an excess policy, claims may be filed regardless of what other insurance coverage students may have. Coverage for dependents (student must be enrolled in SHIP) is also available. Details and cost of the plan are available on the TCNJ Health Services Web site at www.tcnj.edu/healthservices or by contacting Health Services at 609.771.2483.

Important—Please Note! Graduate students with nine or more credits per semester will be billed and automatically enrolled in SHIP by TCNJ each semester. Graduate students with less than nine credits can enroll in SHIP by visiting the Office of Student Accounts, Green Hall 113.

Waiver Procedures for graduate students with nine or more credits: New Jersey state law requires that all full-time college students maintain health insurance coverage through the period of their enrollment in school. Therefore, if you do not follow waiver procedures each semester, you will be automatically enrolled in SHIP. Waiving SHIP must be done in person in the Office of Health Services and must be done prior to the deadline date each semester. Bring your health insurance card with your name on it to demonstrate comparable insurance coverage. Current waiver procedures and deadlines are available on the Health Services Web site (www.tcnj.edu/healthservices).

Vision and Dental Discount Plan

Vision and dental healthcare discount plans are available, purchased either separately or together, to interested TCNJ students and their families. Information about this plan, including cost, enrollment, and coverage, can be obtained by visiting the Bollinger Insurance Web site at www.bollingerinsurance.com/tcnj.

Psychological Counseling Services

Short-term counseling is available to students on an individual and group basis. Counseling helps ameliorate problems that interfere with a student's educational progress and can be helpful in developing one's professional role. For the graduate student population, there are often more demands on time along with other stresses and challenges. Counseling can serve as an opportunity to develop a constructive response to these many demands. Individual, brief counseling may be chosen, along with group counseling for a variety of topics. Groups may be ongoing, short term, or in a workshop format. All counseling is confidential and free.

Counselor-in-Training Program: The Office of Psychological Counseling Services offers a training program for graduate students studying to become professional counselors. Through practicum and internship placement, this applied experience puts classroom knowledge into action. Interviews for counselor-in-training positions are held each spring semester for the following academic year, typically in March.

The Office of Psychological Counseling Services is located in Eickhoff Hall 107, part of the Center for Campus Wellness. The office is open from 8:30 A.M. to 4:30 P.M. Monday through Friday. For further information, call 609.771.2247.

Speech–Language and Hearing Services

The Speech-Language and Hearing Center, located in Forcina Hall, is staffed by ASHA-certified and NJ-licensed speech-language pathologists and audiologists. The center provides assessment and rehabilitation services to the campus community and the greater Mercer County area.

Services are provided by graduate students in clinical practicum under the direct supervision of certified and licensed staff. All students and staff of the College are eligible for speech, language, and hearing services at no cost. All others are charged according to a standard fee schedule.

Clients for speech-language services are scheduled prior to or during the first weeks of each academic session. Appointments for hearing services may be scheduled during regular office hours. For information, call 609.771.2700.

Student Campus Employment Program

Various on-campus jobs are available that require neither the completion of a FAFSA/RFAFSA nor the demonstration of financial need. Students desiring employment may apply through The College of New Jersey's Office of Career Services, www.tcnj.edu/~career, and click on the student employment link.

Women's Center

The Women's Center is dedicated to addressing the concerns of women students. It provides a comfortable place for relaxation and conversation and offers services and programs relevant to women students' lives. The center may be used for meetings, informal discussions, studying, and advising. It is located in the basement of the Brower Student Center under the campus-side entrance. The Women's Center is open from 9:30 A.M. to 5 P.M. Monday through Friday during the fall and spring semesters. For more information, please call 609.771.2120.