

## 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 [tcnj.bkstore.com](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](http://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. WTSR, 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,

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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](http://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](http://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](mailto: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](http://www.tcnjalumni.org). For more information, please contact the alumni affairs office at 609.771.2598 or e-mail [alumni@tcnj.edu](mailto: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
- ATMs
- The Food Court
- Fair Grounds
- The Information Desk
- The Game Room
- Lounges and conference rooms
- 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](http://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.
- Lionslink: an online database of internship and full-time employment opportunities. Lionslink 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/](http://www.tcnj.edu/~career/). The office can be reached via e-mail at [career@tcnj.edu](mailto: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 [pironej@tcnj.edu](mailto:pironej@tcnj.edu) and [rconjura@tcnj.edu](mailto:rconjura@tcnj.edu)).

## Office of Differing Abilities Services (ODAS)

Eickhoff Hall 159  
Phone: 609.771.2571  
Fax: 609.637.5107  
[www.tcnj.edu/~sa/disability](http://www.tcnj.edu/~sa/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/~sa/disability](http://www.tcnj.edu/~sa/disability).

## Dining Services

Whether it's a full meal or a hot cup of Starbucks coffee, TCNJ Dining Services' nine facilities across campus have what you need to get through your classes and long hours of studying. Below is a snapshot of what is offered across campus, listed by building.

### Eickhoff Hall

**Eickhoff Dining Hall:** Enjoy an all-you-care-to-eat meal for a great price! Choices include hot home-style entrees, deli sandwiches made-to-order, fresh grill items, sizzling stir fry entrees, a large salad bar, and much more!

**The 1855 Room:** An intimate upscale dining room location offering buffet luncheon.

**Marketplace Convenience Store:** Stop by the "C-Store" for groceries, bottled beverages, grab and go salads and sandwiches, and a wide variety of snacks.

### Brower Food Center

**Food Court:** Breakfast, lunch and dinner options in a casual dining setting. Enjoy our selections from the Ultimate Deli, Grill 155, Fire & Spice, and Vegetation Station, as well as bottled beverages, hot coffee and pre-packaged snacks.

**FairGrounds:** Freshly brewed Fair Trade coffee by Green Mountain is featured at this convenience location as well as tea, bottled beverages, and snacks.

**Rathskellar:** Enjoy a cold beer with great pub-style foods in a fun atmosphere.

### Library

**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.

### Travers-Wolfe

**Travers-Wolfe Dining Hall:** Perfect if you have late-night hunger pains—stop in for fresh pizza, Mexican specialties and much more!

### Armstrong Hall

**KinetiCart:** Stop here for grab and go items, chips and other snacks, and a great selection of bottled beverages.

For hours of operation, daily menus and other food related information, please visit [www.tcnjdining.com](http://www.tcnjdining.com) or contact Dining Services at 609.771.2364.

## Health Services

### TCNJ Student Health Services

#### Planned Parenthood of the Mercer Area, Inc.

Student Health Services (SHS) and Planned Parenthood of the Mercer Area, Inc., offer health care services to graduate students on an appointment basis. Located in 107 Eickhoff Hall, both offices are staffed with board certified nurse practitioners.

SHS provides diagnosis and treatment of common illnesses, injuries, and skin conditions, curriculum-required physical examinations, TB testing, HIV testing, vaccinations, sexually transmitted infection screening (males only), emergency contraception, allergy injections for students meeting SHS criteria, on-site rapid laboratory testing for pregnancy, influenza and strep throat, and serves as a lab specimen collection site for Quest Diagnostics laboratory. Other on-site services include suture and staple removal.

SHS is open Monday through Thursday, 8:30 A.M.–6:00 P.M., Friday, 8:30 A.M.–4 P.M. and Saturday, 9–11:30 A.M. while the semester is in-session. Office visits are free. There is a fee for testing, allergy injection administration, vaccinations and certain supplies. Enrollment in the student health insurance plan defrays the cost of most of these items. There is no on-site pharmacy or dental service. For more information or to make an appointment, call 609.771.2889. Detailed information about SHS can be found online at [www.tcnj.edu/healthservices](http://www.tcnj.edu/healthservices).

Planned Parenthood of the Mercer Area, Inc. provides reproductive health care, including birth control, to TCNJ female students. There is a fee for service; most health insurance plans including student health insurance are accepted. The office is open two (2) days per week while the semester is in-session. For hours of operation or to make an appointment, call 609.771.2110. Information is also available on the web at [www.ppmercer.org](http://www.ppmercer.org).

In the event of an on-campus medical or psychological emergency, contact Campus Police at 9-1-1 from a campus telephone or 609.771.2345 from a cell phone for immediate assistance.

### **Student Health Insurance Plan (SHIP)**

The State of New Jersey requires that all full-time college students maintain health insurance coverage with basic hospital benefits during their enrollment. A student health insurance plan (SHIP) with limited illness, accident, wellness and prescription benefits is available to students who do not have health insurance coverage or wish to supplement their existing health insurance. Coverage for dependents (student must be enrolled in SHIP) is also available. Detailed information, FAQs, resources and cost is available at [www.tcnj.edu/~sa/health/studentinsurance.html](http://www.tcnj.edu/~sa/health/studentinsurance.html).

In order to ensure compliance with state law, graduate students taking nine or more credit hours per semester will be billed and automatically enrolled in SHIP. Students with comparable health insurance can opt out by submitting the online Waiver Application during the waiver period. Once the waiver period ends, students cannot opt out of enrollment in SHIP until the next waiver period. Current waiver procedures and deadlines are posted for the upcoming academic year on July 15th at [www.tcnj.edu/~sa/health/ship.html](http://www.tcnj.edu/~sa/health/ship.html). Students will be sent an email to their TCNJ account with a link to the Waiver Application when the waiver period begins. Students are reminded that email is the official method of communication at TCNJ and it is a College expectation that students check their TCNJ email account at least twice weekly even when classes are not in session.

### **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](http://www.bollingerinsurance.com/tcnj).

### **Counseling and Psychological Services**

Confidential evaluation and brief, time-limited services are available to graduate students at no cost. Counseling and psychological services help ameliorate problems that interfere with a student's educational progress and can be helpful in developing one's professional role. Graduate students are often faced with increased demands on time along with other unique stressors and challenges; as such, counseling may serve as an opportunity to develop constructive responses to often competing demands. Individual, couples, group, and referral services are provided by staff trained in clinical and counseling psychology, professional counseling, and psychiatric nursing. Limited psychiatric evaluation and medication monitoring services are available for on-going clients.

In addition to providing direct clinical care, Counseling and Psychological Services offers a formal training program for advanced graduate students studying to become clinicians. Through practicum and/or internship placement, this experience provides opportunity to apply classroom knowledge in a challenging and rewarding setting. Interviews for training positions are conducted during the spring semester (typically during March) for anticipated start in September.

Counseling and Psychological Services is located in Eickhoff Hall 107 and shares a reception area with Student Health Services. The front office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday. For further information please contact us at 609.771.2247, or [www.tcnj.edu/~sa/counseling](http://www.tcnj.edu/~sa/counseling).

### **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](http://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.