

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.bncollege.com.

TCNJ Art Gallery

The Art Gallery, located in the Art and Interactive Multimedia Building, offers a diverse program of exhibitions, lectures, panel discussions, gallery talks, and demonstrations throughout the academic year. Exhibitions include major loan shows of contemporary art, including recent presentations of Chinese American art, modern and contemporary Indian art, and the emerging art of data visualization. Exhibitions also include faculty, alumni, and student shows. The Art Gallery is open from 12 to 7 P.M. Tuesday, Wednesday, and Thursday and 1 to 3 P.M. Sunday. All gallery programs are free and open to the public. For more information, visit www.tcnj.edu/artgallery.

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 on the lower level of the Library in room 4, and provides an open facility in which students and faculty may preview, plan, organize, and produce digital and hard copy forms of presentation materials for classes and out-of-class assignments. For more information, please call 609.771.2114 or visit us at its.pages.tcnj.edu.

Kendall Performance Center

The Kendall Performance Center is part of the TCNJ Center for the Arts and is located in Kendall Hall. It 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, The Don Evans Black Box Theatre, a radio production lab, and 800 plus 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 beautiful TCNJ library opened in Fall 2005 and serves as an intellectual, cultural, and social center for the College. The five-story, 135,000 square-foot facility 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 26 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 or 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 1,400 periodicals. These include scholarly, professional, and general interest journals and newspapers, both American and foreign. Library users also have access to the contents of an additional 45,000 scholarly titles via electronic periodical indexes. The library's Web site and online catalog provide access to all these resources, as well to the 600,000-volume collection. The library also 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. Networked PC workstations are available throughout the building, and laptops may be borrowed at the Access Services Desk.

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 within 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 98 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 online community at <http://community.tcnj.edu>. 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 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 609.771.2223.

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 on Metzger Drive adjacent to the Softball Stadium 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 609.771.2171.

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. For non-emergency situations, questions, or general administrative matters, please call 609.771.2345.

Career Center

The Career Center offers services and programs to assist graduate students with their career planning. Professional career counselors are available to assist students in clarifying their career goals and in seeking opportunities in their chosen fields.

The Career Center offers the following:

- Individual career counseling.
- Workshops on topics such as resume writing, interviewing, and job search strategies.
- Annual Education On-Campus Interview Days: three days each spring semester during which school districts hold job interviews for full-time permanent positions within their districts.
- Focus2, 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: a service that manages letters of reference for employment or further study.
- Lionslink: an online database of internship and full-time employment opportunities that assists students 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 Career Center, located in Roscoe L. West Hall, Room 102, 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; please contact the Career Center for summer and academic year breaks.

For further information, visit the Career Center 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, Education Building 106 (609.771.2396 or pironej@tcnj.edu and rconjura@tcnj.edu).

Disability Support Services

Roscoe West 130
Phone: 609.771.3199
Fax: 609-637-5121
<http://differingabilities.pages.tcnj.edu/>

Disability Support Services, as guided by the ADA and Section 504 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 DSS Web site at <http://differingabilities.pages.tcnj.edu/>.

Dining Services

Whether it's a full meal or a hot cup of Starbucks coffee, TCNJ Dining Services' 10 facilities across campus have what you need to get through your classes and long hours of studying. Visit www.tcnjdining.com for hours of operation, menus, nutritional information and so much more! Or, find us on Facebook and Twitter by searching TCNJ Dining Services.

Below is a snapshot of what is offered across campus, listed by building.

Eickhoff Hall

The Atrium at Eickhoff: Fresh Face, Fresh Food—Newly renovated and serving food in an entirely new way, we invite you to enjoy all-you-care-to-eat dining at The Atrium at Eickhoff at a really great price. Create your meal from 10 different platforms that include a Mongolian grill, open-flame rotisserie, multiple vegetarian options, and so much more. Take a virtual tour at www.tcnjdining.com/locations.html. Also check our Web site for information on Block Plans, giving you access to The Atrium at Eickhoff right on your ID card...and at a discount from the already great door rate!

Marketplace Convenience Store: Stop by the "C-Store" for groceries, bottled beverages, Simply To Go salads and sandwiches, and a wide variety of snacks. We're open until 1:30 A.M. on weekdays!

Brower Food Center

The Lion's Den: 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 beverage with great pub-style foods from our new menu in a fun atmosphere.

TCNJ 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, or enjoy a salad, sandwich or side from our Simply To Go line.

Education Café

Education Café: The Education Café offers Seattle's Best coffee, snack boxes, Simply To Go salads and delicious "naan-inis". You can also find a variety of pre-packaged snacks and bottled beverages at this location on the first floor.

Travers-Wolfe

T-Dubs: Perfect if you have late-night hunger pains—stop in for fresh pizza, Mexican specialties and much more!

Armstrong Hall

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

Block Plans

Block Plans offer our graduate students the convenience they need for a busy lifestyle. Students can choose between a 25 or 50 Black Plan, which consist of either 25 or 50 meals at The Atrium at Eickhoff. The meals are placed right on your TCNJ ID Card, so there's no need to carry cash or credit cards. Block Plans also offer students a discount off the door rate at The Atrium at Eickhoff, making it a smart, economical option for students on a budget. Visit our Web site at www.tcnjdining.com and click on Meal Plans to read more about our Block Plans, and to download an order form.

For hours of operation, daily menus and other food related information, please visit www.tcnjdining.com or contact Dining Services at 609.771.2364.

Campus Health Services

Student Health Services (SHS) and Planned Parenthood of the Mercer Area, Inc., provide confidential, convenient, cost-effective health care services to TCNJ students. Located in 107 Eickhoff Hall, both offices are staffed with national board certified nurse practitioners.

SHS provides diagnosis and treatment of acute, short-term common illnesses, injuries, and skin conditions. Additional services include physical examinations, TB testing, HIV testing, vaccinations, STD testing, emergency contraception (Plan B), on-site rapid laboratory testing for pregnancy, influenza and strep throat. Other laboratory testing is sent to Quest Diagnostics and Lab Corp-laboratories.

Office visits for sickness and injury are free to TCNJ students. There is a charge for laboratory testing, emergency contraception, physicals, vaccinations and certain supplies. There is no on-site pharmacy or dental service. For hours of operation or to make an appointment, call 609.771.2483 or schedule your appointment using the Online Wellness Link at www.tcnj.edu/healthservices.

Planned Parenthood of the Mercer Area, Inc. provides reproductive health care, including birth control, to TCNJ female students on a fee-for-service basis. Most health insurance plans 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 or schedule your appointment using the Online Wellness Link at www.tcnj.edu/healthservices. Additional information can be found at www.ppmercer.org.

In the event of an emergency when immediate medical assistance is needed, call 9-1-1.

Student Conduct

Please see the Community Standards section of the Student Affairs Web site for information on the student conduct structure (<http://conduct.pages.tcnj.edu>).

Student Health Insurance Plan (SHIP)

A student health insurance plan (SHIP) is available to all currently enrolled students. This insurance is mandatory for full-time students (graduate students are full time at 9 or more credits per semester) who do not provide proof of comparable health insurance coverage. Enrollment in SHIP is optional for part-time students. Full-time graduate students will be billed and automatically enrolled in the student health insurance plan (SHIP). Students with comparable health insurance can opt out by submitting a Waiver Application. Information about the waiver process is available on the Student Accounts' Billing website at <http://studentaccounts.pages.tcnj.edu/>. Full-time students who do not submit a Waiver Application before the waiver deadline will be enrolled in SHIP.

Detailed information, FAQs, resources and cost can be found at www.tcnj.edu/healthservices, or by contacting Mrs. Sandra Whaley in Student Health Services at 609.771.2484.

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, and professional counseling. 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.

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.