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.

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 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.intra.sun.tcnj.edu.

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 Communications 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,
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 online community at www.tcnj alumni.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
- 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 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 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: 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: 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, Forcina Hall 117 (609.771.2396 or pironej@tcnj.edu and 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

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.

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!
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
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 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
T-Dubs: 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.

Block Plans
Block Plans offer our graduate students the convenience they need for a busy lifestyle. Students can choose between a 25 or 50 Block Plan, which consist of either 25 or 50 meals at Eickhoff Dining Hall. 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 Eickhoff Dining Hall, 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 board certified nurse practitioners.

SHS provides diagnosis and treatment of common illnesses, injuries, and skin conditions, physical examinations, TB testing, HIV testing, vaccinations, STD testing (males only), emergency contraception (Plan B), continuation of 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.

Office visits for evaluation of sickness and injury are free to TCNJ students. There is a charge for laboratory testing, emergency contraception, allergy injection administration, vaccinations and certain supplies. Enrollment in the student health insurance plan (SHIP) defrays the cost of most of these items. There is no on-site pharmacy or dental service. For hours of operation or to make an appointment, call 609.771.2483. More information about SHS can be found online 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 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.

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

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 their designated waiver period prior to the start of the Fall and Spring semester. Waiver periods are determined by the student’s date of registration for the upcoming semester. Students will be notified of the start of their waiver period by TCNJ email. Full-time students who do not submit a Waiver Application before the waiver deadline each semester will be enrolled in SHIP. Graduate 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.

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.

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.