

Some common Q & A pfj

How do I change my Major?

- A. Obtain a Change of Major form and have the old department and the new department sign the form. Then bring the signed form to the Registrar's Office.

What are holds?

- A. Holds are placed on your registration and will prevent you from being able to electronically register for classes. They are placed there because some issue needs to be resolved. When the issue is resolved, the hold will be removed.

How do I clear the Holds?

- A. You must talk to the department that placed the hold on your registration.

What are overloads, prerequisite and permits overrides?

- A. The normal Maximum credit limit is 19 credits and prerequisites are listed for all courses. A permitted override allows you to register without satisfying these requirements.

Do I really need to take the prerequisite for a class?

- A. Prerequisites are to make sure all students have all the background information for the class they are going to take.

I have not maintained my registration nor have I taken any courses for (a number of) semester; must I apply for readmission?

- A. Yes, you might have to apply for readmission. There are time deadlines associated with each semester. Forms are available from the admissions office. Asking might save effort.

Can I take a 600 level graduate course as an ME elective?

- A. Yes, provided your GPA is 2.75 or better and you have received permission from the associate chairs. Make sure you have completed the permission form, have indicated that you wish to use the course for undergraduate credit and have had the permission form approved by the department.

Can I take any course to fulfill the ME/TE requirement?

- A. No. A list of acceptable electives is available on the ME Web-Site on in the ME office. Some of the listed electives require that you have declared a Minor in the area of the course as a prerequisite. If you feel that in light of you goals you would like to include a particular course as an elective, you must petition for approval. See answer to previous question.

Is the only GPA requirement for graduation that of a 2.00 or better overall GPA?

- A. No, there are two. The overall, or cumulative which includes all courses listed as being required in a particular curriculum and the other one being that you must earn a GPA of 2.000 or better in the upper division course requirements of your major.

What is the BEST exam?

- A. The BEST exam is an engineering assessment exam. Taking the Basic Engineering Skills Test during their Jr. or Sr. years is a graduation requirement for all NCE students.

How do I determine my class standing?

- A. Your class standing depends on the number of course credits earned. 1st year –0-28 cr; Sophomore—29-56 Cr. ; Junior—57-90 cr.; Senior—91 & greater.

I have recently transferred to NJIT. What is the minimum number of credits that I must take at NJIT to be eligible for graduation?

- A. You must complete in resident at NJIT at least 33 credits in the upper division courses approved by your major department.