



Saint Peter's
UNIVERSITY

Advising Handbook

Welcome

Dear Students:

Central to a Jesuit education is the concept of cura personalis, a Latin phrase meaning concern and care for the development of the entire individual. At Saint Peter's University, academic advising is a critical component in the development of the whole person. While learners are ultimately responsible for their educational decisions, the special relationships that students develop with faculty and administrators through academic advising empower students to make good choices throughout their academic career. Through advising, students gain important knowledge of University policies and requirements, explore personal and educational interests, form academic and professional goals, and make steady, positive academic progress to their degree.

The educational experience at Saint Peter's University seeks to develop personal initiative as essential for the development of the whole person. Through engagement in academic advising, students are encouraged and supported to make decisions that will ultimately lead to success as a graduate of Saint Peter's University.

Sincerely,

Eugene J. Cornacchia, Ph.D. President

Our Mission:

Saint Peter's University, inspired by its Jesuit, Catholic identity, commitment to individual attention and grounding in the liberal arts, educates a diverse community of learners in undergraduate, graduate and professional programs to excel intellectually, lead ethically, serve compassionately and promote justice in our ever-changing urban and global environment.

Directory:

Telephone	Department / Program	Location
(201) 761-6264	Academic Success Program	Henneberry Hall, Suite 33
(201) 761-7390	Campus Ministry	105 Student Center
(201) 761-7400	Campus Safety	1st Fl Saint Peter Hall
(201) 761-6190	Caulfield School of Education	Dinneen Hall, 2nd Floor
(201) 761-6400	Career Engagement & Experiential Learning	Dinneen Hall
(201) 761-6038	Center for Academic Success & Engagement (CASE)	McDermott Hall, Lower Level
(201) 761-6028	Center for Global Learning	524 Student Center
(201) 761-7370	Center for Leadership, Engagement and Wellness	Student Center
(201) 761-6030	College of Arts and Sciences	1st Fl McDermott Hall
(201) 761-7391	Community Service & Service Learning	Student Center
(201) 761-6420	Counseling and Psychological Services	Saint Peter Hall
(201) 761-7360	Dean of Students	5th Floor Student Center
(201) 761-6380	E.O.F. Office	4 Henneberry Hal
(201) 761-6050	Enrollment Services Center	1st Fl McDermott Hall
(201) 761-6060	Financial Aid Office	1st Fl McDermott Hall
(201) 761-7445	Health Services	1st Fl Saint Peter Hall
(201) 761-7800	ITS/Help Desk	213 Pope Hall
(201) 761-6390	KPMG School of Business	Dinneen Hall, Lower Level
(201) 761-6461	Library	O'Toole Library
(201) 761-7470	Mail and Printing Services	D'Alvia House
(201) 761-6280	Maintenance	Pope Hall
(201) 761-7308	Office of Recreational Life	Yanitelli Life Center
(201) 761-7130	Office of Residence Life	Student Center, 5th Floor
(201) 761-6090	OneCard Office	1st McDermott Hall
(201) 761-6270	School of Nursing	Pope Hall, Rm 111
(201) 761-7440	Student Accounts	1st Fl McDermott Hall
(201) 761-7360	Student Life and Development	Student Center
(201) 761-6292	TRIO Student Support Services	Henneberry Hall, Suite 3132
(201) 761-7100	Undergraduate Admissions	1st Fl Lee House
(201) 761-6064	Work Study Program	McDermott Hall

Academic Overview

The Core Curriculum

The core curriculum, required for all undergraduate degree programs offered by Saint Peter's University, provides opportunities for study in a variety of disciplines. The basic purpose of the core is to address issues intrinsic to a humane education through a liberal arts program committed to the pursuit of knowledge in its fundamental unity, intelligently appreciative of a common cultural heritage, conscious of social and moral obligations, and respectful of the traditions of the Judeo-Christian value system and of Jesuit education.

The objectives and outcomes of the core curriculum, achieved through study of the humanities, the natural and social sciences, the fine arts, philosophy, and theology, and incorporating issues related to values and pluralism, are fundamental to the development of the well-educated person. Through the core curriculum students will be expected to be able to do the following.

Objective 1:

Develop intellectual and communication skills so that one is able to:

- Outcomes: Problem solve and analyze quantitative information.
- Formulate, critique, and analyze an argument.
- Utilize effective critical thinking skills.
- Demonstrate effective oral communication skills.
- Read and write critically and cogently.
- Synthesize knowledge from the core to major.

Objective 2:

Explore humanistic and social disciplines in order to:

- Outcomes: Critically think about ideas and events that have shaped the humanistic tradition.

- Distinguish behaviors and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
- Discern ethical and moral principles in order to more fully understand one's role as an individual in a larger community.

Objective 3:

Explore scientific disciplines and technology in order to:

- Outcomes: Apply fundamental scientific principles and methods of inquiry to understand the impacts of the scientific research technology.

Objective 4:

Exhibit leadership based upon one's ability to:

- Outcomes: Recognize the role of service, leadership and Ignatian ideals in the realization of a just, civil society.

In their first semester of enrollment, all freshmen must register for courses in English composition and mathematics, based on their placement test results. Students who do not complete these requirements satisfactorily and in a timely fashion may be subjected to restricted registration. More specific information is available from faculty advisors and the deans. As determined by placement results, students who are not adequately prepared may be required to take zero-credit developmental courses prior to beginning the core requirements in composition and mathematics.

Core Requirements

English Composition

(3 or 6 credits, depending on placement)

Take one of the following sequences in freshman year:

- CM-104 & CM-115 Intro to English Composition & Intro to English Composition II
- CM-106 & CM-117 Intro to English Composition & Intro to English Composition II
- CM-120 English Composition

Literature

(6 credits) 2

Take one of the following sequences in freshman year:

- EL-123 Forms of Literature: Poetry & Drama
- EL-134 Fiction

Fine Arts

(3 credits)

Take one of the following courses:

- AR-127 Intro to the Visual Arts
- AR-128 Intro to Music

History

(3 credits)

- HS-121 The Western Tradition

Take one of the following courses:

- HS-122 World Perspectives in History
- HS-123 Special Topics in History

Mathematics

(6 or 8 credits, depending on placement)

Take one of the following sequences based on major requirement:

- MA-102 & MA-103 Mathematics for the Humanities I & II
- MA-105 & MA-106 Elementary Applied Math & Intro to Probability & Statistics
- MA-108 & MA-109 Mathematics for Educators I & II
- MA-115 & MA-212 Mathematics for the Health Sciences & Elementary Statistics
- MA-132 & MA-133 Statistics for the Life Sciences & Calculus for the Life Sciences
- MA-143 & MA-144 Differential Calculus & Integral Calculus

Modern or Classical Language

(3 or 6 credits, depending on placement)

- Take one of the following sequences, based on prior language experience:
- Intro Language I (for those w/no prior experience w/language) & Intro Language II
- Intermediate I (for those w/ previous experience w/language) & Intermediate Language II
- Intermediate I & Intermediate Language II, for Native Speakers Upper Level language course (w/ permission of the Chair)
- Intensive (6 credit) language course Romance Language Synthesis I & II Sign Language I & II

Natural Science

(6 credits)

- Take one course in Biology (BI), Chemistry (CH), or Physics Take one course in Biology, Chemistry, Physics, Psychology Computer Science or EV-100/101

Philosophy

(6 credits)

Students should take philosophy courses after the freshman year unless advised otherwise by their academic advisor.

- PL-130 Intro to Philosophy I
- PL-140 Intro to Ethics

Theology

(6 credits)

- TH-110 Religious Faith in the Modern World
- TH-120 Christianity in the Contemporary Era

Social Sciences

(6 credits)

Choose two courses with different prefixes:

- EC-101 Macroeconomic Principles
- PO-100 Perspectives on Politics
- SO-121 Intro to Sociology
- SO-384 Cultural Anthropology
- SO-351 Issues in the Latino Community
- UR-151 The Contemporary City
- UR-228 Demographic Trends & Urban Change
- UR-312 Media & Urban Environment

Distributive Requirements

(6 credits)

In some cases, these may be satisfied as part of the major requirements. Some courses may satisfy more than one of these requirements.

- 1. Writing Intensive-designated course:
[May not be taken during freshman year.](#)
- 2. Values-designated course:
 [Prior to taking a Values course, students must complete the 6-credit sequence of PL-130/140](#)
- 3. Pluralism-designated course:
- 4. Capstone-designated course:

The Center for Academic Success and Engagement (C.A.S.E.)



Mission Statement:

Our mission is to empower students to achieve their academic goals by employing innovative strategies that will develop productive academic habits.

What We Do:

- **Support** students with the academic advising, programming, tools and resources to successfully manage the college experience and achieve their academic goals.
- **Provide** professional and peer tutors in critical skill and subject areas.
- **Develop** a four-year academic roadmap that will help students graduate in a timely manner.
- **Deliver** academic programming and workshops to maximize students' educational and personal potential.
- **Connect** students to faculty, peers and other campus partners to create a network of academic and career support.
- **Coach** and advise first year and transfer students through faculty-supported advising and peer mentorship.
- **Assist** students with the transition to college-level work through the assistance of peer tutors and supplemental instruction leaders.

Our Services & Programs:

Academic Coaching & Learning Strategy Consulting

At Saint Peter's University we recognize the importance for students to begin their college career taking the correct courses for their degree. The Center for Academic Success and Engagement is where you can get help with class scheduling, registration, course guidance and general academic questions.

First-Year Advising

First-year advisors guide students through the high school to college transition. Specially trained faculty advisors from many disciplines are paired with first-year students for their entire freshman year. The faculty advisors work closely with C.A.S.E. to create an academic support network for first-year students.

Tutoring Services

The Center for Academic Success and Engagement provides professional and peer tutors for: writing, mathematics and a variety of specialized subjects. The tutors can also assist with study skills and research paper preparation.



Testing & Registration

CASE administers testing and coordinates registration for incoming first-year and transfer students in order to ensure the correct placement in math, reading and writing courses. The Center also manages test proctoring for students who require special accommodations. For more information about C.A.S.E. contact:

case@saintpeters.edu

(201) 761-6038

Dr. Nicole DeCapua Rinck
Dean of Academic Engagement and Student Success
Disability Services Coordinator
ndecapuarinck@saintpeters.edu

Tracy Lousse S. Chacon
Director, Advising and Registration
tsoriano@saintpeters.edu

Michael Doody
Director, Student Academic Support Services
mduody@saintpeters.edu

Barbara Melchione
Director, Learning Support Services
bmelchione@saintpeters.edu

For more information regarding our services, please visit www.saintpeters.edu/case

Disability Services

Saint Peter's University provides support for students with learning, physical, and psychological disabilities. Students with documented disabilities who are requesting accommodations of any kind should be registered with the Center for Academic Success and Engagement.

Transfer Services

To ensure a smooth transition to Saint Peter's University, C.A.S.E. offers a variety of services to transfer students. Transfer students can come to C.A.S.E. for credit evaluation, advising, and advocacy.

Academic Resources

Academic Success Program (ASP) and Summer Academy

Students who are conditionally admitted have access to supplemental academic assistance prior to and during freshman year through the Academic Success Program (ASP). ASP students are identified by Admissions as having the potential for success but may require extra support to reach that potential. A key component of ASP is the Summer Academy, a three-week intensive program, designed to facilitate the transition from high school to college— in which students take an engaging, interdisciplinary course to sharpen their reading, writing, and math skills, while earning three academic credits towards graduation. Students are placed in ASP learning labs in the fall semester of freshman year to reinforce study skills and time management and receive dedicated faculty advising. The Coordinator of the Program also assists the Dean of Academic Engagement and Student Success and freshmen faculty advisors throughout the academic year in monitoring the academic performance of these students. The ASP program also offers tutoring services, workshops, and community service learning projects.

Additional assistance is available through the orientation program, developmental courses, and tutorial assistance.

Contact Information:

Tushar Trivedi, Director | ttrivedi@saintpeters.edu | (201) 761-6264 | 3rd Floor Henneberry Hall

EDUCATIONAL OPPORTUNITY FUND (EOF) PROGRAM

The Educational Opportunity Fund (EOF) Program at Saint Peter's University provides students who come from disadvantaged academic and economic backgrounds with the necessary skills to enroll and successfully complete their college education. Furthermore, the EOF Program provides a bridge by which to close the gap between students' initial status and their academic development, and therefore, build a stronger and more diverse student body.

Contact Information:

Anne Rosario, Director | arosario@saintpeters.edu | (201) 761-6380 | Henneberry Hall, Room 4

TRIO Student Support Services:

TRIO Student Support Services helps students who are from first generation students, low income backgrounds and/ or with disabilities to persist in college until they earn their baccalaureate degrees. The Student Support Services (SSS) at Saint Peter's offers participants a comprehensive four-year program, entitled the EDGE (Engage, Discover, Gain Experience, Excel), that features result- oriented support services, rather than a series of non-connected activities.

The goal of SSS is to increase retention and graduation rates of participants through quality interactions, clear expectations and pathways to academic preparedness.

Engage

- Addresses many issues associated with transitioning from high school to college through the New Student Orientation Program, a Summer Bridge Program and Learning Communities.
- Academic Advising, Academic Assistance and Tutoring by GEMS (Getting Engaged in Mentoring Students) who are existing peer mentors, will also be provided.

Discover

- Continues critical support services and interventions, but begins to focus more specifically on distinct pathways to success
- Guidance on choosing a major, exploring experiential learning, leadership, and service opportunities; and career exploration.

Gain experience

- Emphasizes four areas:
- Degree completion strategies
- Experiential learning
- Graduate/professional school exploration/preparation
- Preparing to enter the workforce

Excel

- Addresses degree completion, implementation of postgraduate plans and assimilation of the academic, experiential learning, social and leadership growth as seen in the Life Portfolio.

Contact Information:

Anthony C. Culpepper Jr., Director
| trioss@saintpeters.edu |
(201) 761-6292 | Henneberry Hall,
Suite 3132

Center for English Language Acquisition and Culture (CELAC):

Created to address the needs of our culturally and linguistically diverse student population, CELAC offers a wide range of resources to support and promote academic success for students whose first or strongest language is not English. Along with having a variety of undergraduate writing and reading classes, we also offer courses in English as a Second Language for students and community members who are seeking to improve their English skills.

Contact Information:

Alicia D'Amato | adamato@saintpeters.edu | (201) 761-6185 | O'Toole Library, 3rd Floor & Basement

The Honors Program:

The Honors Program provides superior students in the CAS/SBA at the Jersey City Campus with an opportunity to take more challenging courses and do extensive scholarly research. The program includes research seminars, colloquia, and special seminars in place of certain courses in the core curriculum. For more information consult the Honors Program section.

Contact Information:

Rachel Wifall, Director
rwifall@saintpeters.edu

Jeanette Wilmanski,
Assistant Director
jwilmanski@saintpeters.edu |
(201) 761-6226 | Bastek Honors
House, 2nd Floor

The Center for Global Learning:

The Center for Global Learning organizes and manages study abroad and exchange programs, facilitates the development of faculty-led international courses, and collaborates with the Office of Admission to support, enrich, and expand international student enrollment at Saint Peter's University. The Center also develops international partnerships and collaborates with external agencies and organizations on outreach programs.

Contact Information:

Scott Keller, Director |
global-learning@saintpeters.edu
| (201) 761-6028 | Mac Mahon
Student Center, 5th Floor

STEM ENGAGEMENT CENTER

The STEM Engagement Center seeks to increase undergraduate retention and graduation rates, as well as empower students to achieve their academic and career goals, using a holistic approach that addresses the unique needs of our student population. Some of the academic support services offered are:

- Peer Tutoring and Faculty Consulting
- Faculty-student Research Opportunities
- Academic/Career Advising
- Textbook Library Loans
- Loaner Lap-tops
- Loaner Graphing Calculators

Contact Information

Aniesa Atiyeh, Director |
stemcenter@saintpeters.edu |
Pope Hall, Rm 316 | (201) 761-6335

Center for Career Engagement and Experiential Learning

The Center for Career Engagement and Experiential Learning (CEEL) provides professional guidance and

resources for lifelong career development. CEEL strives to prepare and empower students to make informed career choices that will lead to meaningful careers and purposeful lives. Through our diverse network of employer and community partners, we connect students to internships and professional opportunities, and assist them in obtaining gainful employment in our ever-changing urban and global environment.

No matter what your major is, you will need to focus on developing professional and career skills if you want to be successful in your field. Begin working on your professional success during your first year on campus. The staff in the Center for Career Engagement and Experiential Learning has developed a four-year plan for students:

Contact Information

Laura Pakhmanov, MHRM
Executive Director |
careerengagement@saintpeters.edu |
Dinneen Hall, 1st Floor |
(201) 761-6400

Freshman

Create (A Strategy for Success)

- * Meet your CEEL Career Coach
- * Register on Handshake
- Take the FOCUS 2 Career Assessment
- Join a Student Club/Organization
- Explore Volunteer/Community Service Opportunities
- Participate in a Dress for Success Workshop
- * Attend a Career Fair Prep Seminar
- Attend a CEEL Internship Orientation

Sophomore

Explore (Your Options)

- Declare a Major/Minor
- Discuss Career Options with your CEEL Career Coach
- * Build your Resume
- Explore Internships and Jobs on Handshake
- * Create a LinkedIn Student Profile
- Participate in an Interview Skills Workshop
- * Attend Employer Information Sessions
- Develop an Elevator Pitch
- Consider Part-Time/Summer Employment
- Attend a Career Fair

* Transfer Student Accelerated Path (complete these steps during Junior year)

Junior

Execute (Your Plan for Success)

- Meet with your Internship Advisor at CEEL
- Apply for an Internship on Handshake/ Earn Academic Credit
- * Register for On-Campus Recruiting
- * Practice your Interview Skills with Big Interview
- Explore Accelerated Graduate Programs at Saint Peter's University
- Research Graduate School Options
- Participate in Networking Events
- * Attend the Fall and Spring Career Fairs
- Create a Cover Letter
- Identify a Faculty, Alumni or Employer Mentor

Senior

Launch (Your Plan into Action)

- Meet with your CEEL Senior Success Advisor to Finalize your Career Plan
- Join the Senior Success Program
- Make your Handshake and LinkedIn Profiles Career Ready
- Attend all on-campus and off-campus Career Fairs
- Identify and apply to full-time positions
- Join the CEEL LinkedIn Networking Group
- Practice and Master your Networking Skills
- Connect with Industry Leaders to Enhance your Professional Development
- Complete the First Destination Survey

Advisement & Registration

Each student at Saint Peter’s University is assigned an academic advisor who aids the student in planning an academic schedule. Online advisor’s approval of courses is required before a student may register for any term. Registration dates for each term are published online in the Academic Calendar. Formal registration is not complete until the student’s financial obligation has been satisfied.

Advisement for Traditional Day Students:

Through the University Advisement Program, freshmen are assigned advisors upon entering the University and should consult with them periodically during their first year of study. After their first year of study, when a student formally declares a major, he/she will be referred to the appropriate department for advisement. Students with multiple majors or minors will be assigned an advisor for each and must consult with all prior to registration for each term. (Even if first-year students declare a major, they continue to be advised by their freshman advisor through the spring term.)

Students who carry a course load of 12-18 credits per semester. Unless stated otherwise for particular courses of study, permission to take credits beyond or under these limits in a term must be obtained from the appropriate dean.

Class Standing:

A student’s class standing is determined by the number of credits earned by the end of the academic year:

Class Level	Credits Earned
Freshman	0-29 Credits
Sophomore	30-59 Credits
Junior	60-89 Credits
Senior	90+ Credits

Adding/Drop Courses:

Students may add or drop courses by obtaining online approval from their academic advisor. Once they are approved by their advisor, the student can add/drop on SPIRIT online. Courses may only be added within the period of time stated in the Academic Calendar.

Withdrawing from Courses:

Students may withdraw from courses until the date published in the Academic Calendar. The advisor's signature is needed on the Course Withdrawal Request form. Unless the withdrawal is within the 100% refund period, all courses from which a student withdraws remain a part of the academic record. Withdrawal is not complete, and a grade of WD is not assigned, until the Course Withdrawal Request form is filed. The designation WD is final and will be used in place of a grade. Students who stop attending class and neglect to file a Course Withdrawal Request form may be assigned a grade of FA.

Declaration of Major:

Students must formally declare an academic major by the time that they have completed 60 credits. Undeclared students who have completed 60 credits shall not be allowed to register for any courses at the University. An academic hold will be placed on the student's record, which can only be removed with permission of the appropriate dean and by completing a major declaration form.

Change of Major:

Students wishing to change their major field should complete a major declaration form and obtain the approval and signature of the chairperson of the new department and the appropriate dean.

First-Year Students:

First-year students in good academic standing generally take five courses (one of which is the Freshman Seminar) during the first semester and five courses during the second semester. A dean's approval is required for freshmen to take fewer than 15 or more than 17 credits in the fall or spring semester. Freshmen may not take evening or web courses. Credits taken during the Summer Academy are considered fall semester credits.

Sophomores, Juniors and Seniors:

Sophomores, juniors and seniors in good academic standing may enroll in up to 18 credits in a given term. Tuition for full-time students covers up to 18 credits. Students wishing to enroll in more than 18 credits, and pay the additional tuition charge, may do so if the following criteria are met.

- They have attained a cumulative grade point average of 3.0.
- They have their advisor's approval.
- The appropriate dean grants approval after careful assessment of the reasons for the additional credit load and the student's ability to successfully complete all courses.

Attendance Policy

The interaction in the classroom among students and faculty is a vital part of the learning experience. Students are required to attend classroom and laboratory sessions regularly and promptly. Traditional day students who exceed absences totaling more than two times the number of lecture meetings per week, may be given a failing grade if the student continues in the course past the withdrawal date.

Absence from Class:

An occasional illness or other important personal matter may sometimes make class attendance impossible; however, it is up to the student to notify the instructor within 24 hours, and provide any required documentation within a reasonable amount of time. Whether the absence is excused or not is up to the instructor, and the responsibility for work missed rests entirely with the student. An absence is defined as missing one class meeting, or for hybrid and online courses, non-participation for a one-week period.

Extended Absence:

Students who must be absent for extended periods (i.e., three or more consecutive classes) must notify the appropriate dean who will inform the faculty as a service to students. Traditional day students must notify the appropriate dean. Upon their return, written documentation from the appropriate source (e.g., hospital, doctor, government agency, etc.), along with the student's cover letter, must be delivered to the appropriate dean. Students must consult their professors about their status upon their return and should not presume their eligibility to continue courses.

ACADEMIC ACCOMMODATIONS

Nicole DeCapua Rinck, Ed.D., Dean of Academic Engagement & Student Success and University Disability Services Coordinator

Saint Peter's University is committed to providing students with disabilities educational opportunities free from discrimination. Eligible students will be afforded appropriate academic accommodations and/or housing accommodations on a case-by-case basis. Student, for the purpose of this policy, includes prospective students, full and part time undergraduate students, full and part time graduate students and doctoral candidates.

Students with disabilities seeking academic accommodations must self-identify to the University Disability Services Coordinator & Dean of Academic Engagement and Student Success. A student seeking academic accommodation must disclose information about the student's impairment in support of the request and so that a meeting and discussion regarding appropriate accommodations may occur. For more information, please contact accommodations@saintpeters.edu.

Academic Standing:

The academic records of traditional day students are reviewed by the appropriate dean and the Committee on Academic Standing each semester. As a result of this review, students will be placed, at the end of the spring term, in one of the following categories:

Good Standing:

First-year Saint Peter's students with a cumulative GPA of 1.8 or above, and all other students with a cumulative GPA of 2.0 or above, are considered to be in good academic standing.

Academic Probation:

First-year Saint Peter's students with a cumulative GPA below 1.8, and all other students below 2.0, are provided a serious warning and are required to participate in the University's Academic Recovery Program. These students may be restricted from participating in certain co-curricular activities that require a significant investment of time and that may thus detract from a student's ability to improve academic standing. Such activities include but are not limited to intercollegiate athletics and leadership participation in student government or other campus organizations. Exception to these restrictions may be granted, where appropriate, by the appropriate dean.

Academic Suspension:

Students will be placed on Academic Suspension from their studies at the University by the appropriate dean at the end of the spring term if their cumulative GPA falls below the institutional requirements outlined below.

Attempted Credits	Minimum Cumulative GPA needed
24-47	1.5
48-71	1.8
72-95	1.9
95+	2.0

Academic Suspension is an enforced termination of formal studies and normally will be granted only once to a student. Students on academic suspension, with the advice and permission of the appropriate dean, may be enrolled for a limited number of courses at another college during the period of their suspension. Successful completion of up to 12 college-level credits indicating a composite GPA at or above the minimum needed will be considered as a positive factor in reviewing a suspended student's application for reinstatement.

Financial Aid Suspension:

It is possible for a student to be in good academic standing but be placed on Financial Aid Suspension if the student's completion rate does not meet the federal guidelines. See the Financial Aid section for more information.

Attempted Credits	Completion Rate
24-47	50%
48-71	54%
72-95	58%
96-119	62%
120-180	67%

Academic Dismissal:

If a student, after readmission from Academic Suspension, again becomes academically deficient, the student will be dismissed. Academic Dismissal is final and precludes the possibility of readmission to the University. The transcript will note that a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal.

Deans of
Schools &
Colleges

Caulfield School of Education

Joseph V. Doria, Jr., Ed.D., Dean
Anna Cicirelli, Ed.D, Associate Dean

The School of Education offers a major in Elementary Education and a minor in Secondary Education. It also offers various options to become certified in many academic areas. The undergraduate program in Education provides pre professional training for teaching on the pre-school, elementary, middle school, and secondary school levels.

Majors Offered:

Elementary Education - P-3

Elementary Education - K-6

Elementary Education - K-6, with Middle School Certification (6-8)

Health and Physical Education

Contact Information:

(201) 761-6190 | Dinneen Hall, 2nd Floor | Jersey City Campus

College of Arts and Sciences:

Wei-Dong Zhu, Ph.D., Interim Dean

Nicole M. Houser, Ph.D., Associate Dean

The College of Arts and Sciences houses the majority of undergraduate degree programs offered by Saint Peter's University—more than 50 majors and special programs. In the Jesuit tradition of education, its broad core curriculum is designed to make you well-rounded, conscientious and compassionate.

Majors Offered:

Africana Studies	History
American Studies	Latin American and Latino Studies
Applied Science and Technology	Mathematics
Asian and Asian American Studies	Modern and Classical Languages and Literatures
Biochemistry	Natural Science Program
Biology	Philosophy
Biotechnology	Physics
Chemistry	Political Science
Clinical Laboratory Sciences Collaborative Program	Pre-Law Program
Communications and Media Culture	Pre-Med/Pre-Dental Program
Criminal Justice	Pre-Professional Health-Related Combined Degree Programs
English	Department of Psychology
Environmental Studies Program	Radiography Collaborative Program
Fine Arts	Social Justice
Gender and Sexuality	Sociology and Urban Studies
Health and Physical Education	Theology
Health Information Management Collaborative Program	

Contact Information:

(201) 761-6030 | McDermott Hall, 1st Floor | Jersey City Campus

KPMG School of Business

Mary Kate Naatus, Ph.D., Dean

The School of Business enables you to choose from eight fields:

- Accountancy
- Business Management
- Computer Science
- Economics
- Finance
- International Business
- Marketing Management
- Sports Management

Saint Peter's also offers a five-year combined B.S./M.S. degree in accountancy and a certificate program that enables students who have completed an undergraduate major in accountancy to earn the additional credits needed to sit for the CPA exam.

Contact Information:

(201) 761-6390 | Dinneen Hall, Lower Level | Jersey City Campus

School of Nursing

Lauren O'Hare, Ed.D., R.N., Dean

The Generic or Basic BSN Program

This program is designed for the pre-licensure student seeking a baccalaureate degree in nursing in a four year program where successful degree completion affords the student the ability to sit for the RN Licensing Exam (NCLEX).

Contact Information:

(201) 761-6470 | Pope Hall, Lower Level | Jersey City Campus

FREQUENTLY ASKED QUESTIONS (FAQs)

How do I access SPIRIT Online to view my schedule?

Visit spiritonline.saintpeters.edu. Please make sure to have your user ID and that you have reset your password. If you have issues accessing SPIRIT Online, please contact Information Technology Services at helpdesk@saintpeters.edu or 201-761-7800.

Why am I taking a zero credit course?

Students are registered for zero credit courses (i.e., MA-001, CM-001, EA-032, RD-010) based on their placement test results. These courses are meant to enhance areas of deficiency in particular subject areas. These courses will appear on your bill and registration as three credits for financial aid purposes, but will not be awarded for academic credit.

How do I get credit for AP/CLEP/IB courses and/or transfer courses?

To receive credit for AP/IB/CLEP courses, official scores must be sent to the Center for Academic Success and Engagement (CASE). Scores will then be evaluated and applied to your account. Students can receive transfer credit for courses taken at other institutions. Official transcripts must be sent to the Center for Academic Success and Engagement (CASE) for evaluation.

I submitted AP/CLEP/IB scores and/or college transfer credits, but they do not appear on my Academic Evaluation. When will they be added?

AP/CLEP/IB and/or college transfer credits must be approved by the Center for Academic Success and Engagement (CASE). Please contact CASE to review your academic transcript and evaluate your transfer credits. Once they are evaluated, they will send them to the Office of the University Registrar. Processing time may take up to two weeks.

What are the schedule patterns of the courses?

The majority of courses are scheduled on either a Monday, Wednesday, Thursday pattern or on a Tuesday/Friday pattern. Courses on Monday, Wednesday, and Thursday are scheduled for a duration 50 minutes. Courses on Tuesday and Friday are scheduled for a duration of 75 minutes.

How do I search for classes?

For a step-by-step instruction on how to use SPIRIT Online, please go to: tinyurl.com/NewStudentAccountVideoTutorial

How do I know where my class will be held?

Your academic schedule on SPIRIT Online will note which building and room number in which your class will meet. Please note the following acronyms: MCDT is McDermott Hall, DINN is Dinneen Hall, POPE is Pope Hall and GANN is Gannon Hall.

Who is my advisor?

As a first year student, your academic advisor is also your first year seminar professor. You can view your academic evaluation on SPIRIT to see the name of your advisor.

Where can I go to meet with my advisor?

Please visit CASE to meet with your first year advisor during their scheduled advisement hour.

What if I can't make my advisor's scheduled hour?

There are advisors scheduled within CASE from Monday-Friday until 3:00 pm. Please be sure to visit CASE with any advising or schedule issues.

What is a freshman seminar?

A freshman seminar is an introductory course usually within a student's major, taught by a designated faculty member. The instructor will serve as the students' advisor throughout their first year at Saint Peter's.

What if I am an Undecided major?

As an Undecided major, you will be placed in a freshman seminar that is designed to help you make a much more informed decision when choosing a major. You will conduct research, attend workshops and engage in classroom discussions pertaining to certain fields of interest. In addition, you will also have the opportunity to “Class Shadow” for areas that might be of particular interest to you! Still unsure? Our Office of Career Engagement and Experiential Learning (CEEL) can help! Please contact them at careerengagement@saintpeters.edu.

What if I am not sure about my major?

Our Office of Career Engagement and Experiential Learning (CEEL) can help! You can take the FOCUS2 assessment that will allow you to explore majors that align with your strengths and personal interests. To schedule an appointment, please contact CEEL at careerengagement@saintpeters.edu.

How do I add a second major and/or a minor?

To add a second major and/or a minor, you must fill out the Major Declaration and/or Minor Declaration Forms from the SPU website or the Enrollment Services Center. Obtain the proper signatures and submit back to Enrollment Services for processing.

What if I took a course that can substitute for one of my requirements?

You should submit a Substitution Form to the Office of the University Registrar, located in the Enrollment Services Center. This form must be approved by the appropriate department chair and/or school dean. Processing time may take up to two weeks.

Why is it important to remain as a full-time student?

It's important to remain as a full-time student because it ensures degree completion faster and lessens the cost of a college education. The sooner you finish, the less debt you will accrue!

I had accommodations in high school or at a previous institution. Can I utilize accommodations at Saint Peter's University?

Yes. Students who want to utilize approved accommodations should hand any supporting documentation (IEPs, 504s, physician evaluation, etc.) to the Center for Academic Success and Engagement.

Where can I go to meet with a tutor?

There are tutors available in CASE to help with a variety of subjects. There are drop in hours, as well as scheduled appointments, if needed. Please contact 201-761-6038 for more information about tutoring services.

How many credits does it take to graduate from Saint Peter's University?

Students must complete 120 credit to graduate from Saint Peter's University. The core curriculum varies between 57-60 credit hours. The remaining credits are fulfilled by a student's major requirements and free electives.

How do I stay on track to graduate in four years?

You should work closely with your advisor to make sure you are on track to complete at least 15 credits each semester. If you have taken zero-credit courses, failed courses, or have withdrawn from courses, you will need to make up those credits at a later time.

Course Planning

Major(s) _____

Minor(s) _____

First Year Advisor _____

Major Advisor(s) _____

Minor Advisor(s) _____

YEAR 1

Fall

Course	Core	Major	Minor	Credits

Spring

Course	Core	Major	Minor	Credits

Summer

Course	Core	Major	Minor	Credits

YEAR 2

Fall

Course	Core	Major	Minor	Credits

Spring

Course	Core	Major	Minor	Credits

Summer

Course	Core	Major	Minor	Credits

THINK 30

At Saint Peter's University, we encourage students to complete 30 credits per year to ensure timely completion of their degree within four years.

WHY THINK30?

30 + 30 + 30 + 30 = 

By taking 30 credits each year, you are more likely to reduce debt, save time and jumpstart your career!

WHAT HAPPENS IF I GRADUATE IN 5 OR 6 YEARS INSTEAD OF 4 YEARS?

WILL YOU PAY OUT-OF-POCKET?

Before financial aid, each additional year of attendance is an extra **\$36,000*** you could use toward



brand new car



down payment on a house



traveling the world

* total cost of attendance for a commuter student

WILL YOU TAKE OUT LOANS?

Each additional year of attendance is an extra **\$87*** per monthly payment you could use toward



\$1,500 emergency savings after 1.5 years



\$12k in basic savings after 10 years



2 years worth of retirement savings after 10 years

* based on maximum loan amount borrowed

TOTAL COST OF ATTENDANCE*

	\$145k	\$181k	\$218k
*based on commuter tuition rate	4 YEARS	5 YEARS	6 YEARS

AVERAGE AMOUNT BORROWED:

	\$27k	\$34k	\$42k
	4 YEARS	5 YEARS	6 YEARS

REPAYMENT AMOUNTS:

Total repaid based on average amount borrowed at 6.8% over 10 years

	Average amount borrowed	Total repaid
\$310	4 YEARS \$27k	\$37k
\$397	5 YEARS \$34k	\$47k
\$483	6 YEARS \$42k	\$68k

Monthly payment





Saint Peter's
UNIVERSITY