Dear Student Veteran,

Welcome to Seton Hall University! We know that you had many choice of where to earn your degree, and we are so pleased that you have chosen The Hall.

A Seton Hall education demands your best effort -- something I am sure you are accustomed to giving. It is also important that you know your education will go beyond the traditional classroom. You will learn much more by the more you experience. I encourage you to meet with your professors outside of class, to get involved on campus, and to take advantage of all that Seton Hall can offer to you.

We are also proud to be a supportive community. We know we are at our best when we help others and when we are helped by others -- this is Servant Leadership in action. Get to know our support services and use them. The only mistake that can't be fixed is the one that isn't addressed, so when you find that you could use some support, know that it is here for you. And when you are in a position to give back or pay it forward, please do so. Get involved with any one of the opportunities we have on campus through DOVE (Division of Volunteer Efforts), the Student Veterans Association, or any one of the more than 100+ student organizations. We look forward to what you have to offer!

I look forward to meeting you, and again, welcome to SHU!

Sincerely,

Karen Van Norman

Karen Van Norman
Associate Vice President & Dean of Students
January 2017

Dear Student Veteran,

Welcome Aboard! I look forward to meeting you soon and invite you to take part in the Student Veterans Association (SVA) here at Seton Hall University. I am the faculty advisor to SVA and want to help you in your transition from your military career to your academic career. I fully understand your transitioning process because 24 years ago I stepped off of a nuclear cruiser and onto a college campus after serving in the U.S. Navy for four years. Navigating campus can be as confusing as the first few days in boot camp. However, the difference is that in boot camp you are constantly being reminded where to go and what to do. Whereas on campus it is much more relaxed and sometimes getting around campus takes more than a map. This is where I and the SVA members can help!

My other roles on campus are being an Assistant Professor and Librarian. Through University Life the librarians give tours to incoming freshman and through your first year of English classes we teach library instruction. I also work at the library’s reference desk and as a reference librarian give one on one research consultations. So please be sure to stop by with any research assignments or questions and I would be happy to help you get started.

Lastly and most importantly, my office at the library is in room #218 and I have an open door policy. At any time stop by for a research consultation, help navigating something on campus, talk about life or tell a good joke. I wish you all the success in your academic journey here at Seton Hall University and beyond.

Here is the link to the Veterans Research Guide.  http://library.shu.edu/veterans

Best,

John

John Irwin, MLIS, M.A.
Assistant Professor; Librarian, Head of Access Services
Walsh Library Rm#218
Seton Hall University (STH)
400 South Orange Avenue
South Orange, NJ 07079-2671
Tel: 973-761-9795
Fax: 973-761-9432
http://library.shu.edu/veterans

The Catholic University in New Jersey - founded in 1856
President – Kevin Quigley - I was a tanker in the Marine Corps and enlisted in 2009 right out of high school. I was stationed at Camp Lejune in 2010 and in July of 2012 I deployed to Afghanistan with B Co. 2nd Tank Bn. I got out as a corporal in 2013 and later picked up sergeant on Individual Ready Reserve. I’m currently a diplomacy undergrad.

Vice President - Genessi (Rosie) Rosario- Marine Corps veteran. Joined straight out of high school in 2010 and ended active duty in 2014 as a Corporal. One deployment with the 26th Marine Expeditionary Unit as an 0431 logistics specialist. Currently pursuing a B.S in Business management.

Treasurer - Conor Murtagh - USMC (E-5), 2007-2011 - I enlisted in the Marines in 2007 during my senior year of high school and served until 2011. I was stationed aboard Marine Corps Air Station Yuma, AZ from 2008-2009, then transferred to MCAS Miramar in San Diego. In 2010, I deployed to Kandahar, Afghanistan with VMFA-232 Red Devils where I worked as an aircraft maintainer. I was discharged from active duty as a Corporal and later picked up Sergeant in the Individual Ready Reserve. I am currently an undergrad, double majoring in Secondary Ed./English and minoring in Creative Writing.

Secretary Jeb Steiger- Pennsylvania Army National Guard- Combat Medic- E-6 I joined right out of high school in 2008 solely to pay for school. That quickly changed when I got to my Unit and I chased deployments for a few years. Finally got a QRF mission with the 1-109 INF BN to Kuwait, which was informative and very slow. Earned a B.A. majoring in Psychology from Bloomsburg University of Pennsylvania, and am currently earning a M.S. in Experimental Psychology.

Faculty Advisor – John Irwin – U.S. Navy (E-4) 1988-1992 – I was a Machinist Mate in the Auxiliary Division aboard the nuclear powered cruiser USS Truxtun CGN-35. I also served as a pilot rescue man for our SH-2 Anti-submarine warfare helicopter. Stationed out of San Diego, Ca., did two West-Pac tours which both included two tours of duty First Gulf War.
January 2017

Dear Student Veteran,

Welcome to Seton Hall University! My name is Joan Brennan and I am the secondary adviser to our student veterans who are seeking additional advice relating to class registration and academic policies. Consider this an invitation to stop by my office located in Mooney Hall 14 when you are on campus. It will be my pleasure to answer your questions about college, discuss your goals and strategies for success and to help you get connected to campus resources.

Additional information is enclosed that you may find helpful with your transition to Seton Hall. Our veteran’s website link is http://library.shu.edu/veterans. The Veteran’s Lounge, located in the University Center on the second floor, room 228, is available for your use.

I look forward to meeting you in the near future to discuss your program of study and to give you the support and guidance you need to be successful. Have a great year!

Sincerely,

Joan

Joan K Brennan, MPA
Academic Success Center
Seton Hall University
Mooney Hall 14
(973) 275-2595
joan.brennan@shu.edu
Academic Calendar – Spring 2017

January 5 (Thursday) .................. Registration - New Students

January 6 (Friday)...................... Registration for Senior Citizens/Au Pairs: 9:00 a.m. – 2:00 p.m.

January 9 (Monday)...................... Classes Begin – Late registration begins; add - drop continues

January 16 (Monday) .................... Martin Luther King Jr. Day – University Closed

January 17 (Tuesday) ................. Add-drop and late registration end

January 25 (Wednesday) ............. Priority Deadline for May 2017 undergraduate and graduate degree candidates to file online Application for Degree in Banner Self-Service

February 10 (Friday) .................... Last day for May 2017 degree candidates to add/change major or minor

February 17 (Friday) .................... Last day to file course withdrawal form without professor/dean signature; Deadline for pass/fail and audit requests;

February 22 (Wednesday) ......... Summer and Fall 2017 Registration PIN numbers created

March 1 (Wednesday) ................... Ash Wednesday Mass – 12 noon (Classes canceled 12:00 – 1:00 p.m.); Online Application for Degree for undergraduate and graduate August 2017 degree candidates opens in Banner Self-Service; priority deadline for filing is May 25.

March 3 (Friday) ......................... Last day to submit course withdrawal forms with professor/dean signature

March 6 - 11 (Mon - Sat) ............... Spring break – No classes

March 13 (Monday) ..................... Summer 2017 registration opens

March 15 (Wednesday) .............. Online application for Degree for undergraduate and graduate December 2017 degree candidates opens in Banner Self-Service; priority deadline for filing is August 31.

March 20 – 31; April 1 - 4 .......... Fall 2017 registration

April 13 – 14 (Thurs - Fri) ............ Holy Thursday, Good Friday – University Closed

April 15 (Saturday) ...................... Holy Saturday – Classes Canceled

April 17 (Monday) ....................... Easter Monday - Classes Canceled

May 1 (Monday) ......................... Last day of classes; Last day to submit assignments to resolve Spring 2016 Incomplete grade; On-line grading opens for faculty

May 2 (Tuesday) ......................... Reading Day

May 3 – 9 (Wed -Tues) ................. Final Examinations (n.b., Requests for ‘Incomplete’ grade must be filed before final examination)

May TBA .................................. Baccalaureate Commencement

May 15 (Monday) ....................... Deadline for faculty to enter Spring 2017 grades online: 4:00 p.m.

May 19 (Friday) ......................... Spring 2016 Incomplete grades converted to FI (Failure due to unresolved Inc.) grades

May 25 (Thursday) ..................... Solemnity of the Ascension (Masses scheduled throughout the day); Deadline for August 2017 degree candidates to file online Application for Degree

Notice: The University reserves the right to make any necessary changes in this calendar or in the Spring 2017 course schedule.
REGISTRATION INFORMATION

Registration Procedures: What To Do and When To Do It

Step One: See your adviser and prepare your schedule.

Make an appointment to see your adviser/mentor well in advance of when you will be registering. Working with your adviser is the key to successful registration and program planning. Your adviser will provide you with all the information you need to review your academic progress in your program and to select your courses.

In consultation with your adviser, prepare your schedule. Use the Course Search process within Banner self-service to identify the courses you want to take. Make sure to note the CRN (Course Registration Number) for your classes; you must use that number when you register online. In the event that some of your courses are closed, develop a list of alternative selections. Double check your worksheet to make sure that you have recorded the CRNs correctly to avoid registering for the wrong courses.

Step Two: Find out when you register.

Consult the Registration Schedule available online to determine your assigned time for online registration. If you are unable to register online during your assigned time, you may register online at any time thereafter or you may register in person. See the Registration Schedule for the days and times for in person registration. Note: Banner Self Service will be available for open registration and add-drop for Spring 2017 as of November 28.

Step Three: Access the Web Registration System

Make sure that you have your course list with CRNs at hand along with your registration PIN, which you received from your adviser.

1. Log in to piratenet; in the Navigation module on the far left, click on the Registration Tools link; select Add or Drop Classes. Select Spring 2017 as the term, and enter your new registration PIN as your Alternate PIN.
2. Enter the CRNs of your classes in the Add Classes Worksheet. Remember to press Submit Changes to record your registration request. If you do not press this button, you will not be registered for your classes. Your schedule will appear; check it for accuracy.
3. Changing your schedule: If you need to modify your schedule by dropping a course, pull down the options in the action column for the course. Highlight Drop on Web - then press Submit to process the drop. If you don't press the Submit button after entering a drop action, you will remain in the course. To add a class, enter its CRN in the Add Classes Worksheet box. Press Submit to record your add request.

To look up classes: Click on the Look Up Classes option within the Registration Tools box. Select Spring 2017 from the Term menu. Select the Advanced Search option on the bottom right. Using the pull-down option, select the subject if you are seeking courses in a specific discipline. Also enter the course number if you are looking for sections of a specific course. You can also search by campus, course level, instructor, meeting day(s) and times, and course attribute.

Holds: Check for holds well in advance of your registration time.

The following information represents contact points for registration holds:

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Contact this Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services - Immunization</td>
<td>Health Services - immunization problem</td>
</tr>
<tr>
<td>Bursar Balance Due</td>
<td>Bursar: Must pay past-due balance</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Outside Collection Agency or Outside Letter Collection Service or Return Check Hold</td>
<td>Bursar’s Office, Bayley Hall</td>
</tr>
<tr>
<td>Non-Metric Credit Maximum</td>
<td>Registrar in Bayley Hall: non-matriculated students who have accrued the maximum number of credits (18 credits at the undergrad level and 12 at the graduate level) must file for admission to a program or seek a waiver if they do not plan to pursue a degree at Seton Hall.</td>
</tr>
<tr>
<td>75 credits - Declare Major</td>
<td>Undeclared major - Must declare major. Consult your adviser; Registrar in Bayley Hall can remove hold upon declaration of major.</td>
</tr>
<tr>
<td>Change Major</td>
<td>Must change major; Registrar will remove hold when major has been changed.</td>
</tr>
<tr>
<td>Academic - Arts and Sciences</td>
<td>Dr. Michael Dooney/ Arts and Sciences (graduate students) Dr. Christopher Kaiser/ Arts &amp; Sciences (undergrad students)</td>
</tr>
<tr>
<td>Academic - Business</td>
<td>Dr. Steven Lorenzeti / School of Business</td>
</tr>
<tr>
<td>Academic - Comm &amp; the Arts</td>
<td>Ryan Hudes/Graduate program in Strategic Communication; McKenna Schray/Graduate programs in Museum Professions and Public Relations</td>
</tr>
<tr>
<td>Academic - Education</td>
<td>Dr. Joseph Martinelli /College of Education &amp; Human Services</td>
</tr>
<tr>
<td>Academic - Nursing</td>
<td>Dr. Marcia Gardner / College of Nursing</td>
</tr>
<tr>
<td>Academic - Diplomacy</td>
<td>Dr. Courtney Smith/ School of Diplomacy</td>
</tr>
<tr>
<td>Academic - Health &amp; Med Sci</td>
<td>Program Director / School of Health &amp; Med Sci</td>
</tr>
<tr>
<td>Academic - Theology</td>
<td>Rev. Christopher Ciccino/School of Theology (grad students) Rev. Ray Cho/ School of Theology (undergrads)</td>
</tr>
<tr>
<td>Disciplinary Suspension</td>
<td>Karen Van Norman/Community Development</td>
</tr>
<tr>
<td>Contact EOP Counselor</td>
<td>Contact EOP Counselor for review/clearance</td>
</tr>
</tbody>
</table>

Students with financial holds should work on resolving their balances immediately. Delaying registration may eliminate options for resolution of payment/financial aid difficulties. Your registration may then be prohibited unless full payment is made before registration.

Your mentor/adviser will also give you your registration PIN. Remember: the ONLY way to get your PIN is to contact your adviser. A new Spring 2017 PIN was generated for you; your old PIN will not work. **Note: Spring 2017 PINs begin with the number 1; if you get a PIN that begins with any other number, this PIN is old and will not work.** Follow up with your adviser to get the new Spring 2017 PIN.

Some registrations require advance authorization. You cannot register on the web for an independent study course, for a closed course, or for a course which has a meeting time that conflicts with another course. Register online for those courses which are open and available.

**Wait Lists**

Some courses have wait lists; these classes will appear with a maximum number > 0 in the wait list column of the class listing. If you want to put your name on a wait list for a course that has an online wait list, simply follow the prompts and add your name.

Important information regarding wait lists:
• There is no guarantee that you will actually secure a seat in the class just because you have signed up for the wait list. Develop some alternative options in case a seat does not become available.
• The wait list notification process is automatic and requires timely response/action. If a seat opens up in a closed course which has students on its wait list, the first student on the wait list receives an automated email from registrar@shu.edu advising him that he can go online and register for the class. Students who receive these messages must follow through in registering for the class by the deadline that appears in the message (72 hours). If the student does not register for the class within 72 hours, he no longer has the option to claim the seat. The next student on the wait list receives an email with the notification that he can register for the class.

When there is no wait list posted for a course, you can contact the department chair (for business, contact the Student Information Office; for Diplomacy, contact the Associate Dean) if you are seeking admission to a closed course (or if you have a time conflict or have a problem with a prerequisite). Make sure that you have secured the necessary signatures on an add-drop form.

Permits for closed courses. To register for an independent study or closed course or to resolve a similar registration problem, contact the department chairperson to seek approval for a permit. A permit will allow you to register online for a course that requires departmental approval.

If you experience problems in registering online, call the Registrar’s Office at (973) 761-9374.

**Step Four: Update your personal data**

Remember to review your personal data on the web and make any corrections which may be needed. Critical updates include address changes and next-of-kin (emergency contact) information.

**Step Five: Pay tuition by due date**

Please pay your bill by the payment due date, December 22, 2016. Check online within Banner Self-Service for your billing details; bills are no longer mailed, so you must review your account online. Contact the Bursar's Office in Bayley Hall with any payment questions. Payment by the due date is necessary to avoid the assessment of a late fee. Note: you can pay your bill by credit card online or by electronic check on-line. A courtesy fee of 2.75 percent is charged for credit card payments, with a minimum courtesy fee of $3.

Registration Reminder: You will not be able to register if you have an unresolved financial balance on your account. Please clear your account with timely payment well in advance to insure registration eligibility. Contact the Bursar's Office in Bayley Hall with any questions.

**Changing your Schedule: Add/Drop Procedures**

**Note: Add - Drop Period Ends On January 17**

Using your PIN, you may adjust your schedule online within Banner Student Self-Service. Be sure to consult your adviser regarding course changes.

For In-Person schedule adjustments, obtain an add-drop form from your adviser or the Registrar’s Office in Bayley Hall. Complete and secure adviser’s signature if adding a course or changing a course. Drops do not need an adviser’s signature, nor do changes of sections. Submit form to the Registrar’s Office for data entry before the end of the add/drop period.

Special Cautions Regarding Add/Drop:
• Due date for bills is not altered by changes to schedule. If credits are dropped, deduct appropriate tuition from bill. If credits are added, due date for original courses remains constant. Your bill can be viewed online to see updates. Reminder: undergraduates are billed the flat tuition rate for 12-18 credits.
• Dropping all courses constitutes a total withdrawal from the University. See procedure for total withdrawal from the University.
• Dropping below full-time status will affect your financial aid award. Check first with the Student Financial Services in Bayley Hall.
• Non-attendance does not constitute a drop or withdrawal. The student is financially and academically responsible for the timely completion of correct schedule adjustment procedures.

Withdrawing Academically from a Course

After January 17, 2017, the last day of the add-drop period, you can only withdraw academically from a course which you are unable or unwilling to complete. Withdrawal forms are available in the Office of the Registrar. Please read the section on refund policy for total withdrawal for important information. Students wishing to withdraw from all of their courses should follow procedures regarding ‘Total Withdrawal from the University’ outlined below. Students who withdraw from one or more courses but remain actively registered for any other course during the term are ineligible for any credit or refund.

Pass/Fail Option

Undergraduate students may take up to 12 credits in free electives on a Pass/Fail basis. The student is limited to 6 credits in any 12-month period. Students must file a Course Adjustment Form with their dean to apply for the Pass/Fail option (or to retract this option) within the first 5 weeks of class (or the first third of course meetings in summer session). Pass/Fail courses are restricted to free electives. A pass grade is used in determining class standing and eligibility but is not used in computing grade point average.

Financial Information

Billing

Electronic bills (eBills) will be available on Banner Self-Service in early December; printed bills are no longer mailed, so you must review your account online. Students will receive an email from the Bursar’s Office; it will direct them to view their account online and will provide billing and payment information. Spring 2017 payment is due on December 22, 2016.

Students who register after the November registration period should view their bills on-line and submit payment immediately. The University reserves the right to require advance payment for any late registrations.

Payment

Payment must be received by December 22, 2016 for pre-registered students to avoid assessment of a late fee. These students must review their charges on-line and submit payment immediately. Late payments are subject to a $250 late fee.

Credit card payments may also be made online through Banner Student Self Service. Please note that a courtesy fee of 2.75 percent of the amount charged will be assessed. Students may also pay online by electronic check (eCheck); no additional fee is charged for eCheck payments.

Note: The Student Financial Services Office answers all questions regarding payment and charges. Please call 800-222-7183.

Financial Aid
All approved financial aid will be printed on the bill and deducted from the total due. If an award does not appear, contact Student Financial Services in Bayley Hall and/or the source of the award(s) to determine how to document your financial aid. No undocumented awards may be deducted from your bill.

- **Veteran's Benefits:** Students eligible for VA educational benefits should consult Student Financial Services in Bayley Hall to be certified for payments.
- **Stafford Loans:** Contact Student Financial Services for details.

**Note:** Financial aid and other payment difficulties do not excuse a student from payment of a late fee. Please resolve these problems prior to your payment due date.

**Refund Policy for Total Withdrawal from the University**

The University refund policy for tuition is based on the official date of total withdrawal (i.e., student requests and receives WD grades in all courses in a given term) according to the following schedule:

- 1 week - 80% (January 18-24)
- 2 weeks - 60% (January 25-31)
- 3 weeks - 40% (February 1-7)
- 4 weeks - 20% (February 8-14)
- more than 4 weeks - None

**Repayment Policy for Federal Aid Recipients**

Students receiving federal financial aid, who completely terminate enrollment or stop attending all classes during a term for which payment has been received before completing more than 60 percent of the enrollment period, are subject to specific federal regulations.

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when a refund has been processed for a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid is determined by multiplying the total Title IV aid (other than Federal Work Study) for which the student qualified by the percentage of time during the term that the student was enrolled. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the University and the student according to the portion of disbursed aid that could have been used to cover University charges and the portion that could have been disbursed directly to the student once University charges were covered. Seton Hall University will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV Programs and any amount due to the University resulting from the return of Title IV funds used to cover University charges.
Glossary of Terms

Glossary of Terms

- **Academic Credit**: The term used to describe how much credit a course is worth, generally based on how many hours a student spends in the class. Each class at SHU is worth one, two, three or four credit hours. The words “credits” and “hours” are used interchangeably. Each major program requires a certain number of credit hours to graduate.
- **Academic Load**: The number of credit hours a student carries in a semester.
- **Alma Mater**: The school, college or university that a student attends; also the song or hymn of a school, college or university.
- **ARC**: Acronym for the Ruth Sharkey Academic Resource Center, located in the Arts and Sciences building, Room 242. The center supports student learning and achievement in and out of the classroom through tutoring, nationally competitive scholarship information and application assistance, and pre-professional major advisement.
- **B.A.**: Acronym for the Bachelor of Arts degree. Requirements for this degree vary from school/college.
- **B.S.**: Acronym for Bachelor of Science degree. Requirements for this degree vary from school/college.
- **Banner**: Also known as “Student Self-Services,” Banner is an online computer program that is used by students to sign up for classes, check grades, view holds, and perform degree audits.
- **Bursar**: Handles finances, including billing and accounts receivable for tuition.
- **Class Standing**: Freshman, sophomore, junior or senior. Class standing is determined by the cumulative number of credit hours completed.
- **Code of Conduct**: SHU’s “mission statement” in regard to appropriate behavior—the University Community Standards of Conduct. Some SHU schools/colleges and divisions also have codes of conduct.
- **Co-op**: Abbreviation for Cooperative Education program. Participants gain real-life work experience while earning money and academic credit.
- **Core Curriculum**: Also known as the “Signature Core.” Every undergraduate student at Seton Hall must complete the core curriculum of their school in order to graduate.
- **Dean**: The academic title for the head of a school or college at the University. Title may also apply to the person in charge of a non-academic department.
- **Desk Assistant**: Staff member of the Department of Housing and Residence Life who assists students in the lobby of the residence halls.
- **DOVE**: Acronym for Division of Volunteer Efforts. In the spirit of the University’s Catholic mission to serve others, DOVE oversees a variety of activities in which SHU students can become involved.
- **FAFSA**: Acronym for Free Application for Federal Student Aid. Document issued by the US government to determine eligibility for student loans and grants.
- **FERPA**: Acronym for Family Educational Rights and Privacy Act. This federal law protects the privacy of student education records.
• **Freshman Studies:** Seton Hall’s award-winning program geared toward first-year students. This multifaceted program is designed to offer comprehensive academic advisement and guidance (in the form of a Peer Adviser and Mentor) to help freshmen meet their personal, academic and professional goals.

• **Galleon Food Court:** Located in the lower level of the University Center and adjacent to the Pirate Dining Room.

• **GPA:** Acronym for Grade Point Average.

• **Hold:** If a student has an outstanding obligation to the university (e.g., balance due, unpaid parking tickets, missing health forms), a hold might be placed on the account. A hold usually restricts students from registering or requesting transcripts.

• **HRL:** Acronym for the Department of Housing and Residence Life.

• **Journey of Transformation:** A class in the core curriculum. This course introduces students to Catholic intellectual tradition and other religious ideas around the world through classic texts.

• **Liberal Arts:** Core curriculum in history, literature, language, philosophy, theology, the social sciences and related disciplines that form the basis of human knowledge.

• **Living Room:** Located in the University Center, the Living Room is a comfortable gathering area for individuals and groups. It was designed to meet the needs of the University’s commuter student population.

• **Main Lounge:** Located in the University Center, the Main Lounge is commonly used for meetings, dinners, guest speakers and other special events.

• **PA:** Acronym for Peer Adviser. A student employee of sophomore, junior or senior standing, a Peer Adviser is assigned to each SHU freshman as part of the Freshman Studies Program.

• **PIN:** A PIN is a unique number issued to students so that they can register for classes.

• **PC Support Services (PCSS):** The first level of on-campus support for laptop, desktop and printers. PCSS is responsible for the distribution/set-up, troubleshooting and maintenance and lease end/disposal of all IT assets on the SHU campus.

• **Pirate Adventure:** Seton Hall University’s name for New Student Orientation.

• **Pirate Dining Room:** Located in the lower level of the University Center, this all-you-can-eat dining area has several food stations (i.e., Grill, Carving, Deli, Salad Bar, Wok, Pasta, Omelet…) for breakfast, lunch and dinner.

• **Pirate Dollars:** A declining balance account connected to the meal plan that can only be used in the University’s dining areas.

• **PirateNet:** The online portal where students can check email, their financial status, and schedule classes (through Banner).

• **Pirate’s Cellar:** Located in the Boland Hall basement, this large lounge-like area is used by residents of Boland Hall. It includes a big-screen TV and pool tables.

• **Pirate’s Cove:** Located in main level of the University Center, the Pirate’s Cove is a comfortable study and meeting area for students, faculty, staff and administrators. Coffee is served throughout the day, as are light breakfast, lunch and dinner items.

• **Pirate’s Gold:** Debit account with the University that is not connected to the meal plan. Money is deposited into a student’s account to enable purchases with a valid SHU ID. Pirate’s Gold can be used in various locations, including the bookstore, vending machines, laundry machines, SHUFLY, Gourmet Dining Services and some off-campus locations.
• **Prerequisite:** A class that must be taken before students are permitted to take the next course in the sequence. For example, College English I is usually a prerequisite for College English II.

• **Priority Points System:** A value-based system designed to reward those students who consistently meet high academic standards, participate in campus life and its programs, and have an excellent disciplinary history. Through this program, students can take a more active role in selecting their housing for the following year.

• **Provost:** The highest ranking academic officer at an institution of higher education.

• **PSS:** Acronym for the Department of Public Safety and Security. This department is staffed 24 hours a day, seven days a week for the safety of the University community.

• **RA:** Acronym for Resident Assistant. This student employee lives in the residence halls. They assume primary responsibility for responding to the personal needs of students on their floor/wing, shaping an environment that supports the Community Standards Model as well as academic and personal development.

• **RC:** Acronym for Residence Coordinator. A 10-month, full-time, live-in professional in the Department of Housing and Residence Life, who reports to an AD or RHD. The RC’s primary role is to assist students in building an inclusive community where their social, spiritual, personal and academic growth is enhanced.

• **Registrar:** The office or person who manages class schedules and records at a university.

• **RHD:** Acronym for Residence Hall Director. A full-time, live-in professional who runs the residence hall. This person reports directly to an Assistant Director of Housing and Residence Life.

• **SAB:** Acronym for Student Activity Board. A student-led organization providing entertainment and excursions throughout the school year in the form of concerts, stand-up comedy, films, weekend getaways, etc.

• **Semester:** A segment of the academic year. Seton’s Hall academic year is divided into the fall semester (August/September to December), the spring semester (January to May), and three summer sessions (one each during May, June, and July).

• **SHU:** Acronym for Seton Hall University.

• **SHUFLY:** A shuttle service sponsored by Seton Hall’s Parking Services. Using Pirate’s Gold, riders can board from several shuttle stops on campus or within the village of South Orange.

• **TA:** Acronym for Teaching Assistant. Graduate students hired to assist professors in teaching their classes.

• **TIR:** Acronym for Tutor in Residence. A part-time staff member of Housing and Residence Life who lives in a floor/wing and assumes the primary responsibility of academic wellness on the floor and in the building. TIRs also provide in-hall tutoring to resident students across campus through lounge hour availability, and facilitate academic skills and programs.

• **TLTC:** Acronym for the Teaching, Learning and Technology Center. The center integrates the traditional functions of academic computing and media services, promoting and supporting the use of information technology in teaching and learning on campus.

• **The Green:** Located at the center of campus in front of the University Center. This area is a popular space for outdoor study and relaxing, especially in the warmer weather.

• **The Hall:** Informal name for Seton Hall University.
• **The Rec**: The University Recreation Center, SHU’s sports and fitness facility. Also known as The Rec Center.

• **The Rock**: Informal name for the Prudential Center, located in Newark. Site where the Seton Hall men’s basketball team plays its home games.

• **The University**: Informal name for Seton Hall University. Note that it is capitalized when referring specifically to Seton Hall.

• **Transcript**: A student’s academic record. The transcript lists all the college-level classes a student has taken, the grades received for each class, as well as information about the number of credits earned, and overall GPA.

• **University Weekend**: A weekend event hosted by the University and held at the beginning of the semester. This signature Fall event includes activities for alumni, current students, family and the South Orange Community. Previously referred to as U-Day.

• **University Center**: Formal name of the Bishop Dougherty University Center. Located at the center of campus near The Green, this building includes a number of spaces that are functional and media-equipped for media and events, as well as The Living Room, a multi-functional room designed for the University’s computer population, The Pirate’s Cove and the Galleon Room.
SHU Grading System
The University uses the letter grades on both the undergraduate and graduate levels to indicate the record of achievement in courses taken:

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<tr>
<th>Grade</th>
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<tr>
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<td>A-</td>
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Institutional Credit Courses Only

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<td>RR</td>
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See University catalogs for a complete explanation of grading policy.

Dean’s List
## Student Resources

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<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Resource Center</td>
<td>Arts &amp; Science Hall 242</td>
<td>(973) 761-9108</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>Mooney Hall 14</td>
<td>(973) 275-2595</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Duffy Hall, lower level</td>
<td>(973) 761-9065</td>
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<tr>
<td>Bursar</td>
<td>Bayley Hall 121</td>
<td>(973) 761-9065</td>
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<tr>
<td>Campus Ministry</td>
<td>Boland Hall 108</td>
<td>(973) 761-9545</td>
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<tr>
<td>Campus ID Office</td>
<td>Duffy Hall 63</td>
<td>(973) 761-9771</td>
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<tr>
<td>Career Center</td>
<td>Bayley Hall 209</td>
<td>(973) 761-9335</td>
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<tr>
<td>Community Development</td>
<td>University Center</td>
<td>(973) 761-9076</td>
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<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>Mooney Hall 27</td>
<td>(973) 761-9500</td>
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<td>Disability Support Services</td>
<td>Mooney Hall 27</td>
<td>(973) 313-6003</td>
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<td>DOVE (Division of Volunteer Efforts)</td>
<td>Boland Hall 108</td>
<td>(973) 761-9702</td>
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<tr>
<td>Financial Aid</td>
<td>Bayley Hall, main level</td>
<td>(800) 222-7183 x5042</td>
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<td>Freshman Studies</td>
<td>Mooney Hall 11</td>
<td>(973) 761-9740</td>
</tr>
<tr>
<td>Health Services</td>
<td>303 Centre Street</td>
<td>(973) 761-9175</td>
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<tr>
<td>Housing &amp; Residence Life</td>
<td>Duffy Hall 68</td>
<td>(973) 761-9172</td>
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<tr>
<td>Library</td>
<td>Library</td>
<td>(973) 761-9435 Circulation Desk</td>
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<td>Language Resource Center</td>
<td>Fahy Hall 202</td>
<td>(973) 761-9457</td>
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<td>Math Learning Lab</td>
<td>Arts &amp; Science Hall 239</td>
<td>(973) 761-9765</td>
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<tr>
<td>Office of International Programs</td>
<td>Presidents Hall 9</td>
<td>(973) 761-9072</td>
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<td>Parking Services</td>
<td>Duffy Hall 63</td>
<td>(973) 761-9329</td>
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<tr>
<td>Registrar</td>
<td>Bayley Hall main floor</td>
<td>(973) 761-9374</td>
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<tr>
<td>ROTC (Army)</td>
<td>Bayley Hall 4th floor</td>
<td>(973) 761-9446</td>
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<tr>
<td>Safety and Security</td>
<td>Public Safety Building</td>
<td>(973) 761-9076</td>
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<td>Student Activities Board (SAB)</td>
<td>University Center</td>
<td>(973) 761-9374</td>
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<td>Student Employment Office</td>
<td>Bayley Hall main floor</td>
<td>(973) 761-9085</td>
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<tr>
<td>Teaching, Learning &amp; Technology Center</td>
<td>Walsh Library ground floor</td>
<td>(973) 275-2929</td>
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<tr>
<td>Technology Service Area</td>
<td>Corrigan Hall 29</td>
<td>(973) 275-2222</td>
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<td>Transfer Student Center</td>
<td>Mooney Hall 15</td>
<td>(973) 275-2387</td>
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<tr>
<td>Writing Center</td>
<td>Walsh Library 304, 310, 316</td>
<td>(973) 761-7501</td>
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</tbody>
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