

Purpose

This Dual Enrollment Agreement (“Agreement”) is entered into between New Jersey City University, a public institution of higher education of the State of New Jersey, located at 2039

- D. The High Schools and JCBOE will assist students in registering for courses before the first day of the semester in which the courses are held. The enrollment process will be created by the University.
- E. The Registrar's Office at the University will be responsible for maintaining student records for course work taken.
- F. The students will be coded and tracked in the Student Information Systems at the University. Information will be shared between the institutions for these students.
- G. Grades and transcripts will be available for students and High Schools at the conclusion of each semester. To request a transcript, a student or graduate has three options:
1. In person: Complete a form at the Registrar's Office, Hepburn Hall Room 214
 2. By mail: Send a signed letter to Registrar's Office
 3. Online: <https://www.njcu.edu/directories/offices->

D. The University will provide an invoice to the JCBOE,

No Assignment

Neither Party may assign this Agreement or any of their rights nor delegate their

If to **New Jersey City University** from **Jersey City Board of Education**:

New Jersey City University
Att: Dr. Donna Breault
Provost and Executive Vice President
2039 JFK Blvd.
Hepburn Hall, Room 309
Jersey City, NJ 07305

New Jersey City University
Att: Dr. Scott O'Connor
Assistant Provost for Academic Affairs
2039 JFK. Blvd.
Hepburn Hall, Room 308
Jersey City, NJ 07305

Office of University Counsel
Att: Ms. Monica de los Rios
Interim University Counsel
2039 JFK Blvd
Hepburn Hall, Room 306
Jersey City, NJ,07305

If to **Jersey City Board of Education** from **New Jersey City University**:

Att: Dr. Norma Fernandez
Superintendent of Schools
346 Claremont Ave.
Jersey City, 07305

Appendices

As part of this Agreement, the following have been included:

Appendix A. Checklist of Notification

Appendix B. High School Visiting Student Registration Form Sample

Appendix C. List of Available Courses

Appendix D. Student Code of Conduct

Appendix E. Undergraduate Academic Policy

The representatives of each Institution have executed this Agreement on the date(s) indicated below.

Signatures:

Dr. Norma Fernandez
Superintendent
Jersey City Public Schools

Date: _____

Dr. Donna Breault
Provost and Executive Vice President
New Jersey City University

Date: 01/30/2025

APPENDIX A.

Checklist of Notification: Core teams to notify the following offices once the agreement is signed.

ADMISSIONS (UNDERGRADUATE AND GRADUATE)

BURSAR'S OFFICE

DEAN'S OFFICE OF DEPARTMENT

ENROLLMENT MANAGEMENT

FINANCIAL AID

MARKETING

OPPORTUNITY SCHOLARSHIP PROGRAM

PROVOST'S OFFICE

REGISTRAR'S OFFICE

TRANSFER RESOURCE CENTER

UNIVERSITY ADVISEMENT CENTER

UNIVERSITY COUNSEL

APPENDIX B.

APPENDIX E.

Undergraduate Academic Policy

