

Important Reminders For the CRJ MA Program

Notes from the Administrative Director and the Senior Academic Advisor

1. The CRJ MA **Academic Checklist** is an invaluable tool to help students keep track of CRJ MA Program requirements and electives. A copy of this form is available on the “*CRJ MA Student Information*” Blackboard page.
2. **Navigate** is the best way to schedule an appointment with academic and career advisors. Appointment times are generated weekly and can be conducted via zoom, phone call, or in-person.
3. Students should check **Blackboard** daily for all CRJ MA courses and student information. The “CRJ MA Student Information” Blackboard page provides students with a number of up-to-date information and forms, such as Specialization Declaration and Advanced Certificate Program forms, Combined Degree Student Information and FAQs, Schedule Builder Information, and CRJ MA Video Podcast Episodes.
 - a. Students can find all information pertaining to the CRJ MA Qualifying Exam on the Blackboard page entitled “*CRJ MA Qualifying Exam and Thesis Information*”
4. STA 250 is an undergraduate course used as a pre-requisite for CRJ 715 (one of the required course for the CRJ MA Program). However, the 3 credits are not part of the credits for the graduate program and the grade earned does not affect students’ GPA.
5. Course descriptions are available online in the **Graduate College Bulletin** (<https://www.jjay.cuny.edu/academics/college-bulletins>)
 - (a). It is imperative that all students read and comply with the “*Student Responsibilities*” section of the Graduate College Bulletin. As this section states, “students are responsible for fulfilling all admission, program, degree, and graduation requirements. Students are responsible for adhering to college deadlines, attendance dates, and the rules and regulations published in the graduate bulletin. Students are also responsible for knowing and abiding b the college regulations that appear in other official publications and those posted by the Office of the Registrar.”
6. Students should check their John Jay email accounts daily for announcements from the CRJ MA program!

7. The quickest and most efficient way to contact the CRJ MA Program is by sending any questions, comments, or concerns to crjma@jjay.cuny.edu. Students must use their John Jay email and provide their EMPL ID when contacting the Office of the CRJ MA program and the CRJ MA academic and career advisors. However, exception is made for newly admitted CRJ MA students that have yet to set up their John Jay email accounts.