

Academic Advising Manual

For the

Undergraduate Criminal Justice Program

College of Juvenile Justice and Psychology
Department of Justice Studies
Undergraduate Criminal Justice Program

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Introduction

The criminal justice and the criminal justice with specialization in juvenile justice programs are designed to produce graduates who are skilled in improving the life experiences of people, and youth in particular, in the criminal and juvenile justice systems, law enforcement, and child-helping organizations [University Catalog, online]. These programs are designed to produce proficient graduates who can excel in leadership, service, research and innovation. Students in these programs will have the benefit of an informed and caring faculty to challenge them in their preparation to meet the demands of the workplace and of the nation's most rigorous graduate and professional schools [University Catalog, online]. Our graduates compete on the local, state, national, and international levels, therefore, quality academic advising is essential.

Academic advising is critical and intended to support the advisee in the complex progression from college student to graduate. The goal of this manual is to enhance the academic advising process in the Department of Justice Studies. This manual is for both the advisor and the advisee. The objective is to support academic advising. This manual is not intended to replace any University resources currently available, such as those listed here.

- The Prairie View A&M University Undergraduate Catalog <http://www.pantherconnect.com/catalog/cat09/>
- The Student Handbook <http://www.pvamu.edu/pages/5989.asp>
- The Office of Student Records policies, procedures and forms <http://www.pvamu.edu/registrar>
- The University Office of Financial Aid <http://www.pvamu.edu/pages/1630.asp>
- The Office of Diagnostic Testing and Disability Services <http://www.pvamu.edu/pages/4016.asp>
- The University Business Affairs Treasury Services <http://www.pvamu.edu/pages/3526.asp>
- Career Services (the Career Zone) <http://www.pvamu.edu/pages/1830.asp>
- Counseling Services <http://www.pvamu.edu/pages/5116.asp>
- iPLAN the 2012 – 2013 Planning Calendar

An excellent national resource on academic advising is the National Academic Advising Association [NACADA] <http://www.nacada.ksu.edu/AboutNACADA/index.htm>. NACADA includes helpful hints for both advisors and advisees. The primary purpose for our academic advising manual is to provide an additional resource to support academic advising. The focus of this manual is on: the advisor, advisee, destination, curriculum, and graduation. Also included are: resources, frequently asked questions [FAQ's], references, and examples.

At the outset, it is imperative that we stress the importance of academic advising documents being housed in the Department Secretary's Office. At the completion of each academic advising session, the academic advisor should send the appropriate advising documents to the Department Secretary. At the least, these documents include, but are not limited to: the signed Registration form, the updated Degree Evaluation Report, Pre-Approval Transfer Credits forms, Substitution of courses forms, et cetera. The Secretary is the designated person to maintain student advising documents for the Department of Justice Studies. This practice will ensure that critical advising documents are available to academic advisors who may not be the student's primary academic advisor, yet may need to know the contents therein. On that note, let us turn our attention to the role of the academic advisor.

Advisor

The faculty academic advisor wears a number of hats, all of which make it possible for the advising process to function efficiently and effectively. The advisor is: a faculty member – a caring, concerned, resourceful guide; a mentor; an academic counselor; a consultant; an academic coach; an advocate; and more. The advisor is just a good resourceful person to assist the advisee through the complex college maze from the beginning of college matriculation to the destination outcome – a college graduate continuing on the journey to: (1) graduate or professional school or (2) an entry level position in the discipline. This process should be done as efficiently and as effectively as possible, with the least amount of time spent from onset to destination. The advisor helps the advisee recognize the connection between the instructional program and career opportunities. We now turn our attention to the instructional program at Prairie View A&M University as related to academic advising.

The instructional program at Prairie View A&M University is offered in two regular semesters – fall and spring – and a summer session consisting of one ten week and two five week sessions. As part of this process, the advisor and advisee meet at least two times during the academic year: (1) during the fall semester in preparation for spring semester registration and (2) during the spring semester in preparation for summer and fall registration. The advisor is assigned an advisee based on the advisee's last name. Some advisors maintain an open-doors policy, seeing students throughout the regular business day when not in class, in meetings, or involved in research agendas. Other advisors see students during the posted faculty office hours. It is highly recommended that the student make an appointment with the advisor for better personal service.

An advisor experimented with a five point advising process via the Internet, spring 2011. For illustration, the advisee: (1) completed the Registration Form online, (2) printed out the Registration Form, (3) signed it, (4) scanned it back into the computer, and (5) e-mailed the completed signed registration form to that advisor for review and approval of course selections. If approved, the advisor signed the Registration form and the Alternate Pin needed for online registration was e-mailed to the advisee. To be sure, electronic or digital advising was not the ideal. Conversely, the quality of the relationship between the advisor and advisee was enhanced in the face-to-face format. Whether electronic, digital, or face-to-face, the availability of advising documents was critical in the advising process.

Although the electronic, digital, option has been used for academic advising, the preference is a face-to-face dialogue where there is a discussion, and an exchange between the advisor and the advisee. Two important elements merge during the advising process: first, consideration of the destination outcome – admission to graduate or professional school and or an entry level job – and second, the degree program course selections in relationship to the destination outcome. A variety of questions and discussions during the advising session are likely to emerge: What are your long-term and short-term career goals? How effectively are you managing your time – work and study? What are the academic requirements for graduate or professional school? If you have to work, how do you plan to manage your work schedule with the rigors of your school schedule? The advisor and the advisee seek to connect the dots: (1) the college experience, graduate or professional school, career aspirations and (2) how they fit together. And finally, what are you doing, here and now, in preparation for your career? Does your present behavior increase the likely accomplishment of your career goals or does your present behavior detract from it? The advisor may ask the advisee: What are the barriers that may hinder your achievement of your destination outcome? What will you do to become a productive person in our society?

On entering the Prairie View A&M University main campus at University Drive and Highway 1098 in Prairie View, Texas, the intention is crystal clear: A Proud Producer of Productive People. A graduate, from the undergraduate Criminal Justice Program with either the criminal justice major or the criminal justice with specialization in juvenile justice major, is expected to be a productive person – ready for an entry level position in the field or all set for graduate or professional school. The advisor is a guide, a mentor, an academic counselor, an academic coach, et cetera and aids in that process of producing a productive person for our society.

Finally, we cannot over stress the imperative that advising documents are to be housed in the Department Secretary's Office. At the completion of each academic advising session, the academic advisor is expected to send the appropriate advising documents to the Department Secretary. At the least, these documents include, but are not limited to: the signed Registration form, the updated Degree Evaluation Report, Pre-Approval Transfer Credit forms, Substitution forms, et cetera. The Secretary is the designated person to maintain advising documents for the Department of Justice Studies. This practice will ensure that advising documents are available to advisors who may not be the primary advisor, yet may need to have access to the contents therein.

What should the advisor do in the advising process? The advisor should listen more than talk. The advisor should give the advisee accurate information. The advisor should refer the advisee to other resources as needed and as appropriate. The advisor should help the advisee develop into an independent thinker and a critical learner. The advisee also has a critical role to play in the academic advising process as is indicated in the next section.

Advisee

The advisee is a second year student who declares a major in either (1) criminal justice or (2) criminal justice with specialization in juvenile justice or declares a minor in criminal justice. This student is advised by a faculty member in the Department of Justice Studies. All first-time freshmen are assigned a professional advisor in University College. The professional advisor works with students in University College during their first year at the University. After the first year, without regard to the number of credits earned, second year students transition from University College to the department where their major resides. For example, each year students who have declared a major in criminal justice or criminal justice with specialization in juvenile justice transition from University College to the Department of Justice Studies in the College of Juvenile Justice and Psychology. There are opportunities for the faculty in the Department of Justice Studies to meet prospective majors during the career emphasis days at University College. In addition, University College hosts a Majors Fair each year which is another opportunity for faculty to meet prospective majors. Students who are undecided and have not declared a major or are currently majoring in another discipline may declare or change their major to criminal justice or criminal justice with specialization in juvenile justice. At this point, the student is advised by an advisor in the Department of Justice Studies, College of Juvenile Justice and Psychology.

Academic advising is a two-way process. Both the advisor and advisee actively participate in this process. The advisee is to make an appointment with the advisor to discuss career goals and the apparent connection with the degree program. The advisee is expected to come prepared for the face-to-face academic advising session by bringing four important documents: first, completed and signed registration form including the CRN, course prefix, course numbers, and section numbers; second, updated degree plan showing classes that have been completed that can be used for graduation; third, a current unofficial copy of student transcript; and fourth, a current online Degree Evaluation Report. These documents are critical to ensure that courses completed are not inadvertently repeated as well as courses remaining to complete degree

requirements and destination aspirations. A reminder: you cannot get credit twice for the same course. Therefore, do not repeat courses where passing grades have been earned. A new policy is being implemented. If a student takes a course more than once, the student receives the average grade from those courses taken. For example, if you make a "D" the first time and a "B" the second time that course is taken, that averages out to a "C" grade for that course. If you are undecided as to destination outcomes – career aspirations, it is extremely difficult to suggest a program of study. Visit the Career and Outreach Center for assistance in this regard.

In preparation for enrollment in classes, the advisee is expected do the following:

- Select a time to meet with your advisor. Sign-up times may be posted on office doors.
- Review your degree plan, download and print out your (1) transcript and (2) Degree Evaluation Report.
- Review the sequence of course offerings for that term – all courses are not offered each semester. Take the courses as offered. See the Degree Program sequence of courses.
- Arrange your schedule and select courses to meet degree and core requirements needed for graduation.
- Make sure you are NOT enrolling in courses you have already received a passing grade unless you intend to do so. Remember, if you made an "A" and repeated that course the second time and made a "C" your grade is averaged and is now a "B" for that course.
- Fill out and sign the required registration forms.
- Meet with your advisor and discuss your degree plan, career aspirations, and graduation timeline.
- Your advisor will then review, sign, and approve the courses you put on your Registration form.
- Alternate Pin numbers will ONLY be released at the completion of the advising session.
- During the spring semester, if you do not plan to register for summer session, it is in your best interest to register for fall classes before leaving the campus. Fall sections can close quickly. The Department and advisors cannot guarantee overrides once sections are full. During the fall semester, register for the spring semester during the priority registration period if at all possible. Spring sections can close quickly.
- Once a section shows as being closed, it is likely to be closed due to classroom size. We cannot override. When this happens your best bet is to wait until someone drops the course. Otherwise, plan to take that course when offered the next term.

Advisees are responsible for the following:

- Be advised that you are responsible for payment, at the time of enrollment.
- If you do not follow the Payment of Fees Schedule, you will be dropped from courses.
- It is your responsibility to find out when fees are due.
- The Department is not responsible when students are dropped due to lack of payment.
- The Department cannot guarantee re-enrollment in courses, especially when class sections are full.
- If you have holds (financial, academic, conduct, housing, or other) on your account, it is your responsibility to clear them so that you can enroll in courses.
- Advisors will do their best to help you select courses that meet graduation requirements; however, it is your responsibility to register for the courses you have been advised to enroll in and the payment of applicable fees.

The advisee will meet with the advisor during the fall semester to prepare for spring enrollment and during the spring semester to prepare for the summer session and the fall semester. During these face-to-face academic advising sessions, the advisee and the advisor discuss accuracy of

the documents. Namely, if there are any errors, it is the responsibility of the advisee and the advisor to have those errors corrected through the appropriate channels. For example, if the advisee is following the criminal justice program major curriculum and the online Degree Evaluation Report shows that the student is following the criminal justice with specialization in juvenile justice program major curriculum, this must be corrected. The critical importance of this disconnect does not show its ugly head until at the time of graduation. For example, if the online Degree Evaluation Report shows a major the advisee is not aware of; the advisee may not satisfy that major program and, therefore, will not graduate as anticipated. No one wants to learn that they are NOT graduating after being consistently advised on the WRONG degree plan.

Deadlines for graduation application, priority registration, regular registration, late registration, et cetera, are posted well in advance to alert the campus. It is imperative that deadlines are kept. There is no guarantee that requests will be honored after the deadline. Review your academic record with your advisor to determine if you are eligible to graduate prior to applying for graduation. Beginning February 28, 2011, students intending to graduate must complete and submit an Application for Graduation online through PantherTracks. The deadline for applying for graduation is printed each semester in the Academic Calendar. Remember: if you have previously applied for graduation, but did not meet all requirements, you must reapply. Graduation is a commencement and commencement is a new beginning – it leads to a destination.

Destination

As we recall, Prairie View A&M University is a proud producer of productive people. With that said, it is imperative that the destination outcome is clear. Is the advisee preparing for graduate school, an entry level position in a discipline related agency, or for professional school? The academic advising session will reflect the destination outcome. To be sure, the advisor and the advisee discuss requirements for graduate and professional school as well as entry level jobs for those interested in immediate employment. The advisee should consider at least three potential graduate schools – all of which may be completed on line. The advisee will want to know the work of the professors at the graduate or professional schools. What are their research agendas? What teaching, research assistantships, or fellowships are available for new students? What are the admission requirements? What are the important deadlines? What percentages of applications are accepted? What are the retention rates? What are the graduation rates? Where do the graduates go upon graduation from that institution?

Likewise, for the entry level positions in the discipline, there are also questions to be asked. Are credit and criminal background checks required? Is an internship at that agency or department required? What are the duties and responsibilities of entry level positions? What are the job descriptions? What are the possibilities for advancement? What are the risks associated with this particular position? Are special licenses or certificates required for entry level positions in this agency? Are employment opportunities available outside the Prairie View A&M University geographical area? Are travel benefits available? Does this agency support employees who may want to pursue graduate or professional studies? Are workshops and other staff development opportunities encouraged?

Similar to graduate school considerations discussed above, a number of questions are for professional schools. What are the entry requirements? Is preparation for the GRE, LSAT or other assessments required? What is expected of entry level students? What is the graduation rate? Are internships, assistantships, externships, fellowships available? Where do graduates go upon graduation? What can be done with this degree? What resources are available to assist students? There are countless other questions relating to professional schools that the advisor and the advisee may discuss.

Destination outcomes are at the forefront of every academic advising session. Advisors and advisees constantly remind themselves why the student is here, what the student wants to accomplish. The clarification of career goals is essential for effective academic advising. The Career and Outreach Services <http://www.pvamu.edu/pages/1830.asp> provide computerized career counseling to enable students to clarify their goals, career aspirations, and linking them with career options and alternatives. We will now focus on the curriculum.

Curriculum

The curriculum is designed for students who are prepared for the rigors of college study. However, students who have demonstrated the ability to do college level work, but may need some assistance along the way, developmental and remedial courses in reading, writing, and mathematics are provided. Students, based on test scores, may be required to take developmental and remedial courses [0000 are below freshman level] prior to taking other courses in the curriculum [1000 level are freshman courses]. Students may not take 3000 level classes until all TSI requirements are met (i.e., THEA, et cetera). In all probability, taking developmental courses will delay the time it will take to complete degree requirements. It is, therefore, advisable that high school students know the requirements for taking college level courses and prepare themselves accordingly. Courses are identified according to various levels: "0000" is the level designated for developmental or remedial courses which cannot be used to satisfy college graduation requirements; "1000" are freshmen level courses; "2000" are sophomore level courses; "3000" are junior level courses; and "4000" are senior level courses. In addition, "5000" are graduate level courses, and "7000" are doctoral level courses. Senior level students with a 3.5 or above grade point average may petition to take up to six semester hours of graduate credit while still an undergraduate provided the graduate credits will not be used to satisfy undergraduate requirements for graduation.

The curriculum is composed of five distinct components: (1) the Core Curriculum; (2) the College of Juvenile Justice and Psychology foreign language requirement; (3) the Department of Justice Studies Support Requirement [statistics]; (4) the major requirement; and (5) unrestricted electives and or a minor in a discipline other than criminal justice.

The Core Curriculum

First, the Core Curriculum is composed of six areas: (1) communications, (2) mathematics, (3) natural sciences, (4) humanities and visual and performing arts, (5) social and behavior sciences, and (6) computing as listed here:

- (1) **Communications** – 6 semester hours of English
ENGL 1123 and ENGL 1133 or 1143 or 2143 and
3 semester hours of COMM 1003 Fundamentals of Speech Communication
- (2) **Mathematics** – 3 semester hours of mathematics
MATH 1103 or 1113, 1123, 1124, 1153, 2003, 2024, or 2034
- (3) **Natural Sciences** – 6 semester hours of science
BIOL 1113, 1123, 1054, 1064
CHEM 1013, 1023, 1053, 1063
PHSC 1123, 2123
PHYS 2113, 2123, 2513, 2523

(4) Humanities and Visual and Performing Arts – 6 semester hours**Humanities Option [0 – 3 hours]**

DRAM 2213, 2223, ENGL 2153, 2263, 2273; FINA 2103; MGMT 2203; MUSC 1223, 2333; PHIL 2013, 2023; or a three hour language or literature course.

Conversational language courses are not acceptable for Humanities credit.

Visual and Performing Arts Option [3 – 6 hours]

ARCH 1253, 2233, 2243; ARTS 1203, 2223, 2233, 2283; DRAM 1103, 2113, 2123; MUSC 1313, 1213

(5) Social and Behavioral Sciences – 15 semester hours

History [6 hours] including HIST 1313, 1323, or 1333

Political Science [6 hours] including POSC 1113, 1123

Other Behavioral or Social Science [3 hours]

CRJS 1123, 1133, 3313; ECON 2113, 2123; GEOG 2633; HIST 1813, 1823; HDFM 2513, 2533, 2553; POSC 2213, 2503; PSYC 1113, 2513; or SOCG 1013, 2003, 2013

(6) Computing – 3 semester hours

ARCH 1273, COMP 1003, COMP 1013, COMP 1143, COMP 1213, CPET 1013, ELEG 1043, MISY 1013, or MISY 2153

The College of Juvenile Justice and Psychology Foreign Language Requirement

Second, the College of Juvenile Justice and Psychology has a six hour foreign language requirement. This foreign language requirement may be satisfied by taking six hours in one foreign language. Most students satisfy this requirement by taking six hours of elementary Spanish. Recently, students also have had an opportunity to take six hours of Chinese. Other foreign languages may also satisfy this requirement – six hours of one foreign language is the requirement. The University allows students to satisfy this requirement through scores on the CLEP assessment as well. If a student is proficient in a nationally recognized language other than English, the student might be tested out of this requirement. It is advisable for students to consider the major languages of the geographic area where they expect to live and work prior to deciding on a foreign language to take. Some agencies and departments pay a premium to employees who are bilingual. Therefore, the language requirement is not something to be taken lightly.

The Department of Justice Studies Support Requirement

Third, the Department of Justice Studies Support Requirement is one three hour basic elementary statistics course. Students are expected to be consumers as well as producers of research. Much of this is dependent upon at least a basic knowledge of statistics. This support requirement may be satisfied by taking MATH 2003, SOCG 4053, or PSYC 2613. Any of these basic elementary statistics courses will satisfy the Department of Justice Studies support requirement.

The Major Requirement

Fourth, the major requirement of 42 semester hours of Criminal Justice [CRJS] prefix courses is composed of core requirements and electives in criminal justice. For the major in Criminal Justice, the core criminal justice courses [27 semester credit hours] are: CRJS 1133, 2413, 2513, 2613, 2713, 3623, 3823, 4923, and 4983. To complete the 42 semester hours of CRJS prefix courses for the Criminal Justice major, 15 semester hours of CRJS prefix electives are required. Likewise, for the major in Criminal Justice with Specialization in Juvenile Justice, the core criminal justice courses [36 semester credit hours] are: CRJS 1133, 2413, 2513, 2613, 2713, 2723, 2743, 3623, 3733, 3823, 4923, and 4983. And to complete the 42 semester hours of CRJS prefix courses for the major in Criminal Justice with Specialization in Juvenile Justice, 6 semester credit hours of CRJS prefix electives are required. It is highly advisable for students to take CRJS 4416 Internship in Criminal Justice (6 semester hours) to satisfy 6 hours of CRJS elective requirements for either major.

Unrestricted electives and or a minor in a discipline other than criminal justice

Finally, 27 semester credit hours of unrestricted electives are required. These courses should be carefully selected with the intent of being supportive of the advisee's career aspiration. If a minor is selected, the minor becomes part of this group of unrestricted electives. Advisees may consider a minor in English, Sociology, Social Work, Political Science, Chemistry, Spanish, Drama, and Management. Both the minor and the additional unrestricted electives will constitute the total 27 semester hours of unrestricted electives required for the degree plan.

The advisee is responsible for ensuring that all degree requirements are met. If the minor requires less than 24 credit hours the difference will be made up in unrestricted electives [University Catalog, online]. Likewise, if the minor requires more than 27 hours, then, the student will need to meet that requirement. Graduation is the destination outcome of college admission.

Graduation

Students are required to complete 120 hours to graduate with a Bachelor of Science [B.S.] Degree with a major in either Criminal Justice [CRJS] or Criminal Justice with Specialization in Juvenile Justice [CRJJ]. Most students enter the University with a short-term goal of graduating within some timeframe and in some major program of study in preparation for a destination outcome. The advisor and advisee consider how the degree program connects with destination outcomes – career aspirations. The sequence of courses from the freshman year to the senior year show how a student can complete 120 hours in a four year time period. This can be accomplished by taking 15 semester hours of credit each semester. Reminder: if a student has to take developmental or remedial courses, this may delay the timeline for graduation.

Each degree program has established courses, examinations, and other performance requirements students must satisfy in order to be awarded the degree. General graduation requirements are listed here.

Graduation Requirements

1. Satisfactory completion of work in an academic major
2. Satisfactory completion of the Core Curriculum requirements
3. A minimum cumulative grade point average of 2.00
4. A minimum grade point average of 2.00 in the major
5. A minimum grade point average of 2.00 in the minor
6. Completion of the residency requirement: A minimum of 36 semester hours of credit toward a degree must be earned in residence at Prairie View A&M University.
7. Completion of 30 of the final 36 semester hours of credit in residence at Prairie View A&M University
8. Good standing -- no academic, financial, or disciplinary deficiencies

The University requires a student to be in good standing in order to be awarded a degree. There are to be no academic, financial, or disciplinary deficiencies at the time of final clearance which occurs during the thirty day period following commencement. Any discovery of failure to satisfy the good standing requirement including involvement in inappropriate conduct up to and through final examinations, a cooperative education, internship assignment, and/or commencement will result in a review and in a sanction which must be satisfied prior to the award of a degree or may result in a candidate's being denied the award of a degree from Prairie View A&M University [<http://www.pantherconnect.com/catalog/cat09/>].

Students may request the University to accept credits earned at another college or university toward the completion of graduation requirements. The document used for this purpose is "The Pre-Approved Transfer Credits" form. Students must declare that they have been advised that only courses in which a grade of "C" or better will be transferable from another college or university. Students are also advised that 30 of the last 36 semester credit hours towards a degree must be taken at Prairie View A&M University. In addition, the student must submit official transcripts to the Registrar's Office to receive any transfer credits.

The terms and conditions for transfer credits are:

- A maximum of 90 semester credit hours may be transferred from an upper level institution toward a degree
- A maximum of 66 semester credit hours may be transferred from a lower level institution toward a degree
- Courses taken at a community / junior college WILL NOT be accepted for transfer at the upper division (junior / senior level)
- Any transfer courses graded on a pass / fail basis, the college or university at which the course was taken must provide written documentation to the Registrar that the course was passed at a grade level equivalent of "A, B, and C"
- Transfer grades WILL NOT calculate into Prairie View A&M University cumulative grade point average and cannot act as a "repeated" course for grade point average purposes.
- The Pre-Approved Transfer Credits form must be completed with all required signatures before acceptance in the Registrar's Office.

Resources

There are a number of resources that students may utilize while matriculating at Prairie View A&M University.

- The Library is a must <http://www.pvamu.edu/pages/3585.asp>.
- The Bookstore is essential <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>.
- The Health Center is available <http://www.pvamu.edu/pages/552.asp>.
- The Writing Center is eager to assist <http://www.pvamu.edu/pages/4399.asp>.
- The Registrar's Office provides official academic records as requested and as needed <http://www.pvamu.edu/registrar>.
- The Office of Diagnostic Testing and Disability Services is available <http://www.pvamu.edu/pages/4016.asp>.
- The Financial Aid's Office is on point <http://www.pvamu.edu/pages/1630.asp>.
- The Treasury Services is there as needed <http://www.pvamu.edu/pages/3526.asp>.
- Student Counseling Center is available as needed <http://www.pvamu.edu/pages/814.asp>.
- Service-Learning promotes civic engagement <http://www.pvamu.edu/pages/4213.asp>.
- The Career and Outreach Services helps with resumes, cover sheets, part-time jobs, fulltime jobs, internships, cooperative education, career counseling <http://www.pvamu.edu/pages/1830.asp>.
- The Student Computer Centers provide flexible hours of operation <http://www.pvamu.edu/pages/2488.asp>.
- The College of Juvenile Justice and Psychology is available to assist as needed <http://www.pvamu.edu/pages/307.asp>.
- Honor societies and clubs provide extra curricula opportunities <http://www.pvamu.edu/pages/477.asp>.
- Prairie View A&M University Graduate School <http://www.pvamu.edu/pages/1210.asp>.
- Computer access is available in Computer labs located in buildings across the campus.

FAQ's

The frequently asked questions [FAQs] are not listed by importance. You may submit other questions for inclusion in future iterations of this manual. They are organized under these headings: advising, graduation, transfer credit, honor societies, clubs, and organizations.

Advising

Question: Where are the completed registration forms stored?

To reiterate: It is imperative that advising documents be stored in the Department Secretary's Office. At the completion of each academic advising session, the academic advisor should send the appropriate advising documents to the Department Secretary. These documents include, but are not limited to: (1) the signed Registration form, (2) the updated Degree Evaluation Report, (3) the Pre-Approval for Transfer Credits form, (4) the Substitution form, et cetera. The Department Secretary is the designated person charged with maintaining student advising forms for the Department of Justice Studies. This practice will ensure that academic advising documents are available to academic advisors who may not be the student's primary academic advisor, yet may need to know the contents of the advising documents.

Question: What can I do with a major in criminal justice?

Criminal justice majors are liberally educated and are well prepared to continue on to graduate school, to assume an entry level position in the field or related discipline, or pursue advanced training leading to a professional degree. Career and Outreach Services [<http://www.pvamu.edu/pages/1830.asp>] posted on its Web site a response to what one can do with a major in criminal justice. The site includes information on careers in social services, judiciary, law, law enforcement, business, and education.

Question: Can I earn academic credit through taking a test?

Yes, look into the possibility of earning credit through College Level Examination Program (CLEP)? Some students have earned 12 semester hours through this testing program. A student may take a CLEP exam to receive credit for a course previously failed at the University; however, the CLEP credit will not replace the failed grade on the student's official transcript (University Catalog, 2008-2010).

Question: Can I be advised to register for classes if I have a hold on my account?

Yes. Advising is the process of assisting students as they matriculate through college. Advising for registration is the process of assisting students with course selection. It is not registering in the classes. A student can be advised and can obtain the Alternate Pin needed for online registration with or without a hold on the account. The student may not be able to see the academic transcript, but is able to view their Degree Evaluation Report.

Question: Do I need to review my online Degree Evaluation Report?

Yes. The Degree Evaluation Report merges your academic transcript with your degree plan. The Report identifies graduation requirements which have been met and those which have not been met. Your review of this report will enable you to determine courses to select for the Registration form.

Question: Do I need to include the CRN, course prefix, course number, section number et cetera on the Registration form?

Yes. The Registration form has an example of how the form should be completed. The CRN is a five (5) digit number; the course prefix is a four (4) alphabet identifier; and the section is often a letter and two numbers. For example: CRN 10048 MISY 1013. It is essential that those identifiers be included on the Registration form.

Question: Can I register for classes if I have a hold on my account?

No. The hold has to be removed before you will be able to register for classes. There is nothing neither you nor your advisor can do until the hold is removed. The hold has to be removed by the office responsible for that hold.

Question: When can I do an internship?

Your senior year is the ideal time to complete an internship. The internship is a course: CRJS 4416 Internship. You must register as you would for any other class. You cannot earn internship credit if you are not enrolled in that class.

Question: What are some sites students have done an Internship?

Some sites include the Justice of the Peace; City of Prairie View Municipal Court; Police Department; Public Safety Department; FBI; Juvenile Probation; CROSSROADS; to name a few. Students are encouraged to visit the Career Services Center to obtain assistance with identifying internships, cooperative education, service-learning, scholarships, part-time and full-time jobs.

Question: I got a grade that I do not think I deserve. Can I appeal?

Yes. You are to follow the appeal process described in the University Catalog. Most importantly, discuss this matter first with your instructor. Often a meeting with the instructor is the first and usually the last step needed to take in the appeals process as the matter is resolved at that level. If the matter is not resolved at the instructor's level, then, the next level is the appeals committee. This committee will review all documents related to the appeal and will render a decision. If the decision resolves the matter, it is cleared at that level. However, the final level of appeal in the Department of Justice Studies resides with the Department Head.

Question: Do I need to make at least a "C" in freshman English classes?

Yes. Students are required to earn a letter grade of "C" or above in those courses.

Question: Do I need to make a "C" or better in mathematics to take PSYC 2613 Statistics?

Yes. Statistics is a branch of mathematics. If you do not make at least a "C" in mathematics, you will be greatly handicapped in a statistics course. In addition to PSYC 2613 statistics class taught in the Department of Psychology, students may also consider elementary statistics courses taught in the Department of Mathematics, or the Department of Sociology.

Question: What do I do if the class that I need to satisfy graduation requirements is not available the semester I expect to graduate?

Bachelor of Science Degree Program Sequence, for the Criminal Justice Major Program and for the Criminal Justice with Specialization in Juvenile Justice Major Program, shows when each required course is regularly offered. Students should take required courses when offered. If a class is not taken when offered, graduation plans may be delayed. For example, these courses are usually offered in the fall of each year: CRJS 1133 Principles of Criminal Justice; CRJS 2613 Court Systems and Practice; CRJS 2723 Theories and Development of Juvenile Gangs; CRJS 3623 Criminal Law I; CRJS 3733 Juvenile Probation and Parole, and CRJS 4923. Likewise, in the spring of each year these courses are usually offered: CRJS 2513 Corrections, CRJS 2413 Police Systems and Practice, CRJS 2713 Juvenile Justice Systems, CRJS 2743 Law of Juvenile Justice, CRJS 3823 Criminal Justice Research I, and CRJS 4983 Ethical Decision Making in Criminal Justice. Some courses that are usually offered in the fall or spring may occasionally be offered the other semester as well. The summer session course offerings vary and are based on student need.

Question: How many times can I drop a class?

The State of Texas law limits students to six drops for their entire undergraduate career. This includes all classes taken in the State of Texas [not only at PVAMU]. This restriction excludes program changes during the regular drop and adds period the first few days of each semester.

Question: If I make a "C," "D," or "F" in a class, can I have that grade replaced?

You can replace the grades of a maximum of four classes. After the grade replacement process has begun, it cannot be reversed. Therefore, prior to requesting a grade replacement, complete this process the first week the new class is in session.

Graduation

Question: What do I have to do to apply for graduation?

Prior to applying for graduation, students should meet with their academic advisor to determine if requirements can be completed based on course offerings for that semester. Review the list of sequence of course offerings for fall and spring.

Students must apply for graduation one semester in advance of graduation. The deadline for applying for graduation is printed each year in the academic calendar.

Beginning in the fall of 2011, students apply for graduation online through PantherTracks. Check www.pvamu.edu/registrar for updates. Payment of the application fee is to be submitted to the Office of Treasury Services.

Students that apply for graduation that are not enrolled for the term in which they plan to graduate will be charged an absentia fee. Students receiving financial aid must participate in the financial aid exit loan process and should visit the Office of Student Financial Aid for assistance.

Students who are indebted to the University will not be allowed to participate in the commencement exercise. The degree will be posted, if earned, but the transcript and diploma will be withheld until the debt is paid (University Catalog, online).

Question: I paid and applied for graduation but didn't graduate. Do I need to reapply and pay again?

Yes. Application for graduation and the related fees do not roll over to the next commencement. You must reapply for graduation if you did not graduate as shown on your graduation application.

Question: When should I apply for graduation?

If you plan to graduate in the spring, you should have completed all requirements for graduation with the exception of courses which you will take during the spring of the year of graduation. Likewise, if you plan to graduate in the summer, all requirements have been met with the exception of the summer registration. Finally, if you plan to graduate in the fall, all requirements have been met except the fall registration enrollment. Follow the deadline established by the Registrar's Office relative to application for graduation.

Question: Can I take graduate classes while still an undergraduate?

A University senior who is within six semester hours of completing the requirements for an undergraduate degree, may upon being recommended by the department head and the dean of the college, register for up to six semester hours of graduate courses while completing undergraduate degree requirements. The combined load of graduate and the undergraduate courses must not exceed 15 semester hours. Courses used to meet undergraduate requirements may not be used to meet graduate requirements (Source: p. 87: Graduate Catalog).

Transfer credit

Question: Can I take courses at another institution?

A student who has the permission of the Dean of his/her college to complete a requirement for graduation at another institution during his final semester at the university, must have on file in the Office of the Registrar, an official transcript of any grade received at the other institution prior to commencement. Students who do not meet this requirement will not be permitted to graduate and may not participate in the commencement exercise. A student who does not graduate because of failure to satisfy this requirement must reapply for graduation during the next graduation period. An official transcript is the only acceptable documentation of the completion of a graduation requirement [University Catalog, online]. The Pre-Approval for Transfer Credits Form must be on file in the Office of the Registrar to receive credits from another institution.

Question: Can I transfer courses taken at another institution and use them to graduate from PVAMU?

There are a maximum number of credit hours that can be transferred and used for graduation purposes.

Honor Societies, Clubs, Organizations

Question: Do you have any honor societies or clubs or service organizations for students?

Yes. Consider Alpha Phi Sigma, National Association of Blacks in Criminal Justice – Student Division, the Criminal Justice Club, and the Blackstone Pre-Law Society descriptions below:

Alpha Phi Sigma - National Honor Society in Criminal Justice: The Honor Society was created to recognize scholarship among students of Criminal Justice and provide them with opportunities to attend various conferences sponsored by the national organization. Students are also provided information about opportunities in careers in Criminal Justice as well as educational opportunities in graduate and professional schools.

National Association of Blacks in Criminal Justice - Student Division: This is a national organization of Criminal Justice Professionals who provide its members with current information about the field of Criminal Justice. The Prairie View Chapter is one of the largest student chapters and provides its members with opportunities to attend various conferences sponsored by the national organization and regional chapters. Students also have access to career counseling and information about career opportunities with various federal, state and local agencies.

The Criminal Justice Club: This organization is open to any student major or a minor in Criminal Justice at this institution. The primary purpose of the organization is to provide its members with information about career opportunities and graduate and professional educational opportunities in the field. They also provide a forum for various recruiters to speak to its members and they also take field trips to area criminal justice agencies to observe and speak with professionals.

Web Links

The University Catalog <http://www.pantherconnect.com/catalog/cat09/>

The Student Handbook <http://www.pvamu.edu/pages/5989.asp>

National Academic Advising Association
<http://www.nacada.ksu.edu/AboutNACADA/index.htm>

Exhibits

1.0. The Core Curriculum				Semester and Year Taken
1.1. Communication (Composition, Speech, Modern Language)				9 SCH
Must include 3 SCH Speech				
	ENGL 1123	Freshman Composition I *	3 SCH	
	ENGL 1133	Freshman Composition II *	3 SCH	
	ENGL 1143	Technical Writing	3 SCH	
	ENGL 2143	Advanced Composition	3 SCH	
	COMM 1003	Fundamentals of Speech Communication	3 SCH	
1.2. Mathematics **				3 SCH
	MATH 1103	Contemporary College Algebra	3 SCH	
	MATH 1113	College Algebra	3 SCH	
	MATH 1123	Trigonometry	3 SCH	
	MATH 1124	Calculus with Analytic Geometry I [4 SCH]	3 SCH	
	MATH 1153	Finite Math	3 SCH	
	MATH 2003	Elementary Statistics	3 SCH	
	MATH 2024	Calculus with Analytical Geometry II	3 SCH	
	MATH 2034	Calculus with Analytical Geometry III	3 SCH	
		Or a course above the level of College Algebra.		
			3 SCH	
1.3. Natural Sciences				6 SCH
Options: Two semesters of science in Chemistry, Physics, Physical Science, Biology or a combination of 3 semester hours each from any two of the science options. Six (6) semester hours of sequential courses in Biology, Science, or Geology.				
	BIOL 1113	College Biology I	3 SCH	
	BIOL 1123	College Biology II	3 SCH	
	BIOL 1054	Human Anatomy and Physiology I	3 SCH	
	BIOL 1064	Human Anatomy and Physiology II	3 SCH	
	CHEM 1013	General Inorganic Chemistry I	3 SCH	
	CHEM 1023	General Inorganic Chemistry II	3 SCH	
	CHEM 1053	Introduction of General Chemistry	3 SCH	
	CHEM 1063	Survey of Organic Chemistry and Biochemistry	3 SCH	
	PHSC 1123	Physical Science I	3 SCH	
	PHSC 2123	Physical Science II	3 SCH	
	PHYS 2113	General Physics I	3 SCH	
	PHYS 2123	General Physics II	3 SCH	

	PHYS 2513	University Physics I	3 SCH	
	PHYS 2523	University Physics II	3 SCH	

*A grade of "C" or above is required, effective fall 2010, to satisfy the ENGL 1123 Freshman Composition I and the ENGL 1133 Freshman Composition II requirements.

**A grade of "C" or above is required for MATH 1103 or 1113 for students to enroll in an elementary statistics class.

1.4. Humanities and Visual and Performing Arts			6 SCH	
1.4.1. Humanities Options			0-3 SCH	
	DRAM 2213	Afro American Theatre I	3 SCH	
	DRAM 2223	Afro American Theatre II	3 SCH	
	ENGL 2153	Introduction to Literature	3 SCH	
	ENGL 2263	English Literature I	3 SCH	
	ENGL 2273	English Literature II	3 SCH	
	FINA 2103	Personal Financial Management and Planning	3 SCH	
	MGMT 2203	Leadership and Ethics in Business	3 SCH	
	MUSC 1223	Fundamentals of Music	3 SCH	
	MUSC 2333	Afro American Music	3 SCH	
	PHIL 2013	Introduction to Philosophy	3 SCH	
	PHIL 2023	Ethics	3 SCH	
Other Options: A 3 SCH Language or literature course. Conversational language courses are not acceptable for Humanities credit.				
			3 SCH	
1.4.2. Visual and Performing Arts Options			3-6 SCH	
	ARCH 1253	Architecture Design I	3 SCH	
	ARCH 2233	History and Theory of Architecture I	3 SCH	
	ARCH 2243	History and Theory of Architecture II	3 SCH	
	ARTS 1203	Introduction to Visual Arts	3 SCH	
	ARTS 2223	History of Art I	3 SCH	
	ARTS 2233	History of Art II	3 SCH	
	ARTS 2283	Afro-American Art	3 SCH	
	DRAM 1103	Introduction to Theater	3 SCH	
	DRAM 2113	Theatre History I	3 SCH	
	DRAM 2123	Theatre History II	3 SCH	
	MUSC 1313	Music in Contemporary Life	3 SCH	
	MUSC 1213	Fundamentals of Music	3 SCH	
1.5. Social and Behavioral Sciences			15 SCH	
1.5.1. History			6 SCH	
	HIST 1313	U. S. to 1876	3 SCH	
	HIST 1323	U. S. 1876 to Present	3 SCH	
	HIST 1333	History of Texas	3 SCH	
1.5.2. Political Science			6 SCH	
	POSC 1113	American Government I	3 SCH	
	POSC 1123	American Government II	3 SCH	

1.5.3. Other Behavioral or Social Science			3 SCH
ECON 2113	Principles of Microeconomics	3 SCH	
ECON 2123	Principles of Macroeconomics	3 SCH	
GEOG 2633	Cultural Geography	3 SCH	
HIST 1813	Survey of Civilization to 1500	3 SCH	
HIST 1823	Survey of Civilization 1500 to Present	3 SCH	
HDFM 2513	Childhood Disorders	3 SCH	
HDFM 2533	Contemporary Family in Cross-Cultural Perspectives	3 SCH	
HDFM 2553	Human Development: Life Span	3 SCH	
POSC 2213	Blacks and the American Political System	3 SCH	
POSC 2503	Introduction to Global Issues	3 SCH	
PSYC 1113	General Psychology	3 SCH	
PSYC 2513	Psychology of Personality	3 SCH	
SOCG 1013	General Sociology	3 SCH	
SOCG 2003	Minorities in American Society	3 SCH	
SOCG 2013	Sociology of Families	3 SCH	
1.6. Computing			3 SCH
ARCH 1273	Introduction to Multimedia Computing	3 SCH	
COMP 1003	Introduction to Computer Education	3 SCH	
COMP 1013	Introduction to Computer Science	3 SCH	
COMP 1143	C++ Programming Language	3 SCH	
COMP 1213	Computer Science I	3 SCH	
CPET 1013	Computer Application to Engineering Technology I	3 SCH	
ELEG 1043	Computer Applications in Engineering	3 SCH	
MISY 1013	Introduction to Computer Information Systems	3 SCH	
MISY 2153	VB Net Applications in Business	3 SCH	
TOTAL – CORE CURRICULUM			42 SCH

2. Criminal Justice Major [CRJS prefix ONLY] *			42 SCH
MAJOR: Criminal Justice Requirements [CRJS prefix ONLY]*		27 SCH	
CRJS 1133	Principles of Criminal Justice	3 SCH	
CRJS 2413	Police Systems and Practices	3 SCH	
CRJS 2513	Corrections: Systems and Practices	3 SCH	
CRJS 2613	Court Systems and Practices	3 SCH	
CRJS 2713	Juvenile Justice Systems	3 SCH	
CRJS 3623	Criminal Law I	3 SCH	
CRJS 3823	Research Methods I	3 SCH	
CRJS 4923	Criminology	3 SCH	
CRJS 4983	Ethical Decision-Making in Criminal Justice	3 SCH	
MAJOR: Criminal Justice Electives [CRJS prefix ONLY]*		15 SCH	
CRJS		3 SCH	
CRJS		3 SCH	
CRJS		3 SCH	
CRJS		3 SCH	
CRJS		3 SCH	
3. Support Requirement [3 semester hours of elementary statistics]			3 SCH
MATH 2003	Elementary Statistics	3 SCH	
SOCG 4053	Social Statistics	3 SCH	
PSYC 2613	Statistics	3 SCH	

4. Language Requirement [6 semester hours of one foreign language]			6 SCH
		3 SCH	
		3 SCH	

5. Minor [Specify] _____			27 SCH
Or Unrestricted Electives [Select courses supportive of your career goal, etc.]			
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	
		3 SCH	

*A grade of "C" or above is required for ALL CRJS prefix courses used to satisfy the major core and major elective requirements.

2.0. Criminal Justice with Specialization in Juvenile Justice Major [CRJS prefix ONLY] *			42 SCH
MAJOR: Criminal Justice with Specialization in Juvenile Justice Core Requirements [CRJS prefix ONLY]*		36 SCH	
CRJS 1133	Principles of Criminal Justice	3 SCH	
CRJS 2413	Police Systems and Practices	3 SCH	
CRJS 2513	Corrections: Systems and Practices	3 SCH	
CRJS 2613	Court Systems and Practices	3 SCH	
CRJS 2713	Juvenile Justice Systems	3 SCH	
CRJS 2723	Theories and Development of Juvenile Gangs	3 SCH	
CRJS 2743	Law of Juvenile Justice	3 SCH	
CRJS 3623	Criminal Law I	3 SCH	
CRJS 3733	Juvenile Probation and Parole	3 SCH	
CRJS 3823	Research Methods I	3 SCH	
CRJS 4923	Criminology	3 SCH	
CRJS 4983	Ethical Decision-Making in Criminal Justice	3 SCH	
MAJOR: Criminal Justice with Specialization in Juvenile Justice Electives [CRJS prefix ONLY]*		6 SCH	
CRJS		3 SCH	
CRJS		3 SCH	

*A grade of "C" or above is required for ALL CRJS prefix courses used to satisfy the major core and major elective requirements.

Suggested Sequence of Courses for the Bachelor of Science Degree [B.S.] Major in Criminal Justice [B.S.C.J.]

FRESHMAN YEAR							
Fall Semester			Hrs	Spring Semester			Hrs
CRJS	1133	Principles of CRJS	3	CRJS	2513	Corrections	3
ENGL	1123	Fresh Composition I	3	ENGL	1133	Freshman Composition II	3
MATH	1113	College Algebra	3	POSC	1123	American Government II	3
POSC	1113	American Gov I	3			Natural Science	3
COMM	1003	Fund of Speech	3			Visual and Performing Arts	3
		TOTAL	15			TOTAL	15
SOPHOMORE YEAR							
Fall Semester			Hrs	Spring Semester			Hrs
CRJS	2613	Court Systems & Practice	3	CRJS	2713	Juvenile Justice Systems	3
HIST	1313	U.S. to 1876	3	CRJS	2413	Police Systems and Practice	3
		Natural Science	3	HIST	1323	The U.S. to Present	3
		Foreign language	3			Foreign language	3
		Elective (minor)	3			Social/Behavioral Science	3
		TOTAL	15			TOTAL	15
JUNIOR YEAR							
Fall Semester			Hrs	Spring Semester			Hrs
CRJS	3623	Criminal Law I	3	CRJS	3823	Criminal Justice Research I	3
CRJS		Elective	3	CRJS		Elective	3
CRJS		Elective	3			Humanities or V Perform Arts	3
		Statistics	3			Computing	3
		Elective (minor)	3			Elective (minor)	3
		TOTAL	15			TOTAL	15
SENIOR YEAR							
Fall Semester			Hrs	Spring Semester			Hrs
CRJS	4923	Criminology	3	CRJS	4983	Ethical Decision Making in CJ	3
CRJS		Elective	3	CRJS		Elective	3
		Elective (minor)	3			Elective (minor)	3
		Elective (minor)	3			Elective (minor)	3
		Elective (minor)	3			Elective (minor)	3
		TOTAL	15			TOTAL	15

**Suggested Sequence of Courses for the
Bachelor of Science Degree [B.S.]
Major in Criminal Justice
With Specialization in Juvenile Justice [B.S.J.J.]**

FRESHMAN YEAR										
Fall Semester				Hrs		Spring Semester			Hrs	
CRJS	1133	Principles of CRJS	3	CRJS	2513	Corrections	3			
ENGL	1123	Freshman Composition I	3	ENGL	1133	Freshman Composition II	3			
MATH	1113	College Algebra	3	POSC	1123	American Government II	3			
POSC	1113	American Government I	3			Natural Science	3			
COMM	1003	Fundamentals of Speech	3			Visual and Performing Arts	3			
		TOTAL	15			TOTAL	15			
SOPHOMORE YEAR										
Fall Semester				Hrs		Spring Semester			Hrs	
CRJS	2613	Court Systems & Practice	3	CRJS	2713	Juvenile Justice Systems	3			
HIST	1313	U.S. to 1876	3	CRJS	2413	Police Systems and Practice	3			
		Natural Science	3	HIST	1323	The U.S. to Present	3			
		Foreign language	3			Foreign language	3			
		Elective (minor)	3			Social/Behavioral Science	3			
		TOTAL	15			TOTAL	15			
JUNIOR YEAR										
Fall Semester				Hrs		Spring Semester			Hrs	
CRJS	3623	Criminal Law I	3	CRJS	3823	Criminal Justice Research I	3			
CRJS	2723	Theory / Dev Juv Gangs	3	CRJS	2743	Law of Juvenile Justice	3			
CRJS		Elective	3			Humanities or V Perform Arts	3			
		Statistics	3			Computing	3			
		Elective (minor)	3			Elective (minor)	3			
		TOTAL	15			TOTAL	15			
SENIOR YEAR										
Fall Semester				Hrs		Spring Semester			Hrs	
CRJS	4923	Criminology	3	CRJS	4983	Ethical Decision Making in CJ	3			
CRJS	3733	Juvenile Probation & Parole	3	CRJS		Elective	3			
		Elective (minor)	3			Elective (minor)	3			
		Elective (minor)	3			Elective (minor)	3			
		Elective (minor)	3			Elective (minor)	3			
		TOTAL	15			TOTAL	15			

What can you do with a major in Criminal Justice?

Qualifications for careers related to the Federal Bureau of Investigation and related agencies
<ul style="list-style-type: none"> • College graduate and at least 3 years of professional work experience or must have an advanced degree plus 2 years of professional work experience. • In addition: a college major in accounting, electrical engineering, information technology, or computer science; fluency in a foreign language; a degree from an accredited law school; or 3 years of related full-time work experience. • Candidates must be U.S. citizens, usually must be at least 21 years old, and must meet rigorous physical and personal qualifications. Physical examinations for entry into law enforcement often include tests of vision, hearing, strength, and agility. Eligibility for appointment usually depends on one's performance in competitive written examinations and previous educational experience. • Candidates should enjoy working with people and meeting the public. • Personal characteristics such as honesty, sound judgment, integrity and a sense of responsibility are especially important in law enforcement. • A history of domestic violence may disqualify a candidate. • In some agencies, candidates are interviewed by a psychiatrist or a psychologist or given a personality test. • Most applicants are subjected to lie detector examinations or drug testing. • Some agencies subject sworn personnel to random drug testing as a condition of continuing employment.

Criminal justice majors may consider these positions	May 2008	
	Minimum salary	Maximum salary
Police chief	\$90,570	\$113,930
Deputy chief	74,834	96,209
Police captain	72,761	91,178
Police lieutenant	65,688	79,268
Police sergeant	58,739	70,349
Police corporal	49,421	61,173
Police and sheriff's patrol officers	30,070	79,680
Police and detective supervisors	46,000	114,300
Detectives and criminal investigators	36,500	97,870
Fish and game wardens	30,400	81,710
Lawyers	48,000	145,770
Judges	32,290	217,400
Search the Internet and list other positions below:		
1.		
2.		
3.		
4.		

Bureau of Labor Statistics, Occupational Handbook 2010-11 edition
<http://www.bls.gov/oco/ocos160.htm>

Prior Planning Prevents Poor Performance

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 a.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

Codes: C=Class; S=Study; W=Work; E=Eat; T=Transportation; P=Personal; Z=Sleep

Note: You are expected to study 2 hours per week for every class credit hour; i.e., for a 3 credit hour class load, you are to study 6 hours per week; for a 12 credit hour class load, you are to study 24 hours per week; for a 15 credit hour class load, you are to study 30 hours per week; et cetera.

25 Tips for success: From orientation to college graduation

1. Know and remind yourself of why you are in college [I am here for...]
2. Read your catalog [know your requirements for graduation...]
3. Develop and maintain a planning calendar [manage your time wisely]
4. Go to class and be on time [it's rude and disruptive to enter class late]
5. Sit close to the front of the classroom [the back row is for...]
6. Turn your mobile [cell] phone off [it's very rude and disruptive...]
7. Read your syllabus [a guide for course completion...]
8. Buy and read the books for your classes [foundation for knowledge...]
9. Take good class notes [review before the next class session...]
10. Ask questions and participate in class discussions [aids in learning...]
11. Keep up-to-date with class work [avoid getting behind...]
12. Start papers and projects early [allows time for review and rewrite...]
13. Do not cram before a test [pace yourself as a distance runner would]
14. Use the library and get to know the librarians [a source of information]
15. When using the Internet for research [use refereed journals...]
16. Choose friends wisely [those who support your reason for being here...]
17. Do not chat with classmates in class [it's rude and disruptive...]
18. Talk with and get to know your professor [you may need a...]
19. Learn to control your temper and your anger [out of control, out of...]
20. Learn to deal with conflict in a non-violent manner [self-control...]
21. Know when to say "Yes" and when to say "No" [you need both for...]
22. In all you do, safety first [think...]
23. Emulate honesty and integrity [no cheating, stealing, plagiarizing...]
24. Remember the Golden Rule [treat others as you want to be...]
25. Think critically [develop listening, reading, writing, and speaking skills]

Add your tip(s) for success:

To make the most of your criminal justice degree

- Maintain good credit
- Do not use illicit drugs or associate with people who do
- Avoid dangerous situations and people who like drama
- Graduate with a good GPA
- Avoid traffic tickets and accidents
- Maintain integrity in your course work [no cheating, no plagiarism]
- Conduct yourself respectfully at all times
- Be fit and stay fit

Directory

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Head, Department of Justice Studies
Faculty and Staff

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