



# NJIT Full Time Certification

User Guide

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# 1. About This Document

## a. Intended Audience

This document is intended to be used by intended users of the NJIT Full Time Certification Application – undergraduate and graduate international students (on F1/ J1 visas), their academic, thesis and dissertation advisors as applicable, administrative offices (Office of Global Initiatives, Graduate Studies Office) and application administrators.

## b. FTC Policies and Additional Information

Information about Full Time Certification for international students, and related policies and procedures can be found at this link (<http://www.njit.edu/global/full-time-enrollment-and-full-time-certification/>).

Criteria for the full-time status of PhD students are available at <https://www.njit.edu/graduatestudies/full-time-status-phd-students/>.

Criteria for the full-time status of Master's degree students are available at <https://www.njit.edu/graduatestudies/full-time-status-ms-students>.

## c. System Requirements

VPN is not required to access this application when off-campus.

The recommended browser for using the application is Google Chrome. However, it can also be accessed using other common browsers like Mozilla Firefox, Opera, Microsoft Edge and Safari.

As of now, the application is fully compatible with Microsoft Internet Explorer.

## 2. General Information

### a. System Overview and Advantages

The NJIT Full Time Certification application automates the process of obtaining full time certification for international students. This includes:

- The student requesting and tracking status full time certification
- The advisors approving/ rejecting the request
- The administrative units processing data as required

This application replaces the paper form and has significant advantages over the manual process:

- Eliminates the possibility of inaccurate or incorrect information entered in the paper form. This advantage is especially significant as this information is reported to Homeland Security.
- Since a hold is automatically placed on PhD students after completion of the approval process, they cannot lose their fulltime status as they will not be allowed to drop courses during the semester.
- Full time certification application will be rejected automatically if the student adds or drops a course after applying through the system.
- Automatic emails sent serve as reminders to work on pending applications, thereby increasing efficiency of the entire process.

## b. Glossary and Abbreviations

The following acronyms are used in this document:

- FTC – Full Time Certification
- OGI – Office of Global Initiatives
- GSO – Graduate Studies Office

## 3. Getting Started

### a. Logging On

The Welcome Screen, or the Home Page, can be viewed without signing into the application.

Click on “Student” to log in.

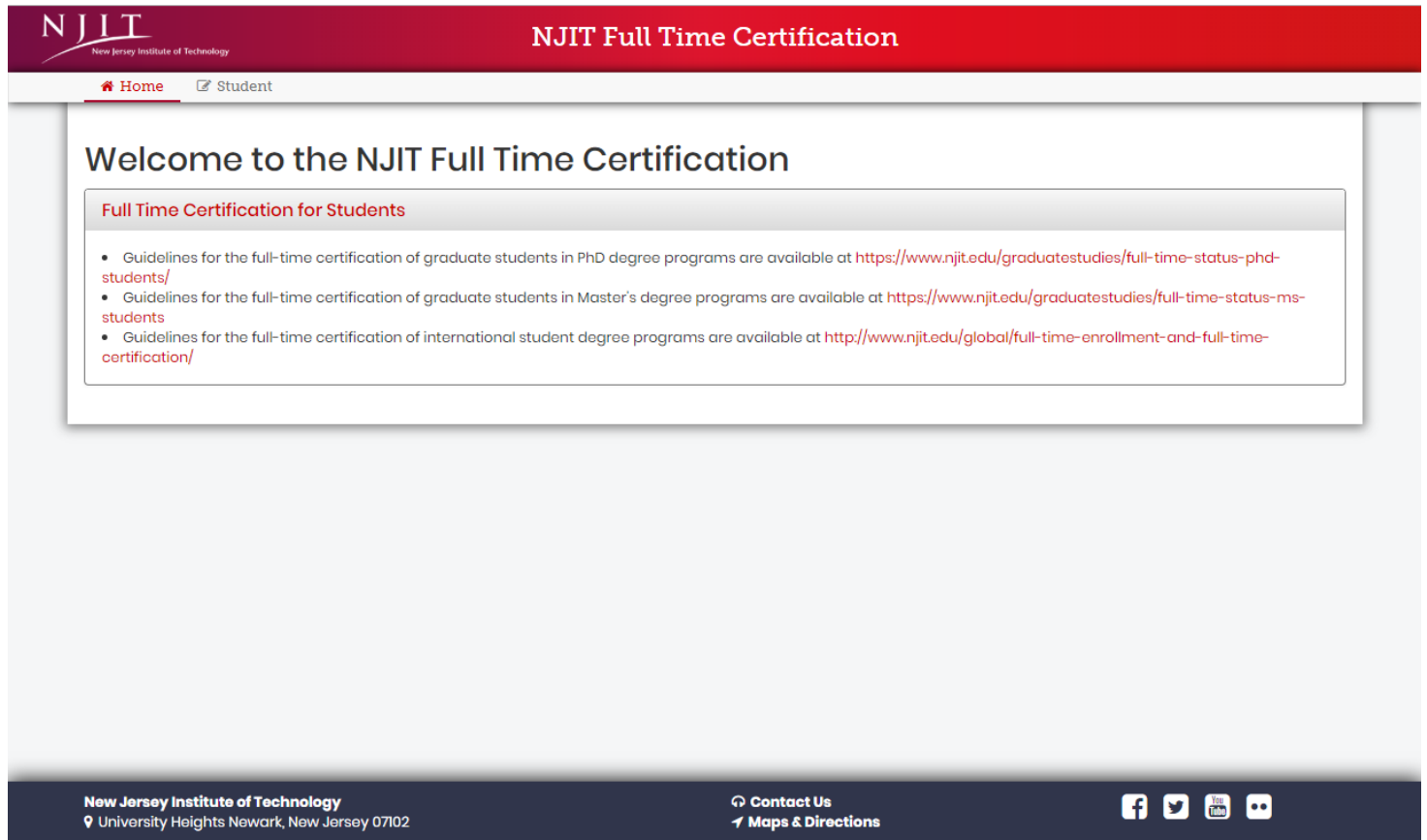


Figure 1 - The Welcome Screen

NJIT FTC uses Single Sign-On. The UCID and password are used to log on, and if already logged on using Single Sign-On (displayed on the next page), it is not necessary to login again.

The screenshot shows the NJIT Webauth Authentication Service login page. At the top left is the NJIT logo. The main heading is "Webauth Authentication Service". Below it, a message states: "A service requiring authentication has referred you here. For details about the Webauth Authentication Service visit <http://ist.njit.edu/webauth>." There are two input fields: "UCID" (highlighted in yellow) and "Password". A red "Login" button is positioned below the password field. A red-bordered box contains a privacy notice: "Protect your privacy! Before entering your UCID and password, verify that the URL for this page begins with: <https://webauth.njit.edu/> Login will remain in effect until you completely exit your browser or several hours have elapsed. Completely exit your web browser when finished." To the right, under "Need further assistance?", there are links for "Forgot your password?" and "Need Help?". The footer includes the NJIT name and address, "Contact Us | Maps & Directions", and social media icons for Facebook, Twitter, YouTube, and LinkedIn.

Figure 2 - Single Sign On using CAS

## b. Menu and Navigation

The following screen, with a fixed top navigation, can be seen once signed in:

1. The “Home” button is used to return to the Welcome Screen.
2. The “Student” menu can only be accessed by eligible (please refer to the ‘Using the System’ section for eligibility information) students.
3. The “Advisors” menu is used by approvers (advisors and administrative offices) to process the full time certification application.
4. The “Admin Configuration” is only visible to Admins of the application and can be used to access advanced user functionalities.
5. The name of the logged in individual shall always be visible.
6. The user can log out of the application using the “Logout” button.

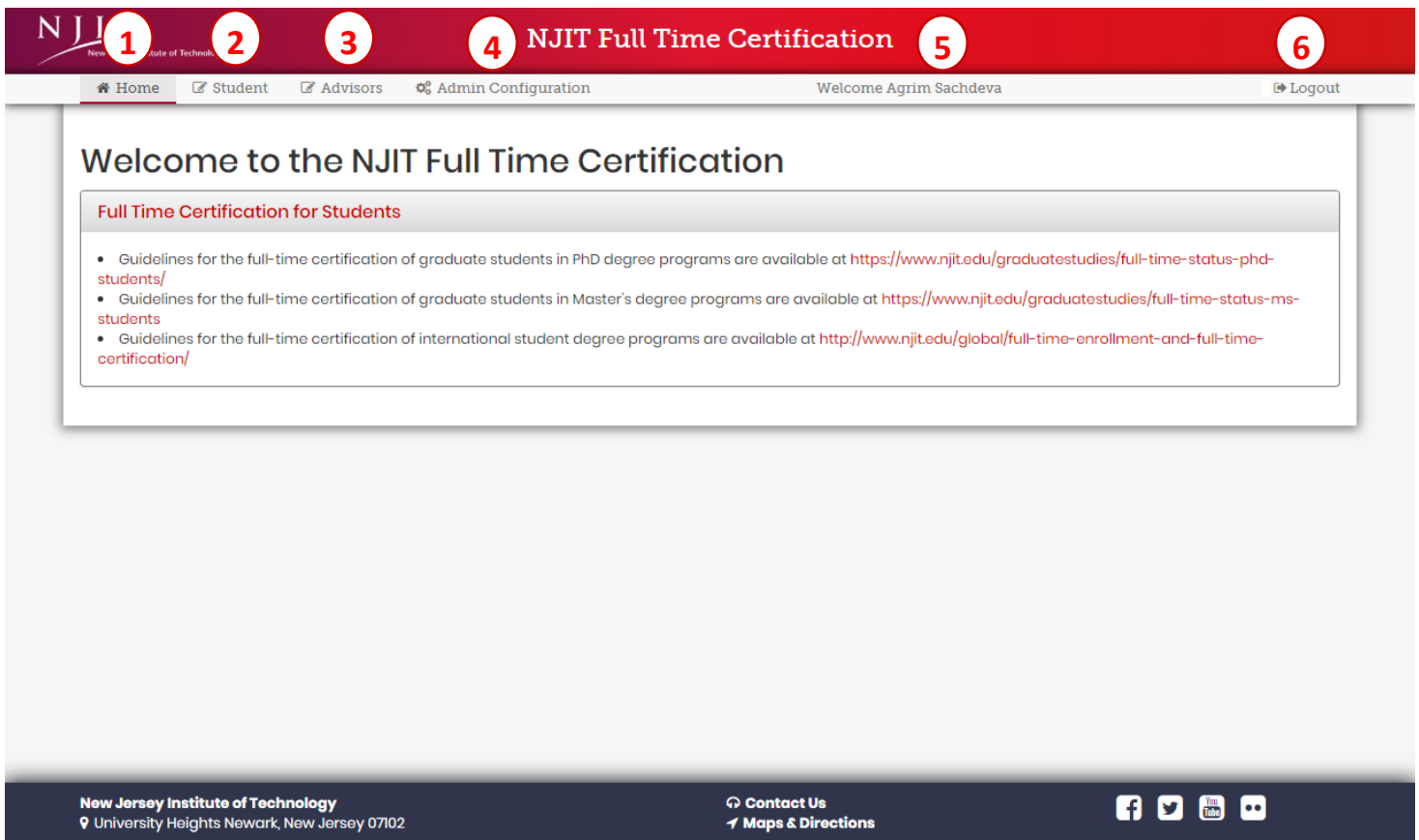


Figure 3 - Welcome Screen, after signing in



## c. Workflows

The application automatically routes requests based on the level of study and individual criteria of the student. The workflow is unidirectional and can either progress sequentially in increments of one or be rejected outright and has to be initiated again.

### PhD

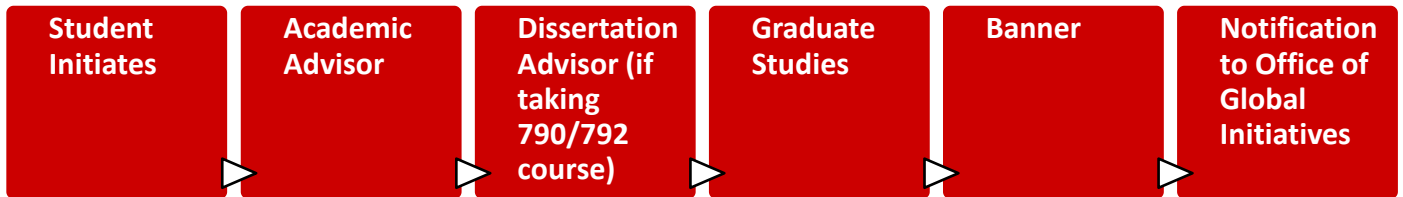


Figure 4 – Routing for PhD applicants

### Master's

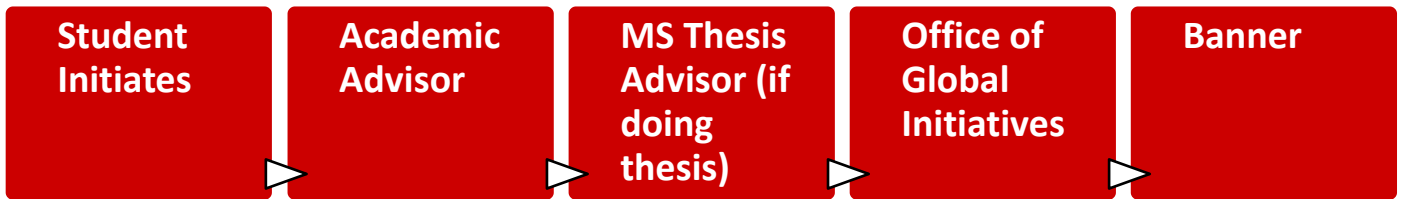


Figure 5 – Routing for Master's applicants

### Undergraduate

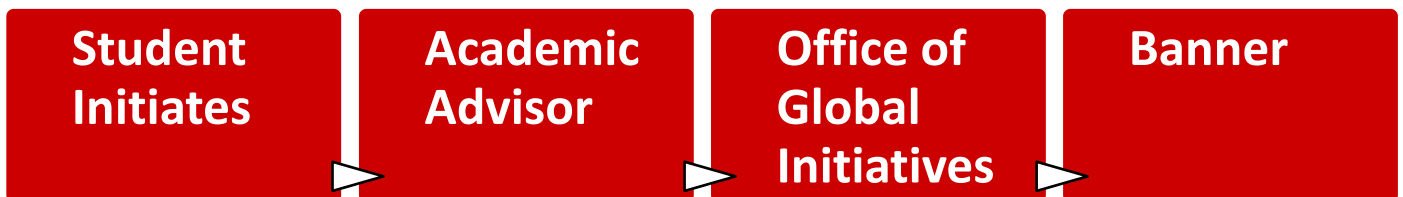


Figure 6 – Routing for Undergraduate applicants

## d. User Access Levels

The application supports the following user access levels depending on the functional role:

- **Student**  
The student applies for full time certification and initiates the workflow. Select the “**Student**” option from the horizontal fixed navigation at the top of the page.
- **Advisors**  
This access level corresponds to the functional roles Academic Advisor, Thesis Advisor and Dissertation Advisor. Requests can be approved/ rejected. Select the “**Advisors**” option from the horizontal fixed navigation at the top of the page.
- **Administrative Offices**  
This access level corresponds to the Office of Global Initiatives and Graduate Studies Office. Requests can be approved/ rejected, and the application allows for further administrative processing. Select the “**Advisors**” option from the horizontal fixed navigation at the top of the page.
- **FTC Application Administrators**  
Administrators have advanced options such as setting the open terms and configuration of the application for general users.

## 4. Using the System

### a. Student

After logging in and selecting “**Student**” from the menu, provided the eligibility is met, the student can apply for full time certification.

The student cannot apply if any of the following conditions apply:

- The student has not registered for any courses for the term
- The student is already full time
- The student is not on an F1 or J1 visa
- The student is taking all online courses
- The student has already applied for FTC for the term and it has not been rejected (application in progress)
- The student does not have academic advisor

The following screen (Figure 7) depicts the form before the student has submitted the application. The student can view Personal Information and Academic Information.

They can select the term to apply full time for, from the dropdown and the relevant registered courses will be shown.

PhD students have an optional textbox to enter comments.

The students must check ALL of the checkboxes before clicking “Submit Application”.

As shown in Figure 8, the Progress Bar depicting the approval levels and progress is visible to the student for tracking the request once the application is successfully submitted.

**NJIT** Full Time Certification

Home Student Welcome Logout

### Full Time Certification Application

**You cannot make changes to your registration once you are Full time certified by the university. If you make changes to your registration, your full time certification will be nullified and you will have to reapply for full time certification.**

<b>Personal Information</b>		<b>Registered Courses</b>
Student ID	[Redacted]	▼ Fall 2018
Name	[Redacted]	[Redacted]
Email	[Redacted]	[Redacted]
Major	[Redacted]	[Redacted]
<b>Academic Information</b>		
Degree	[Redacted]	
Admitted Term	Fall 2018	
Cumulative GPA		
Expected Graduation	Fall 2019	
Registered Credits	15	
In Person Credits	15	
Online Credits	0	
Credits Completed	0	
Academic Advisors	[Redacted]	
Select Term	2018 Fall	

- I acknowledge that I am on track to graduate this semester and, therefore, I am not required to register full-time.
- I understand that I cannot be enrolled in only online courses in my final semester.
- I understand that my I-20 end date will be shortened if my actual graduation date is earlier than my current end date.
- I understand that I must request a program extension at least 3 weeks prior to my program end date if I do not graduate this semester.

**Submit Application**

New Jersey Institute of Technology  
University Heights Newark, New Jersey 07102

Contact Us  
Maps & Directions

Facebook Twitter YouTube Messenger

Figure 7 – Application Screen for the Student

✔ You have already applied for the term Fall 2018.

### Full Time Certification Application

**You cannot make changes to your registration once you are Full time certified by the university. A registration hold will be put on your record by the Office of Graduate Studies. You may appeal for the hold to be removed by contacting the Office of Graduate Studies via gso@njit.edu.**

Student Academic Advisor Dissertation Advisor Graduate Studies Office

Figure 8 – Progress Bar after the student has applied

## b. Advisors and Approvers

After logging in and selecting “**Advisors**” from the menu, the following screen can be seen by Advisors.

The advisors can filter applications by Term, Program and Status.

Additionally, there is a dynamic filter (the Search Bar) where they can search by UCID, name, program,

Student UCID	Name	Program	Applied Term	Application Date	Academic Advisor	MS Thesis Advisor	Dissertation Advisor	Graduate Studies Office	Office of Global Initiative	Application Status
[REDACTED]	[REDACTED]	[REDACTED]	2018 Fall	[REDACTED]		x			x	In Process

Figure 9 – List of applications

The form for the advisors is shown below (Figure 10) and displays the following warnings:

- Student has registered for online credits only
- Student's GPA is less than 3.0
- Student's GPA is less than 2.0
- Prior degree does not exist in SOADEGR, but DAD code exists in student events
- Prior degree exists in SOADEGR, but student events does not have DAD code
- Student has not accumulated 30 dissertation credits
- Student must register in 790
- Student has not taken 4 700 level courses
- Student has not taken 4 600 level courses
- Student has not taken 8 additional courses
- Student is not registered in Course 790

- Student has not passed the proposal
- Student is not registered in CS 792
- Student has not passed Qualifying Exam
- Student needs to register for 6 credits as student has not passed the Qualifying exam
- Student has not taken 4 700 level courses
- Student has not taken additional 12 courses

**⚠ Warnings**

⚠ Prior degree exists in SOADEGR, but student events does not have DAD code.

⚠ Student has not passed the proposal

⚠ Student is not registered in CS 792

**Application Status and Comments**

**Select the reason for full time certification**

Student is taking less than required number of credits due to co-op or internships.

Student is taking less than required number of credits due to medical reason. (Note. medical documentation must be submitted to the Dean of Students office)

Student is taking less than required number of credits due to being enrolled in dissertation and having completed all required courses (including 4 700-level courses).

**Student Comments:**

**Academic Advisor Comments**

**Application Status**

**Submit**

Figure 10 – Form for advisors

If warnings are present, justification is required on part of the advisors.

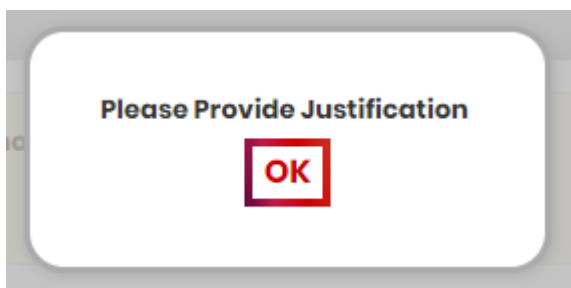


Figure 11 – Popup for justification

The advisors must select the reason for full time certification, enter comments if required, select the appropriate status and click “Submit”.

## c. Administrative Offices

In a manner similar to the approval process for advisors, the administrative offices can process the application. The Progress Bar is always visible at the top of the screen. Applications can be rejected or approved, or marked pending, but not returned to the previous approver.

**Application Status and Comments**

**Select the reason for full time certification**

- Student is taking less than required number of credits due to co-op or internships.
- Student is taking less than required number of credits due to medical reason. (Note. medical documentation must be submitted to the Dean of Students office)
- Student is taking less than required number of credits due to being enrolled in dissertation and having completed all required courses (including 4 700-level courses).

**Student Comments:**

**Academic Advisor Comments:**

**Dissertation Advisor Comments:**

**Graduate Studies Office Comments:**

**Application Status:**

**Submit**

Figure 12 – Administrative Processing

## 5. Contingencies and Alternate Modes of Operation

NJIT FTC is developed, maintained and hosted by University Information Systems, thus they are the main caretakers of the system. If the system fails UIS will do their best to get the server back up and running. During this time, the site will be unavailable for users to access.