

## REGISTRATION INFORMATION

Courses are usually scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the agency's website [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu).

A student can enroll in a CGS course via one of four ways: on-line registration (available during the Spring 2011 semester), mail-in registration, fax application or walk-in registration. Before a student is enrolled in a course, payment must be authorized or secured and the student must meet all prerequisites associated with that course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses.

Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) credit card payment by mail, in-person or fax (Visa, Master Card, Discover or American Express)
- 2) check or money order payment by mail or in person
- 3) authorized voucher or purchase order received via mail or fax

It should be noted that fees vary per course as courses have different hours of instructional time.

Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made. Upon receipt of payment, a class space will be reserved for the student.

### Late Fees:

Students are required to register for classes before the first class session. Any student who attempts to register on the day of the class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

### Returned Check Fee Policy:

There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

### Withdrawal Policy:

CGS will refund the full course fees minus a \$25 charge for processing to students who notify CGS of their intent to withdraw from a class in writing at least 2 business days before the class is scheduled to start. Failure to notify CGS within that time period will result in forfeiture of all fees.

### Class Cancellation Policy:

The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that been cancelled and the information will be posted on the CGS website. Students will be given a choice of receiving a full refund for courses cancelled by CGS or the option of enrolling in the same course offered in a different location (if one is available) or another course that is offered during the same semester.

### Education Credit:

Selected courses in the CGS program qualify for CEU credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where CEU credits or academic credit is available.

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CENTER FOR GOVERNMENT SERVICES  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

CENTER FOR  
GOVERNMENT SERVICES

# Public Safety Traffic Engineering

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || FALL 2010 SCHEDULE



**BASIC ENGINEERING  
FOR POLICE TRAFFIC OFFICERS**

11 Thursday Evenings  
**September 9 – November 18, 2010**  
6:45 - 9:45 pm  
Course # PS-4200-FA10-1

This course is for the Police Traffic Officer responsible for conducting traffic investigations and making recommendations to supervisors, local government officials, and engineering departments concerning the need for installing or reviewing traffic control devices. Covered will be such subjects as: general traffic engineering principles; determining the need for traffic control devices; traffic signal design and operation; design of proper pavement markings; type, design and placement of regulatory, warning, and guide signs; traffic controls in construction and maintenance work areas, and school zones; and procedures for drafting and adopting ordinances and resolutions. Fee \$1051.

Rutgers Public Safety Building  
Room 231  
55 Commercial Avenue  
New Brunswick, NJ 08901

Instructors: William Anderson  
Douglas Bartlet

Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of all courses taken is maintained by Rutgers. Certificates will not be issued to students if their tuition or other fees are delinquent.

Application and requirements for the Police Traffic Control Technician in the State of New Jersey can be obtained at the following site:

<http://cgs.rutgers.edu/public-safety/documents/ps-cert-ptct.pdf>

Contact information: 732-932-3640

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**CENTER FOR GOVERNMENT SERVICES  
REGISTRATION FORM**

**PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS**

**GENERAL INFORMATION**

If home or employer information has changed since your last registration, check here.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth (required) \_\_\_\_\_

Employer \_\_\_\_\_

Title \_\_\_\_\_

*Business Address*

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

*Home Address*

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

*Phone Numbers* (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Work \_\_\_\_\_ Extension \_\_\_\_\_

E-mail (required) \_\_\_\_\_

Mail registration form and payment to:  
**PUBLIC SAFETY PROGRAM  
CENTER FOR GOVERNMENT SERVICES**

Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020  
or fax to 732-932-3586.

**COURSE INFORMATION**

I wish to register for:

Course Title \_\_\_\_\_

Course ID \_\_\_\_\_

Course Location \_\_\_\_\_

Course Fee \_\_\_\_\_

Prerequisite Course(s) (if applicable) \_\_\_\_\_

Completion Date \_\_\_\_\_

Completion Location \_\_\_\_\_

**PAYMENT INFORMATION**

Check, voucher, or credit card information must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey and send to above address.

There is a \$25 fee for course withdrawals and/or returned checks.

Check  Voucher

VISA  MasterCard  AmEx  Discover

Total Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_