Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and online registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Go to http://cgs.rutgers.edu and click on the “Register Now” button on the homepage (NEW).

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date. In-person registrations at the course location on the day of the first class are considered “walk-ins.” Walk-ins are accepted but not encouraged and will be assessed a $15 late registration fee. In addition, walk-in students must complete an “Agreement-to-Pay Form” and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student’s participation in a course can be obtained by using any of the following three methods:
Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION (http://cgs.rutgers.edu);
Check or money order payment by mail or in person; or
Authorized voucher or purchase order received via mail or fax.

Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first 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 checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer must be submitted in writing at least two (2) business days before the course start date and will incur a $25 processing fee. Withdrawals will be refunded, minus the $25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for the course cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.
Practical Traffic Engineering for Police Officers

September 3 - October 8, 2015
PS-4210-FA15-1 (6 Thursdays)
Morris County Public Safety Training Academy
500 West Hanover Avenue, Room 141
Parsippany, NJ

October 13 - November 17, 2015
PS-4210-FA15-2 (6 Tuesdays)
Law Enforcement Police Academy
Rowan College at Gloucester County
1400 Tanyard Road, Room 324
Sewell, NJ 08080

Times: 9:30am-1:30pm (last day ends 2:30) Fee $781

Last class meeting is extended one hour. Seating is limited. Waiting list available. All course materials are provided. Parking instructions to follow registration.

There are times when the traffic officer must work closely with government officials. This course will familiarize the traffic officer with traffic regulations, mandates, traffic control criteria, teamwork, and problem solving.

This 25-hour course provides training in the following areas: the Manual on Uniform Traffic Control Devices; statutory requirements; speed limits; traffic signals; traffic surveys; site plan reviews; traffic management systems; traffic incident management; and pre-construction meetings.

Lessons for this course focus on how traffic officers manage their responsibilities. Students learn how to use the Manual on Uniform Traffic Control Devices (MUCTD); perform traffic surveys for traffic signals, stop and yield signs; post all types of signage; place adult school crossing guards; enhance bicycle safety; establish speed limits; delineate roadway parameters; write traffic ordinances and resolutions; develop written and verbal presentations for government officials and planning boards.

Certificates: Certificates are mailed to students after the successful completion of the 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 courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.