

## REGISTRATION INFORMATION

**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.

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 registration at the course location is not allowed.

**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 at <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 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.

**Certificates:** Certificates are mailed to students after the successful completion of the course, which is defined as 100% attendance of the class hours, a passing grade on all quizzes, presentation of an in-class project, 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.

# RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES

Rutgers Lifelong Learning Center

3 Rutgers Plaza, 3rd floor

New Brunswick, NJ 08901

NOTE CHANGES IN  
CGS' ADDRESS,  
PHONE NUMBER  
AND  
CONTACT INFORMATION

CENTER FOR  
GOVERNMENT SERVICES

# Public Safety Traffic Engineering

NEW JERSEY LOCAL GOVERNMENT  
SCHEDULE - FALL 2019

*- Engineering*  
*- Enforcement*  
*- Education*



RUTGERS  
Continuing Studies

*In cooperation with:*



## Practical Traffic Engineering for Police Officers - Fall 2019

**September 19, 26  
October 3, 17, 24, 31**

PS-4210-FA19-1 (6 Thursdays)

**Rutgers Lifelong Learning Center**  
3 Rutgers Plaza, Room 120  
New Brunswick, N.J.

**Time:** 9:30am-1:30pm

Students must be pre-registered prior to attending the course. No walk-in registrations are allowed. Seating is limited. Overflow registrations will be placed on a waiting list. To confirm your seat is reserved you must email [mariad@docs.rutgers.edu](mailto:mariad@docs.rutgers.edu) to ensure your payment has been received one week prior to the start of class. Students must attend the 1st day of class. Last class meeting is extended one hour. Parking is on site. Registrants will receive specific instructions. Note: This course is approved for the New Jersey Traffic Safety Specialist (TSS) Certification Program.

Students will receive a workbook/manual specifically designed for this 25-hour interactive course, along with a USB drive containing additional materials. This course provides instruction and resources in the following areas: the Manual on Uniform Traffic Control Devices (MUTCD); NJDOT Regulations; statutory requirements; speed limits; traffic control devices; traffic surveys; site plan reviews; traffic management and calming; major event traffic management planning; and pre-construction meetings.

Lessons for this course focus on how traffic officers manage their responsibilities employing one of the three E's of traffic safety. Students will understand how to efficiently utilize the MUTCD; perform traffic surveys for traffic control devices; the effective use of signage and roadway markings; the placement of adult school crossing guards; enhance bicycle safety; establish speed limits; delineate roadway parameters; compose traffic ordinances and resolutions; traffic crash reduction; and develop written and verbal presentations for government officials and planning boards.

# RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES

## REGISTRATION FORM

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT [CGS.RUTGERS.EDU](http://CGS.RUTGERS.EDU)

### NOTE CHANGE - NEW MAILING ADDRESS BELOW

Mail registration form and payment :

**PUBLIC SAFETY PROGRAM**  
Center for Government Services  
Rutgers Lifelong Learning Center  
3 Rutgers Plaza, 3rd floor  
New Brunswick, NJ 08901      OR FAX To: 732-932-3586

### STUDENT INFORMATION

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

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

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

Gender  Female  Male

Employer \_\_\_\_\_

Title \_\_\_\_\_

#### Business Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

#### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

Business \_\_\_\_\_ Ext. \_\_\_\_\_

#### E-mail Addresses (required – check box for preferred)

Business \_\_\_\_\_

Home \_\_\_\_\_

### COURSE INFORMATION

I wish to register for:

**September 19 - October 31, 2019**

**PS-4210-FA19-1**

**Rutgers Lifelong Learning Center**  
3 Rutgers Plaza, Room 120  
New Brunswick, N.J.

**Fee** \$809 per person

*Use a separate registration form for each individual.*

Registration Information: 732-690-3051  
[mariad@docs.rutgers.edu](mailto:mariad@docs.rutgers.edu)

All Other Program Information: [pmorley@rutgers.edu](mailto:pmorley@rutgers.edu)

AAA Northeast will reimburse 50% of the tuition for students from Bergen, Essex, Hudson, Passaic, Morris, and Union Counties upon successful completion of the course.

Contact: [resposito@aaanortheast.com](mailto:resposito@aaanortheast.com)

### PAYMENT

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

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