Welcome RBS Students

Congratulations on your admission to the Rutgers Business School – New Brunswick. I hope you are looking forward to an exciting and productive first year.

At the Rutgers Business School there are a wide variety of opportunities to help you make the most of your college education. It is said that fifty percent of what you gain from college happens outside of the classroom. Your course work is an integral part of your education and you must do well in class to create a sound foundation for your success, but the education you gain outside the classroom will determine how successful you will be.

You are the only person responsible for determining what you do outside of the classroom. There are many organizations and activities that are offered by the Rutgers Business School as well as the University and I strongly encourage you to take advantage of these. The choices you make and effort you expend will directly impact your future success. Work hard and be aware of the many opportunities available to you. Your road to success starts here and now. Make the most of your time at Rutgers University.

Again, congratulations on your admission to the Rutgers Business School and we look forward to seeing you on campus.

Sincerely,

Martin Markowitz, Ph.D.
Senior Associate Dean

The Scarlet Guide contains information that will guide you through the important first steps to complete before arriving on campus in the fall.
Activate your NetID and establish your email address

All faculty, staff and students are assigned a Rutgers unique identifier known as a NetID. A NetID is comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID and set your authentication password. Your assigned NetID will appear on the activation screen.

- NetIDs are activated in the Enrollment Pathway, ugadmissions.rutgers.edu/pathway. Alternatively, you can activate your NetID and manage your services at netid.rutgers.edu.
- ScarletApps (Google for Rutgers), which gives you access to email and other collaborative applications, is the default email for students at Rutgers.

Email Tips: NEVER share your password with anyone. Rutgers will NEVER request confidential information via email.

Learn your RUID

Your RUID is a unique 9-digit number that Rutgers assigns to you as your identification number. It is used in place of a social security number to identify you on class rosters and with most University departments. The number was assigned to you during the admissions process. This information is important for placement tests, advising, and anything Rutgers-related.

Check your ScarletMail email account scarletmail.rutgers.edu

Your email address will enable you to receive important electronic communications from academic and administrative offices. Check your email often. You can access your email at scarletmail.rutgers.edu or at my.rutgers.edu.

Visit your myRutgers portal at my.rutgers.edu

This is a web-based information portal that can be personalized to provide central access to a variety of online services such as class registration, grades, financial aid, and email. It will be a great resource for you as a student.

Take Placement Tests oirap.rutgers.edu/testplace.html

Placement tests determine the courses that you are eligible to take in English, math and foreign languages. Please refer to page 4 for more information about your school’s placement testing requirements. If you are entitled to specific testing accommodations under ADA/Section 504, you will make arrangements to take the tests at an alternate time. You must register in advance for a placement testing date at the website above. It is best to complete placement testing prior to May 4 when Academic Planning & Advising will take place. However, please make every effort to attend APA on May 4, regardless of the date on which you plan to complete testing.

Take your photo for your RUconnection ID Card ruconnection.rutgers.edu

You can take your ID picture when you come to campus for placement testing. If you are unable to take your picture on these dates, you can visit the RU Express and Board Plan Office in Records Hall Room 102 through July 12 to have your picture taken. You will need to bring a current government-issued photo ID, such as a driver’s license, passport, or state ID, with you when getting your picture taken. You must also know your 9-digit RUID number. Your permanent photo ID card will be mailed to you in August. If you do not have your photo taken before July 12, you will receive a temporary ID card, which you can exchange for a permanent card when you arrive on campus for the fall semester.
Plan to attend Academic Planning & Advising (APA) Day

The Academic Planning & Advising (APA) Day for the Business School-New Brunswick will be held on Saturday, May 4, 2013. The program will run from 9:30am until about 12:30pm, in Beck Hall Auditorium, Livingston Campus. No advance sign-up is required for the May 4 APA Day. Please note that APA Day is for students only. Please see page 5 for more information about APA Day.

Register for the Summer Orientation Program

nso.rutgers.edu

Join us for one of our two-day, overnight summer orientation sessions. Here, you will learn essential information on Rutgers services and resources and what it means to be a college student. Summer sessions begin in June and end in mid-August. New students will be able to register for summer orientation through the Enrollment Pathway.

Submit required Health Immunization records by July 15

health.rutgers.edu/immunization

Download an immunization form at health.rutgers.edu/immunization. Then give it to your health care provider for completion and submit by July 15. COMPLIANCE WITH IMMUNIZATIONS IS REQUIRED UNDER NEW JERSEY LAW FOR ALL STUDENTS. Failure to complete and return the form will result in a registration block that precludes being registered for the following semester and will prohibit access to housing assignment information.

Submit your final official high school and/or college transcripts by July 13

Your final official records must include certification and dates conferred of any diplomas or degrees, as well as final grades for courses in progress at the time of your admission. Official copies of all transcripts should be sent to:

Rutgers, The State University of New Jersey
Office of University Undergraduate Admissions
Room 202
65 Davidson Road
Piscataway, NJ 08854-8097

Apply for On-Campus Housing

RUoncampus.rutgers.edu

To apply for on-campus housing you must complete the online housing and dining agreement which is available through the Enrollment Pathway. Students are required to submit a non-refundable $200 deposit during the application process. First-year students are strongly encouraged to live on campus, unless living at home with relatives. Assignments are processed on a first-come, first-served basis so it is important to apply as soon as possible.

Select a Meal Plan

food.rutgers.edu

All on-campus residential students are required to carry a meal plan. For first-year students the minimum requirement is a 210 meal plan; upper-class students the minimum requirement is a 105 meal plan. You can make your selection through the online university housing agreement. Smaller meal plans are available for non-residential and commuter students.

Find Off-Campus Housing

ruoffcampus.rutgers.edu

The Off-Campus Housing Service provides an online listing of off-campus residences and provides students with useful information about moving off campus.

Apply for Financial Aid by the priority deadline of March 15

For more information visit studentaid.rutgers.edu

Pay your Term Bill

studentabc.rutgers.edu

Bills will be emailed to your Rutgers University email address in late July and are due on August 8. To view your account or pay your term bill, visit finservices.rutgers.edu/otb.

Purchase a Parking Permit

rudots.rutgers.edu

All commuter and residential students are allowed to have cars on campus. Vehicles are required to be registered and students must purchase a parking permit. Please be advised that a permit is also required for anyone visiting a student that needs to park in university parking areas for any length of time. Please visit the Department of Transportation Services for more information about parking permits.

Kick-off your journey at Rutgers by attending Camp UKnight!

getinvolved.rutgers.edu/leadership

Camp UKnight is a 3-day/2-night summer leadership experience that gives students an opportunity to make friends, engage in exciting activities, learn more about Rutgers and its traditions, and most importantly, develop a foundation of leadership. The Camp UKnight staff is enthusiastic and devoted to helping students find their niche at the University. There are two separate camps available: one for traditional first-year students and one for transfer students. More information can be found at the website above.

Join us for Scarlet Knight Days

nso.rutgers.edu

Look for additional programs and events just for new students in the days before classes start on Tuesday, September 3 and continuing throughout the first week of classes.

Mark Your Calendar

Classes begin Tuesday, September 3, 2013.

Stay informed about any Business School updates regarding Testing, Academic Planning & Advising, etc. by periodically checking out the information at business.rutgers.edu/undergrad-new-brunswick/admitted-students.
Placement Testing
The Rutgers Placement Tests determine the courses you are eligible to take in English, Math and foreign languages.

All incoming first-year students at the Business School are required to take placement tests, although students with a Critical Reading SAT score of 600+ (by the January 2013 SAT testing date) are exempt from completing the English portion of the testing and will automatically be placed into Expository Writing. If you completed the AP exam in English Lang/Comp OR Lit/Comp, or Calculus AB or BC with a score of 4 or 5 in your sophomore or junior year, you do not have to complete the placement test in that subject, but you must ensure that you have your scores sent to Rutgers.

You must register in advance for a placement testing date, at the following website: oirap.rutgers.edu/testplace.html. A number of testing dates are offered from late March through early May.

The testing portion of the day begins promptly at 8:15am (arrive by 8:00am) and ends at approximately 2:30pm (3:15pm if you complete testing in a foreign language). Students who scored at 600+ on the Critical Reading portion of the SAT and are exempt from the English portion of the Placement Test should report at 10:00am for Mathematics testing. The April 28 testing location for the 8:00am start time (if you must complete English testing) is the Beck Hall Auditorium, Livingston campus. The April 28 testing location for the 10:00am start time (Math testing only) is the Lucy Stone Hall Auditorium, Livingston campus. The Livingston campus is currently undergoing a lot of construction. Please allow ample travel time for navigating any detours.

You will have a break in between each exam and time for lunch. Plan to arrive by 8:00am to ensure that you make it to the exam on time. There will be no late admittance to the exam. You should bring your Rutgers ID number, #2 pencils, blue or black pen, a government-issued photo ID (in case you have time to have your RU ID photo taken that day), and also a bag lunch or approximately $12 for lunch in the dining hall or student center. The dining hall and student center lines can be quite long on placement testing days; you may find it less stressful to bring your own lunch from home.

You should make every effort to take your placement tests on or before April 28 and also attend the Academic Planning & Advising session on May 4, as delays may adversely affect your fall schedule. However, if you absolutely cannot attend testing on or before April 28, you may register online for a different placement test date at the same website: oirap.rutgers.edu/testplace.html.

Please make every effort to come to Academic Planning & Advising on May 4, even if you have not yet completed placement testing. No matter when you opt to take your placement tests, advance sign-up is required for testing, at the website provided above.

Program for Parents
Sunday, April 28 is one of the placement test dates for which you may sign up. You and your parents or guardians may find this date to be the most convenient of the choices, as there is also a Rutgers Business School Parent Orientation Program that morning, with our Senior Associate Dean, Martin Markowitz. April 28 is the only date on which a parent orientation will be offered, by the Business School. Both placement testing and parent orientation will take place on the Livingston campus in Piscataway. Testing will be in Beck Hall (for 8:00am English testing start time) and also Lucy Stone Hall (for 10:00am “Math testing only” start time). The parent orientation will take place in the Livingston Student Center, Livingston Hall, starting at 9:30am. Please check out the link below for maps and driving directions to Beck Hall, Lucy Stone Hall, and the Livingston Student Center, respectively. The Student Center is located mid-way between Beck Hall and Lucy Stone Hall, for your convenience.

rumaps.rutgers.edu
Click on "MAP", then "New Brunswick campus", and then enter the building name under "search." Locations for April 28 are:

- BECK HALL (8:00am start time, incl. English)
- LUCY STONE HALL (10:00am start time – Math only)
- LIVINGSTON STUDENT CENTER (9:30am Parent Program)

Please note that parents will not be permitted in the testing locations. We must control the testing environment, and too many questions of advisers and proctors only serves to prolong considerably the testing day. Your cooperation is appreciated. Any questions or concerns parents may have will be addressed by Dean Markowitz, at the Parent Orientation in the Livingston Student Center. The Parent Orientation Program will include information about residence life and housing options, financial aid, safety and campus security, and other important information.

Preparing for Placement Testing
Because these tests are used to determine your classes, you should prepare for them carefully and take them seriously. A Placement Testing Information Bulletin with sample questions is available online at oirap.rutgers.edu/testplace.html. This resource contains examples of strong and weak essay responses and sample math problems. It is essential to review the math formulas because NO CALCULATORS will be allowed in the math exam. Other than that, get a good night’s sleep, eat a good breakfast, bring a bag lunch or bring money for lunch, and wear comfortable clothing. (Dress in layers; sometimes lecture halls can be overheated or too air-conditioned).
The Academic Planning & Advising (APA) program has been designed to introduce you to Rutgers University and the Business School, inform you about your degree requirements, and assist you in selecting first semester courses. During the program you will be requesting your Fall 2013 classes, so your attendance is crucial. The program will run from 9:30am until about 12:30pm, in the Beck Hall Auditorium, Livingston campus. No advance sign-up is required for the May 4 Academic Planning & Advising date.

Please note that all APA Days are for students only; there is no parent program on APA Days. Also, you may come for APA Day even if you have not yet completed your placement testing, but be sure to register for the earliest placement testing date you can accommodate.

During the APA program, you will be meeting your Business School freshman advisers, general academic advisers, and upperclass student advisers, to discuss your major and degree requirements. You will hear a general presentation as an overview of academic goals and requirements, and then have a chance to break into smaller groups, where question and answer sessions can be run more efficiently. All of the information that you gather will help you make good course selections with the help of advisers.

If you absolutely cannot attend on May 4, there are only two tentative make up dates available for Academic Planning & Advising — May 23 (10:00am–12:00pm) and June 6 (10:00am-12:00pm). The location will be Beck Hall, Livingston campus (exact room yet to be determined; signs will be posted on the doors of Beck). You must sign-up for a make-up APA day via email at frosh@business.rutgers.edu, as seating is limited at the make-up sessions. The make-up dates of May 23 and June 6 are tentative and subject to change. Please check for updates at our freshman info website: business.rutgers.edu/undergrad-new-brunswick/admitted-students. No advance sign-up is necessary if you attend on the main advising date on May 4. One-on-one advising requests due to missed APA Days cannot be accommodated.

If you live over 150 miles from campus and cannot come for an Academic Planning & Advising Program, you may take care of your course selection by email. Please send this request to your freshman advisers at frosh@business.rutgers.edu.

Special Accommodations for Out-of-State & International Students

If you live over 200 miles from Rutgers, you can arrange to take testing on campus if you anticipate visiting during the spring or make arrangements to complete the testing by asking your guidance counselor to proctor the placement tests at your high school. To make such special arrangements, please contact April Pagano in the Testing and Placement office at pagano@instlres.rutgers.edu.

Special Accommodations for Students with Disabilities

If you are entitled to extended testing time (or other testing modifications) under ADA/Section 504, please contact the Office of Disability Services at dsoffice@rci.rutgers.edu. After contacting Disability Services, you will need to contact April Pagano in the Testing and Placement office at pagano@instlres.rutgers.edu to arrange to take the tests at an alternate time.

Placement Test Results

In most cases your results should be available a few weeks after you take the tests. You will receive an email (at the email account you provided when you applied to Rutgers University) notifying you that your results are available. When you receive this email, follow the link provided within the email to the Enrollment Pathway. Please carefully read all of the information about placement and contact frosh@business.rutgers.edu if you have questions.
Learning Communities

A learning community is a self-selected group of students who share similar academic interests and explore them together through out-of-classroom experiences and in either an exclusive learning community course or a cluster of courses.

rulc.rutgers.edu

Students in learning communities are afforded unique opportunities for academic and social success and networking. Students generally take at least one course in common and some learning communities offer the additional advantage of living and learning together in a designated residence hall. These communities are a wonderful opportunity for students who are undecided about their major or want to explore a particular academic topic.

Students in learning communities benefit from:

- Meeting other first-year students and making friends quickly
- Enrolling in exclusive learning community courses and/or seminars in intimate class settings
- Exploring Rutgers and its resources within a smaller community of friends
- Creating a network of faculty, staff, and student leaders right from the start
- Connecting with faculty and upper-class successful students who will provide you mentorship and networking opportunities
- Enrolling in a guaranteed section of a First-Year Interest Group Seminar (FIGS) exploring your academic interest area

Types of learning communities offered are:

- Living-learning communities: Students live together in a designated residence hall
- Non-Residential Learning Communities: These are open to all students with no requirement for students to live on campus
- Commuter Learning Communities: Open only to commuting students

Communities are offered for the following academic areas:

- Broadcast Communications and Meteorology
- Broadcast Communications and TV Video Production
- Business
- Language and Culture
- Political Science
- Psychology
- Marine Science/Oceanography
- Social Issues
- Science, Technology, Mathematics, and Health Professions

Communities provide a rich and rewarding experience and contribute to the overall success of students at Rutgers. Application and registration processes vary. Please visit our website for more information on eligibility requirements and application details. For questions please e-mail the learning communities office at rulc@echo.rutgers.edu.
Douglass Residential College

Douglass Residential College is a distinct community at Rutgers-New Brunswick that inspires women’s academic, personal, social and professional development.

*Part of Tradition. A Whole New Inspiration.*
douglass.rutgers.edu

Learning through action, mentoring, and making lifelong connections with students, faculty and alumnae are all important features of the Douglass experience. Douglass supports women at all stages of their academic careers; new first-year and transfer students, non-traditional students, commuters, and residential students are eligible to become members of the College.

Douglass women at Rutgers get the best of both worlds. Female students attending an undergraduate school at New Brunswick can have all the resources that Rutgers offers and simultaneously belong to Douglass’ small, close-knit community that feels like home. Douglass women gain a competitive edge at Rutgers through exclusive academic and career enrichment opportunities, mentoring and advising, residential learning experiences, and leadership programs. Students are also linked to an empowering network of students, faculty, staff and alumnae who are devoted to their achievement of excellence.

To find out more about how Douglass will enhance your Rutgers experience, help you achieve your potential and become the leader of your own life, visit us at douglass.rutgers.edu or email douglassadmits@echo.rutgers.edu to request more information.

Follow us on Twitter: @RUDouglass; Facebook: Douglass Residential College; and Instagram: RUDouglass

Byrne Family First-Year Seminars

*Available to all first-year students*
byme.rutgers.edu
*Register at Academic Planning & Advising Day*

Eager to find a major? Curious about a new topic? Byrne Seminars are a unique opportunity to explore your interests with our most talented faculty. Professors share their intellectual passion in small seminars, capped at 20 students. Learn about cutting-edge research in a wide range of fields. There are no formal exams and no pressure for a grade. Byrne Seminars are one credit, pass/no credit courses available only to first-year students. Find your passion. Explore majors you may not have considered. Enroll in a Byrne Seminar!
First-Year Interest Group Seminars (FIGS)

RBS students are invited to sign up for a First-Year Interest Group Seminar (FIGS) for the fall semester. Each seminar is worth one credit and is taught by a trained Peer Instructor. During the 10 weeks of FIGS, students learn about the Rutgers community and explore an academic interest area such as Business, Communication, Diversity, Education, English, Health & Medicine, History, Law & Leadership, Sociology, Theater Arts, Veterinary Medicine and more! The small class environment of no more than 25 students allows you to get to know your classmates and instructor.

For a full list of interest areas, visit figs.rutgers.edu. To sign up for a First-Year Interest Group Seminar, talk with your academic adviser when you select your Fall classes. You can also manually add an open FIGS to your schedule at webreg.rutgers.edu in early September, during the add/drop period.

Academic Integrity

Academic integrity is the foundation of higher learning. As a new student coming to Rutgers, you will be expected to abide by the Academic Integrity Policy…and naturally that means we want you to understand it!

Academic integrity is important because the quality of your education is important. The principles of academic integrity require the following:

- All work submitted in a course or related academic activity must be a student’s own and must have been produced without the aid of unsanctioned materials or collaboration.
- All use of the ideas, results, or words of others must be properly acknowledged and cited.
- All contributors to a given piece of work must be acknowledged properly.
- All data or results must be obtained by ethical means and reported accurately without suppressing any results inconsistent with the author’s interpretation or conclusions.

If you are not sure about academic integrity, ask someone. There are myriad resources available to you as a Rutgers University student:

- Talk to your professor or teaching assistant about their expectations
- Contact your academic department or University Libraries for help
- Consult the Writing Program or Learning Centers
- Visit the Academic Integrity website: academicintegrity.rutgers.edu

All incoming students are required to complete an academic integrity tutorial during their first semester at Rutgers University. Information about the tutorial will either be emailed to you or provided to you in one of your first semester classes. If you have any questions regarding the tutorial please contact studentconduct@rci.rutgers.edu.

For questions about the Academic Integrity Policy, contact the Office of Student Conduct, Bishop House 107 on the College Avenue Campus. To read a full copy of the Academic Integrity Policy or the University Code of Student Conduct, visit academicintegrity.rutgers.edu.
Frequently Asked Questions

What courses do I need to take to graduate from the Business School?
Business School students complete a business major, and also courses to complete their Core Curriculum (general studies) requirements. During the first year and first semester of sophomore year, you are first required to complete the following six “business eligibility” courses (roughly 2 per semester):

- 01:220:102 Intro to Microeconomics, 01:640:135 Calculus I, 01:220:103 Intro to Macroeconomics, 01:198:170 Computer Applications for Business, 01:960:285 Intro to Statistics for Business, and 33:010:272 Intro to Financial Accounting (first-semester sophomores only). Students will also need to take enough liberal arts courses to fulfill the Core Curriculum requirements. A total of 120 credits are required for graduation.

What are the Core Curriculum requirements?
This framework of courses is designed to complement your business major in ways that equip you with the knowledge, skills, and varied approaches to understanding that are necessary for life in an increasingly global and pluralistic society. The Core Curriculum requirements are an important foundation for your academic career and will expand your educational opportunities, helping you to develop into a more broadly educated person. The Core Curriculum requirements involve meeting a number of learning goals in the following areas: 21st century challenges, natural sciences, social analysis, historical analysis, arts & humanities, writing & communication, quantitative & formal reasoning, information technology & research. You will receive more information about these Core Curriculum requirements at your Academic Planning & Advising program on May 4. In addition, course syllabi will indicate which learning goal(s) are met with the successful completion of that course.

I don’t know which business major I want. What should I do?
Most incoming first-year students are unsure of their major interests. You have three semesters to explore your options before you declare a business major. In addition, there is a course, Introduction to Business (33:011:100), which you should consider taking at some point during your first three semesters. This course will provide insight about majors and careers in business and could help you determine which business major may be the correct choice for you. Whether you know what you want to major in or not, you have the flexibility and opportunity to discover exciting new academic choices and challenges.

Plan to take advantage of campus resources like your academic adviser, the Business School Career Management Specialist, and the University Career Services Office to learn more about the connection between majors and careers.

What classes should I choose in my first semester?
Registering for your first term courses is relatively easy. Your schedule will automatically include Expository Writing (English Comp 101), or another writing course based on your placement results, for 3 credits. You should take a math course (Calculus, Precalc, or whatever level you place into), since you need to complete math through Calculus I for all business majors. Your schedule should be balanced between entry courses for your business major (Intro to Micro or Macroeconomics is a good choice for your first semester) and courses to satisfy the Core Curriculum requirements, so your course selection should also include one or two liberal arts courses. Twelve to fifteen credits (4 to 5 classes) is an appropriate credit load. In addition to preparing for your business major, this is a chance to explore a variety of subjects in the humanities, arts, natural sciences, history, and social sciences. Select subjects you have never studied before or courses that sound interesting to you. If you decide to take 2 elective courses beyond Expository Writing, Math, and Economics, think about choosing courses in 2 different areas of the Core Curriculum. At Academic Planning & Advising, we will make every effort to organize your course selection form by the Core Curriculum learning goals each course satisfies.

How do I receive credit for Advanced Placement (AP) exams?
College credit is granted at Rutgers for all AP exams with scores of 4 or 5. Please have the College Board send your score report directly to Rutgers-New Brunswick (CEEB Code 2765); remember to include your Social Security number to ensure ease of identification. An AP score of 4 or 5 on either English Language/Comp or Literature/Comp will place you out of Expository Writing 101. Advisers will be adjusting schedules accordingly during the summer months.

How do I receive credit for previous college courses?
If you have already completed dual enrollment college courses, please have an official transcript sent directly from the school to Rutgers University; unofficial student copies and grade reports cannot be used to transfer credits. Transcripts will not be evaluated until the Fall 2013 semester. Be sure to have a copy of the course syllabus available in the fall, in case there are questions regarding course content. More detailed information on dual enrollment courses and the kinds of courses that are transferable to the Rutgers Business School will be provided at your APA Day.

What if I want to take courses during the summer?
You should discuss and get preapproved by the freshman advisers at the Business School any summer courses you may wish to take. As a student at the Business School-New Brunswick, you should not take any of your business courses outside Rutgers-New Brunswick, as the credits are not likely to transfer here. Be sure to always gain written approval from an adviser at the Business School, prior to taking summer session courses anywhere outside Rutgers.
What can I do to succeed at Rutgers University?
There are a number of important study skills that will help you succeed at Rutgers University. Here are some tips that may seem very basic, but are also very important:

• Go to every class. Professors have discretion to factor class attendance into your final grade. Besides, how will you get the necessary information if you don’t attend class?
• Complete all assignments on time, especially for your Expository Writing class. Not turning in assignments or turning in your assignments late may significantly affect your grade.
• Do all of the assigned reading. The professor is assigning it for a reason. Don’t fall behind on the reading because it is very hard to catch up.
• Visit your professors during office hours and ask questions! Students who interact with their professors perform significantly better than those who just attend class.

How do I register for classes?
Attend Academic Planning & Advising (APA Day) on Saturday, May 4, 2013. Your fall 2013 course selection will be done on this date, so please make every effort to attend. For more information please see page 5. Incoming freshmen do not have access to online course registration in the spring and summer before they begin at Rutgers.

Will I be able to graduate in four years?
Yes, the key to completing requirements and creating a cohesive academic program is to develop a carefully designed course strategy to ensure on-time graduation.

Two tips:
• Do not rush to fulfill your CORE Curriculum requirements; you can integrate them into your program throughout your college years so they make sense with the courses you take for your major.
• Plan an average of 15 credits (usually five courses) each term.

NOTE: This does not mean that you must take 15 credits each term to graduate in four years! Many students choose to begin their first semester with a conservative registration of 12-13 credits to ensure an easier transition to college. Taking four courses in the first semester will NOT put you behind for graduation, and it allows you to get accustomed to college level work and independent living. Although you likely juggled seven or eight classes and many activities in high school, the demands of college courses will take more energy and effort than you may anticipate. We strongly discourage registering for more than 16-17 credits, particularly in the first college semester. Consider registering for just 4 regular courses plus a 1-credit Byrne Seminar or FIGS (further described on pages 8–9). As most math courses are 4 credits, this schedule of 4 classes plus a Byrne or FIGS would be 14 credits.

How big are the classes?
Some classes, such as Expository Writing or seminars for upper-class students, are quite small with about 15 to 25 students. Other classes meet in large lectures with a few hundred students.

Many of the large lectures also have smaller discussion meetings weekly, or recitations, led by a teaching assistant.

Where can I view degree requirements?
The Rutgers Online Catalogs are a collection of links to all degree programs and can be found at catalogs.rutgers.edu.

When will I receive my fall class schedule?
Your fall schedule of classes will be available to you at the my.rutgers.edu portal on or about August 20. Schedule edits continue being made by your advisers up until that point in the summer, so please be patient.

How do I make changes to my fall course schedule?
First-year students will not have access to make changes until the Add/Drop period in the first week of classes. There will be no exceptions to this! Plan to attend the Fall Orientation programs about how to add and drop courses from your schedule. The Add/Drop period for freshmen usually begins on the second day of classes, each semester.

When will I find out about my housing assignment and roommate?
An email regarding your housing assignment and roommate information will be sent to you by the Housing and Residence Life Assignments Office during the first week in August. Assignments are made on a first-come, first-served basis while considering the preferences indicated within your housing agreement. Every effort is made to accommodate both campus and roommate preferences; however, a high demand for housing may prevent all requests from being honored. For more information, visit RUoncampus.rutgers.edu.

How do I put money in my RU Express account and what can I use it for?
RU Express is the student debit program at Rutgers, a cash-free alternative that will allow students to use their University ID cards like a debit card. RU Express is accepted at most on-campus locations as well as many off-campus locations. For more information, visit ruexpress.rutgers.edu.

Continues
Frequently Asked Questions (continued)

What is Rutgers doing to maintain a safe learning environment?
The campuses at Rutgers University are safe; however, no community is immune from crime. Rutgers has taken numerous measures to improve safety including the installation of over 2,700 security cameras and operating a state-of-the-art 9-1-1 Center, but the importance of your role in crime prevention cannot be understated. You can help reduce your vulnerability by staying alert and not leaving valuables unattended or unsecured in public places including laptops, cell-phones, or bikes which are particularly vulnerable to theft. Additionally, the Division of Administration & Public Safety reminds you, when the time to act has come, the time to prepare has passed. Accordingly, you are encouraged to become familiar with the University’s Emergency Action Plans available at halflife.rutgers.edu/eap/eap.html. For more information about campus safety, crime prevention, and how to sign up for emergency text messages visit aps.rutgers.edu.

Do I need a car to get back and forth between the campuses?
Rutgers University has an extensive transit system that provides transportation between all of the New Brunswick campuses. Most buses are also equipped with a bicycle rack to allow students to easily transport their bicycle from one campus to another. Students who have vehicles on campus are only permitted to park on one campus and must use the bus system for travel to other campuses. For information about the campus transit system and services, visit rudots.rutgers.edu.

What types of health and counseling services are available on campus?
Rutgers Health Services offers a comprehensive range of mental health, medical, pharmacy, health outreach, promotion, and education services to Rutgers students. Please visit the Rutgers Health Services website at health.rutgers.edu to confirm hours and locations for all services.

What type of computer do I need?
If you choose to bring a computer, it is a matter of preference whether you choose a laptop, desktop, or netbook. Many students bring laptops for the convenience of portability. Rutgers Computer Repair (732-445-5000) is an on-campus resource offering authorized warranty services for the major computer manufacturers; they can provide assistance if you have questions. If you don’t bring your own computer, there are fifteen computer labs with over 900 computers spread across the New Brunswick campuses. The labs can augment your computing experience by offering academic and specialized software and printing. For more information, visit nbcs.rutgers.edu/newstudent.

When do I buy my books?
The bookstore begins posting course book information as soon as it is received from your instructors. Doing so allows you access to the greatest stock of used textbooks. You may also opt to purchase your books after you attend your first class sessions and receive your syllabi. If you do wait until the start of the term to buy your books, bring your course schedule with you to ensure the quickest assistance with obtaining your books. Textbook rentals and e-textbooks are now available on many titles both in-store and online. When you visit your university bookstore, just look for the shelf cards that list rental or e-textbook options. You may order your textbooks online and obtain more information about the university bookstores at rutgers.bncollege.com.

How do students find jobs?
The Student Employment Office (SEO) administers two employment programs and assists students with finding part-time and seasonal employment. The Federal Work Study Program is a need-based Financial Aid Program that offers eligible students employment in a variety of on-campus jobs and off-campus paid community service jobs. The Job Location and Development Program offers part-time and seasonal employment to all currently-enrolled students. For more information on the Student Employment Office, please visit studentwork.rutgers.edu.

Where can I find resources for students with disabilities?
To request accommodations under ADA/Section 504, contact the Office of Disability Services, Lucy Stone Hall, Suite A-145, 54 Joyce Kilmer Avenue, Piscataway, New Jersey 08854. For additional information email dsoffice@echo.rutgers.edu or visit disabilityservices.rutgers.edu.

I need special test accommodations. How do I make these arrangements?
If you are entitled to extended testing time (or other testing modifications) under ADA/Section 504, please contact the Office of Disability Services at dsoffice@rci.rutgers.edu. After contacting Disability Services, contact April Pagano in the Testing and Placement office at pagano@instlres.rutgers.edu to arrange to take the tests at an alternate time. Please contact her ASAP. Do not attend one of the published test dates; these sessions do not offer special accommodations.
I have been admitted to the Educational Opportunity Fund (EOF) Program. Is there anything special I need to know?

Yes. Business School students attending a summer EOF program do not need to register for the Rutgers University New Student Orientation Program on the Enrollment Pathway. Specific information about the Summer Orientation Program, if applicable, will be provided by your school’s EOF Program.

I am an international student. Are there resources I should know about?

The Center for Global Services (previously known as the Center for International Faculty and Student Services) advises students on immigration, cultural adjustment, health insurance, and other matters. A variety of programs and workshops are offered by Center for Global Services to enhance international students’ experience at Rutgers. Please plan on attending International Student Orientation from Monday, August 26 – Friday, August 30. Additional information and a registration form are included with the I-20 packet sent to you by the Admissions Office. For more information, email ru_cifss@email.rutgers.edu. For other resources and latest updates on the orientation program and schedule, visit internationalservices.rutgers.edu.

What types of services and programs are available for veteran students?

The Office of Veteran and Military Programs and Services was established to help with any and all issues that student veterans and military face as they transition from combat to campus. Veterans House is the home of the director and assistant director of Veteran and Military Programs and Services. Services and dedicated staff available to veteran and military students include academic advising and tutoring, a student lounge with wireless internet providing quiet study space, a mental health clinician, a state veteran service officer who works directly with the U.S. Department of Veterans Affairs, and disability services/accommodations. For more information, visit veterans.rutgers.edu.

What services are available for commuter students?

Commuter Life and the Off-Campus Students’ Association (OCSA) offer a comprehensive range of programs and support, and serve as a source of information for all off-campus/commuter students at Rutgers University. Please visit commuters.rutgers.edu for more information. Students can also email questions or concerns to commuters@echo.rutgers.edu.

Am I required to attend Rutgers Summer Orientation?

All students are expected to attend Summer Orientation. It is an excellent way to get acclimated to Rutgers University and is essential for a successful first year at Rutgers.

If you have further questions about academic issues, email frosh@business.rutgers.edu.
University Academic Calendar

scheduling.rutgers.edu/calendar.shtml

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester Begins</td>
<td>Tue Sept 3</td>
</tr>
<tr>
<td>Regular Saturday Classes Start</td>
<td>Sat Sept 7</td>
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<tr>
<td>Changes in Designation of Class Days</td>
<td>Tue Nov 26—Thursday Classes</td>
</tr>
<tr>
<td></td>
<td>Wed Nov 27—Friday Classes</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thurs Nov 28—Sun Dec 1</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Wed Dec 11</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Thurs Dec 12 &amp; Fri Dec 13</td>
</tr>
<tr>
<td>Fall Exams Begin</td>
<td>Mon Dec 16</td>
</tr>
<tr>
<td>Fall Exams End</td>
<td>Mon Dec 23</td>
</tr>
<tr>
<td>Winter Recess Begins</td>
<td>Tue Dec 24</td>
</tr>
<tr>
<td>Winter Recess Ends</td>
<td>Mon Jan 20, 2014</td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>Tue Jan 21</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Sat March 15</td>
</tr>
<tr>
<td>Spring Recess Ends</td>
<td>Sun March 23</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Mon May 5</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Tue May 6 and Wed May 7</td>
</tr>
<tr>
<td>Spring Exams Begin</td>
<td>Thurs May 8</td>
</tr>
<tr>
<td>Spring Exams End</td>
<td>Wed May 14</td>
</tr>
<tr>
<td>University Commencement</td>
<td>Sun May 18</td>
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<tr>
<td>Summer Session Begins</td>
<td>Tue May 27</td>
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## Helpful Websites

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<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Email</th>
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<tbody>
<tr>
<td>Rutgers Business School</td>
<td>business.rutgers.edu</td>
<td><a href="mailto:frosh@business.rutgers.edu">frosh@business.rutgers.edu</a></td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>scheduling.rutgers.edu/calendar.shtml</td>
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<tr>
<td>Academic Integrity Policy &amp; Student Code of Conduct</td>
<td>judicialaffairs.rutgers.edu</td>
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<tr>
<td>Admissions (Undergraduate)</td>
<td>admissions.rutgers.edu</td>
<td></td>
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<tr>
<td>Asian American Cultural Center</td>
<td>aacc.rutgers.edu</td>
<td></td>
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<tr>
<td>Athletics</td>
<td>scarletknights.com</td>
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<tr>
<td>Byrne Family First-Year Seminars</td>
<td>byrne.rutgers.edu</td>
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<tr>
<td>Career Services</td>
<td>careerservices.rutgers.edu</td>
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<tr>
<td>Center for Global Services</td>
<td>internationalservices.rutgers.edu</td>
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<tr>
<td>Center for Latino Arts and Culture</td>
<td>clac.rutgers.edu</td>
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<tr>
<td>Computing Services</td>
<td>nbcs.rutgers.edu/newstudent</td>
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<tr>
<td>Degree Navigator</td>
<td>nbdn.rutgers.edu</td>
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<tr>
<td>Dining Services</td>
<td>food.rutgers.edu</td>
<td></td>
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<tr>
<td>Directions to and on Campus</td>
<td>rumaps.rutgers.edu</td>
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<tr>
<td>Disability Services</td>
<td>disabilityservices.rutgers.edu</td>
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<tr>
<td>Douglass Residential College for Women</td>
<td>douglass.rutgers.edu</td>
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<tr>
<td>EOF program</td>
<td>admissions.rutgers.edu/0205.asp</td>
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<tr>
<td>Financial Aid</td>
<td>studentaid.rutgers.edu</td>
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<tr>
<td>First-year Interest Group Seminars (FIGS)</td>
<td>figs.rutgers.edu</td>
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<tr>
<td>Health Services—Counseling (CAPS)</td>
<td>health.rutgers.edu</td>
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<tr>
<td>Health Services—Medical</td>
<td>health.rutgers.edu</td>
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<tr>
<td>Housing and Residence Life</td>
<td>ruoncampus.rutgers.edu</td>
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<tr>
<td>Learning Centers</td>
<td>rlc.rutgers.edu</td>
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<tr>
<td>Learning Communities</td>
<td>rulc.rutgers.edu</td>
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<tr>
<td>Libraries</td>
<td>libraries.rutgers.edu</td>
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<tr>
<td>New Student Orientation</td>
<td>nso.rutgers.edu</td>
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<tr>
<td>Off-Campus Housing</td>
<td>ruoffcampus.rutgers.edu</td>
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To connect by phone with any Rutgers University office or staff member, contact RU-info at 732-445-info (4636).
<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Website/Phone</th>
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</thead>
<tbody>
<tr>
<td>Office of Student Conduct</td>
<td>studentconduct.rutgers.edu</td>
</tr>
<tr>
<td>Ombudsperson for Students</td>
<td>ombuds.rutgers.edu</td>
</tr>
<tr>
<td>Parking (Dept. of Transportation Services)</td>
<td>rudots.rutgers.edu</td>
</tr>
<tr>
<td>Paul Robeson Cultural Center</td>
<td>prcc.rutgers.edu</td>
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<tr>
<td>Placement Tests</td>
<td>oirap.rutgers.edu/testplace.html</td>
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<tr>
<td>Post Offices</td>
<td>mds.rutgers.edu</td>
</tr>
<tr>
<td>Public Safety</td>
<td>aps.rutgers.edu</td>
</tr>
<tr>
<td>Recreation &amp; Community Development</td>
<td>recreation.rutgers.edu</td>
</tr>
<tr>
<td>Registrar</td>
<td>nbregistrar.rutgers.edu</td>
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<tr>
<td>Risk Management and Insurance</td>
<td>riskmanagement.rutgers.edu</td>
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<tr>
<td>RUconnection ID cards</td>
<td>ruconnection.rutgers.edu</td>
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<tr>
<td>RU Express</td>
<td>ruexpress.rutgers.edu</td>
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<tr>
<td>RU-info</td>
<td>ruinfo.rutgers.edu</td>
</tr>
<tr>
<td>RU Police Department (non-emergency)</td>
<td>aps.rutgers.edu</td>
</tr>
<tr>
<td>RU-tv (including repairs)</td>
<td>rutv.rutgers.edu</td>
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<tr>
<td>Schedule of Classes</td>
<td><a href="http://www.acs.rutgers.edu/soc">www.acs.rutgers.edu/soc</a></td>
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<tr>
<td>Scholarships</td>
<td>admissions.rutgers.edu/0801.asp</td>
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<tr>
<td>Social Justice Education and LGBT Communities</td>
<td>socialjustice.rutgers.edu</td>
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<tr>
<td>Student Accounting (Payments)</td>
<td>studentabc.rutgers.edu</td>
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<td>Student Affairs</td>
<td>studentaffairs.rutgers.edu</td>
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<td>Student Centers</td>
<td>getinvolved.rutgers.edu</td>
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<tr>
<td>Student Employment</td>
<td>studentwork.rutgers.edu</td>
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<td>Student Life</td>
<td>getinvolved.rutgers.edu</td>
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<tr>
<td>Undergraduate Education</td>
<td>undergraduate.rutgers.edu</td>
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<tr>
<td>Undergraduate Research</td>
<td>aresty.rutgers.edu</td>
</tr>
<tr>
<td>University Code of Student Conduct</td>
<td>studentconduct.rutgers.edu</td>
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<tr>
<td>University College Community</td>
<td>ucc.rutgers.edu</td>
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<tr>
<td>Veterans Services</td>
<td>veterans.rutgers.edu</td>
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<td>Violence Prevention and Victim Assistance</td>
<td>vpva.rutgers.edu</td>
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<tr>
<td>Writing Centers</td>
<td>wp.rutgers.edu</td>
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*Rutgers Business School First-Year Students*
WE'RE MOVING! On or about August 13, 2013, the Rutgers Business School offices will move into our new building location at 100 Rockafeller Road, Livingston campus.