Scarlet Guide
A Resource for Getting Started at Rutgers University

School of Management and Labor Relations
Edward J. Bloustein School of Planning and Public Policy
2013–2014
Professional School Degree Completion Programs by School of Management and Labor Relations Edward J. Bloustein School of Planning and Public Policy 2013–2014 Academic Year

Welcome to Rutgers! In preparation for beginning your Rutgers education, we ask that you join us on campus to learn more about your program, meet with an academic advisor and select courses for the upcoming semester.

This booklet is a joint publication by the School of Management and Labor Relations (SMLR), the Edward J. Bloustein School of Planning and Public Policy (EJB), and the University College Community (UCC). It is designed to explain UCC’s enrollment and administrative service role in supporting SMLR’s BS degree in Labor and Employment Relations (579) and EJB’s BS degree in Public Health (832D). It will assist you in your transition into your school’s professional program and Rutgers, The State University of New Jersey. It serves as a supplement to the online Rutgers, New Brunswick Undergraduate catalogs found at catalogs.rutgers.edu/current.shtml. It is designed for use by new transfer students. It includes information on placement tests and advising; academic matters, including school requirements; course schedules; and registration. It also has information about financial aid, housing, parking, transportation, computing services, and other aspects of student life.

In addition to this booklet, you are urged to learn and understand your rights and school’s procedures and policies by visiting ucc.rutgers.edu/professional-schools and click Academic Policies.

Please read this booklet carefully and bring it with you to your advising sessions. The Scarlet Guide contains information that will guide you through the important first steps to complete before arriving to campus.
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**First Things First**

The checklist below will help guide you through the important first steps to complete before arriving on campus. Students admitted in the spring must refer to spring dates after the Frequently Asked Questions section on page 18.

- **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.

**My RUID is** ___________ -00- ___________

**My NetID is** ___________

**My Rutgers email address is** ___________

- **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 writing, math and foreign languages. Please refer to page 4 for more information about your 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.

- **Take your photo for your RUconnection ID Card**
  ruconnection.rutgers.edu
  Students must be registered for classes to be eligible for the RUconnection card. 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 at the beginning of the semester.

- **Register and plan to attend Academic Planning and Advising (APA) Day**
  Visit ucc.rutgers.edu/professional-schools to register for APA Day. APA Days are scheduled throughout the summer to allow students the opportunity to address important questions. Do not confuse APA Days with Summer or Winter Orientations. These are two different programs. At APA Day you will learn how to track your academic progress using Degree Navigator, register for courses, learn more about your program of study as well as meet fellow students, faculty and staff.

- **View Evaluated Transcripts**
  Evaluated transcripts may be viewed at admissions.rutgers.edu/transfercredit. Students must submit all college transcripts to receive an accurate Transfer Summary Report (TSR) of their work prior to registration.
**View Degree Navigator**
nbdn.rutgers.edu
Degree Navigator is an advising tool designed to help students make informed decisions regarding their academic progress. Your Degree Navigator report will help you forecast degree completion and is used for planning purposes only. It is not an official transcript of your academic record, nor does it constitute a contract between you and Rutgers, The State University of New Jersey. Verification of college and degree requirements can only be certified by an academic advisor.

**Register for the Transfer/Non-Traditional Orientation Program**
nso.rutgers.edu
Join us for one of the Transfer/Non-Traditional Summer Orientation sessions. Here, you will learn essential information about Rutgers services and resources specifically geared for transfer, returning, veteran, and non-traditional student populations. Transfer students are encouraged to attend either June 20, July 10, July 23, or August 1, as these sessions are designed especially for you. Registration is available through the Enrollment Pathway.

SMLR/EJB students are also encouraged to complete the UC Community online orientation by joining the UC Community virtual worksite by logging on to sakai.rutgers.edu. If you do not have the UC Community tab listed at the top, you may join by selecting “Membership” in the panel, then click “Joinable Sites” and choose worksite UC Community by clicking “Join.” It is that easy!

**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 15**
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

**Submit 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 on-line 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.

**View sakai.rutgers.edu**
Students are encouraged to join the UC Community on Sakai where you can experience an orientation and follow steps for additional transition services. Non-traditional students (NTS) have significant non-academic commitments that may conflict with a traditional college experience. UCC is committed to providing virtual services.

**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.*

* For Spring 2014 dates please see page 18.
Professional Schools’ Support Unit

Who is responsible for maintaining my academic record?
The University College Community is a unit dedicated to supporting the enrollment services and administrative needs of the School of Management and Labor Relations and the Edward J. Bloustein School of Planning and Public Policy’s direct admission Bachelor of Science degree programs. The enrollment and administrative services include recruitment, admissions, transfer credit evaluation, advising for your general education requirements, academic policies, and processing student forms as listed on the following one-stop service site, ucc.rutgers.edu/professional-schools. Students are expected to review their academic records at the end of each term to maintain accuracy.

Placement Examinations

Who is exempt from Rutgers Placement Testing?
SMLR/EJB transfer students entering Rutgers with an equivalent to Rutgers’ required expository writing course (01:355:101) are exempt from the English placement test. Transfer students entering Rutgers with an accepted Quantitative (QU) Reasoning course (grade of C or better) or, who have completed an approved prerequisite math course at an accredited college or university, are exempt from the Math placement test.

Who needs to take the Rutgers Placement Test(s)?
Students are notified via their Transfer Summary Report (TSR) on whether a placement test is needed. See the TSR guide for more details at ucc.rutgers.edu/professional-schools.

Math—You will be required to take a Rutgers Math Department Placement Test if SMLR/EJB deems it necessary in cases where you have not taken an approved quantitative methods or math course from an accredited college or university.

English—You will be required to take a Rutgers English Placement Test if SMLR/EJB deems it necessary in cases where you have not completed at least one semester of a writing course (i.e., English Composition) or have a prerequisite writing course from an accredited college or university. If you require a placement test, you will be notified via your transfer evaluation.

How do I register for a Placement Test?
Math/English—oirap.rutgers.edu/testplace.html, link to transfer/continuing students. Reservations are required.

What should I bring to the tests?
You should bring your Rutgers ID number, a current government-issued photo ID, #2 pencils and a blue or black pen. If you will be at Placement Testing over the lunch break bring a bag lunch or money for lunch. Food lines can be quite long on placement testing days; you may find it more convenient to bring your own lunch from home. As a reminder, NO CALCULATORS are allowed in the math exam.

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.

When will I find out my Placement Test results?
A few weeks after you take the tests, your results will be posted on the Rutgers Admissions Enrollment Pathway and on your portal at my.rutgers.edu. These tests must be taken seriously because they will have a major impact on the courses you can/must take. Placement tests cannot be retaken.
Academic Planning and Advising (APA) Days

When and where are Academic Planning and Advising (APA) Days held?
All students are required to RSVP for an APA day, which are held at various times, locations, and dates prior to the start of your semester as a new student. Visit ucc.rutgers.edu/professional-schools for more information.

Students enrolled in off-campus programs may consult individually with their off-campus advisor. At Western Monmouth Higher Education Center-Brookdale location, please call 732-625-7012 as soon as possible or visit, offcampus.rutgers.edu/brookdale.

At Atlantic Cape Community College, please call 609-343-4995 as soon as possible or visit, offcampus.rutgers.edu/atlantic-cape.

Do I have to register to attend APA Day?
Yes. RSVP at ucc.rutgers.edu/professional-schools.

What should I bring to APA Day?
Please bring a laptop if you have one, completed Rutgers Transfer Credit Summary Report, and updated previous transcripts if not already sent to admissions. Official transcripts must not be opened.

Will I have an academic advisor? How will my advisor be assigned to me?
Yes. Transfer students will meet with a SMLR/EJB advisor on APA day to register.

How will I choose my courses?
You will be guided by the SMLR/EJB advisor on APA Day to register.

What if I cannot attend APA Day?
New Brunswick students who have conflicts or live at a distance should contact Betsy Feliciano-Berrios at 732-932-6965, ext. 2153 to discuss alternate arrangements. Students in the off-campus program located at the Western Monmouth Higher Education Center should contact Joe Walsh at 732-625-7012. Students in the in the Rutgers-Atlantic Cape program should contact Jason Jankowski at 609-837-2900. A list of courses that fulfill requirements are available via Degree Navigator at nbdn.rutgers.edu.

Special Credit Programs

Credit for Advanced Placement (AP) Exams
College credit is granted for all AP exams with scores of 4 or 5. No credit is granted for scores of 3 or lower. When requesting, have your score report sent from the College Board to Rutgers, The State University of New Jersey, Office of University Undergraduate Admissions, Room 202, 65 Davidson Road, Piscataway, NJ 08854-8097. Include your Rutgers ID Number to ensure ease of identification.

International Baccalaureate
College credit is granted for the Higher Level Exam scores of 5, 6, or 7. No credit is granted for standard level exams or scores of 4 or lower.
Your Academic Program

Major(s) and Minor(s)
SMLR/EJB students will automatically be declared as majoring in Labor and Employment Relations (579) for the BS degree by the School of Management and Labor Relations and Public Health (832D) for the BS degree by the Edward J. Bloustein School of Planning and Public Policy.

If you wish to add a second major you must visit the following site ucc.rutgers.edu/professional-schools and under “forms” complete the online declaration form. You may add the second major as long as you additionally meet all requirements of the major. A minor is optional. You may select a second major or a minor from any of those offered by the School of Arts and Sciences (SAS), School of Communication and Information (SCI), School of Management and Labor Relations (SMLR) and Edward J. Bloustein School of Planning and Public Policy.

SMLR offers an optional second major and minor in Human Resource Management (533) and EJB offers a major and minor in Planning and Public Policy (762). Students enrolled in the Public Health major may not declare planning and public policy as a second major or a minor. Majors or minors from other Rutgers Schools besides SAS may require additional applications/admissions.

Recommended Credit Course Load for New Transfer Students
When registering for courses, students should take into consideration other demands placed on their time outside of academic responsibilities. In general students working full-time are advised not to take more than 6-7 credits (2 courses) within their first semester in the BS programs.

Rutgers considers students who take 12 credits or more as being full-time students, but all SMLR/EJB BS degree students are initially classified as nontraditional. This gives you the opportunity to take precisely the number of credits you need and can do well in, and to move back and forth across full-time and part-time categories.

SMLR/EJB students may not take more than 18 credits without permission from the program advisor. Students are usually not granted permission during their first term.

Starting off with fewer credits, and doing well in those classes, will build up your confidence and GPA, and give you time to adjust to your new schedule. On the other hand, there may be housing, financial aid, health insurance, and other consequences of a decision to attend on a part-time, rather than a full-time, basis; consult with your academic advisor or a financial aid advisor.

Course Schedule
After attending Academic Planning and Advising (APA) Day and meeting with an advisor, you will use your Rutgers ID# and Personal Access Code (birth month and day) to access web registration. You can view your schedule at webreg.rutgers.edu. Schedules for all Rutgers students may also be viewed through the myRutgers portal at my.rutgers.edu (NET ID and Rutgers e-mail account needed).

Changing Your Course Schedule
Once you have registered, you have the opportunity to refine your schedule through the first week of the fall and spring semester, all students can change their schedules at webreg.rutgers.edu; see nbregistrar.rutgers.edu for more information. If the courses you want are initially full, remember to keep checking the status of classes online because students are continually updating their schedules, so spaces may open up.

Special Permission to Enter Closed Courses or Restricted Courses
A special permission number is a six-digit number that allows students to register for a class that is closed or requires special permission in order to register. Only the department or professor may issue these numbers. Contact the department that offers the course to find out how to obtain a special permission number. SMLR/EJB students must visit ucc.rutgers.edu/professional-schools to request a special permission number. Provide your RUID, name, the course index number and reason for request.

You can use the special permission number provided together with the course index number to register for the course on webreg (webreg.rutgers.edu).
Academic Success at Rutgers

“Transfer Shock”
Students transferring to a different school may experience a dip in their GPA. This is called “transfer shock.” How do you avoid “transfer shock”? Learn as much as you can about university and school policies, take advantage of academic support resources, and spend time getting to know your professors and school administrators. When in doubt, ASK!

Tips for Success
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 very important:

- Go to every class or work on your online class every day. Professors have discretion to factor class attendance or online effort into your final grade. Effort counts. Besides, how will you get the necessary information if you don’t attend class and/or visit your online class site early and often?
- Be on time. Complete all assignments on time. Not turning in assignments, or turning in assignments late, will adversely 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 hard to catch up.
- Get to know other students in the class. It often helps to study together. SMLR classes often have group projects or collaborative activities.
- Speak up in class during discussions; demonstrate your thoughtfulness and level of preparation. Listen to other students respectfully and consider their comments.
- Start any assigned papers or projects early; consult with one of the SMLR librarians if you need help finding resources for your papers or projects.
- Talk to your professors and ask questions! You can do so before or after class, via online discussions, or in scheduled appointments. Research shows that students who interact with their professors perform significantly better than those who avoid interaction.

Tutoring Services at Rutgers
If you find yourself having a difficult time your first semester, it is normal, but you should definitely reach out to your professors. They will probably direct you to either the Rutgers Learning Centers or other academic support services as needed. The learning centers can help you with skills like time management and test taking, as well as course content. Visit their website at lrc.rutgers.edu to learn more about their programs. The Math & Science Learning Center is located in the Chemistry Building on the Douglass Campus. To learn more about these serves please visit, mslc.rutgers.edu.
Welcome to the Rutgers School of Management and Labor Relations! You are about to embark on a wonderful adventure — one that will introduce you to new friends from all walks of life and expose you to a world of opportunities. Rutgers’ School of Management and Labor Relations (SMLR) is the world’s leading source of expertise on managing and representing workers, designing effective organizations, and building strong employment relationships.

At the School of Management and Labor Relations, we are dedicated to upholding our proud legacy of top quality research and teaching by some of the top professors in their fields; small class sizes and active/interactive teaching styles; and the chance to know your instructors. Our goal is to do work that has an impact on real-world practice and to develop the next generation of leaders who understand how to attract and motivate talent aligned with an organization’s core strategic objectives.

We offer degrees at the bachelor, master and doctoral levels, along with many continuing and executive education courses. Topics to explore include work, employment law, labor relations, human resource management, workforce diversity, globalization and migration, just to name a few. I encourage you to take advantage of all we have to offer at the School and throughout Rutgers. Make each and every living and learning experience count. As you learn more about the wide range of resources and programs at SMLR, please reach out to us and let us know your ideas for how we can make our offerings even better. We look forward to working with you. I wish you a safe and productive year.

Best Regards,

Susan J. Schurman, Ph.D.
Acting Dean
Rutgers School of Management and Labor Relations
Mission and Learning Objectives

The undergraduate program's most general goal is to help students develop the abilities to think critically, to address problems with a variety of modes of inquiry, and to make decisions in an ethical fashion. We have established the following learning goals for our majors—whether they are studying towards a BS (37:579) or BA (01:578) degree (offered jointly with the School of Arts and Sciences). After completing the degree, a student should be able to:

- Demonstrate an understanding of the perspectives, theories, and concepts in the field of labor and employment relations
- Apply those concepts, and knowledge of U.S. labor, laws, and work institutions, to understanding contemporary developments in the U.S. and other nations now operating in a global framework
- Assess and critique relevant evidence & research findings
- Make an argument about a matter in this field using contemporary and/or historical evidence
- Access high-quality historical, qualitative and quantitative evidence or research
- Analyze the degree to which forms of human difference shape a person's experiences of, and perspectives on, work
- Analyze a contemporary global issue in labor and employment relations from a multidisciplinary perspective
- Analyze issues of social justice related to work across local and global contexts
- Communicate complex ideas effectively, in standard written English, to a general audience
- Communicate effectively in modes appropriate to labor & employment relations
- Analyze and synthesize information and ideas from multiple sources to generate new insights
- Formulate, evaluate, and communicate conclusions and inferences from quantitative information about work
- Work productively in teams, in social networks, and on an individual basis

The BS degree in Labor and Employment Relations (37:579) can open up a variety of career paths. You will be able to:

- Manage people well in a variety of organizations: corporate, government, or community
- Apply knowledge of current issues, like work-life balance or employee rights, to your workplace
- Specialize in diversity, dealing with unionized employees, or other aspects of managing people
- Represent employees as a union leader or professional staff person
- Pursue an MBA after graduation—or a Law degree, or a professional Master's degree in Human Resources or Labor Relations

Requirements for B.S. in Labor and Employment Relations Degree

Courses in Labor and Employment Relations

36 credits* selected from classes offered by the Department with a grade of C or better, including:

- 37:575:315 (Employment Law)
- 37:575:395 (Perspectives—a survey of theories relevant to the major, taught with an emphasis on professional communication/writing)
- 37:575:490 or 496 or 497 (Capstone Internship—students with work experience can take any 200-400 level 37:575 course to waive capstone internship requirement)

*Up to 6 of these credits may consist of courses in related social science disciplines

Research Methods/Statistics Requirement

One 3-credit course. Courses from Rutgers NB that automatically meet this requirement include:

- 37:575:401 (Labor Studies)
- 01:920:311 (Sociology)
- 01:830:200 (Psychology)
- 01:790:300 (Political Science)
- 10:762:205 (Planning and Public Policy)
- 01:220:322 (Economics)
- 01:450:319 (Geography)
- 01:960:211, 212 or 285 (Statistics)
- 01:014:233 (Africana Studies)

Other courses will be considered on a case-by-case basis.

Note: a Social Science general education requirement is met by classes in the major.
Welcome to the Edward J. Bloustein School of Planning and Public Policy! The convergence of public health, urban planning, and public policy provides students at the Edward J. Bloustein School of Planning and Public Policy with the opportunity to understand the importance of community design in health and the role of public health practitioners in the planning process. The broader development of healthy living and preventative programs must now consider such issues as urban growth, sprawl, and transport habits; livability and the environment; economic competitiveness and workforce development; and society and community.

Bloustein students are a diverse group of undergraduates and graduates representing different backgrounds and life experiences, each entering the school with a demonstrated commitment to public service. They are prepared to become agents of positive change, equipped with the tools to face the myriad challenges of an uncharted twenty-first century global economy and the capacity to confront these issues confidently.

I encourage you to make the most of your time at the Bloustein School by working hard and getting to know your fellow students and your professors. Our faculty and staff are available to assist you with your transition, and make your time at Rutgers a rewarding experience.

Best Regards,

James W. Hughes, Ph.D.
Dean, Edward J. Bloustein School of Planning and Public Policy
Mission and Learning Objectives
The public health major (10:832) prepares students for graduate education in public health and for entry level positions in a broad spectrum of private and public health organizations. Students receive a conceptual understanding of interrelated health, environmental, economic, educational, and social welfare issues.

Learning Goals

Intellectual and Communication Skills

Critical Thinking
Students will develop their critical thinking skills by reading, discussing and evaluating information about issues related to public health.

Communication
Students will present their internship experience as an oral presentation in an open venue.

Mathematical Reasoning and Analysis
Students will develop and apply concepts from research methods and basic statistics to critically analyze information as it applies to public health.

Scientific Inquiry
Students will develop a research question and write a coherent, well-organized research paper about a topic related to public health.

Information and Computer Literacy
Students will develop research and computing skills that allow them to create and use existing databases to analyze information related to public health.

Professional Development & Ethics
Students will integrate and apply concepts from earlier coursework in a contracted internship experience with a public health agency. Students will complete at least one human subjects certification program.

Requirements for B.S. in Public Health Degree

Public Health Core (6)
- 10:832:101 Intro to Planning, Policy and Health (3)
- 10:832:232 Principles of Public Health (3) or equivalent

Research and Applied Statistical Methods (10-11)
- 10:762:205 Basic Statistical Methods (4) or equivalent 3-cr course in basic statistics
- 10:832:335 Epidemiology (3) or equivalent
- 10:762:395 Research Methods (4) or equivalent

Natural Sciences (12-16)
- A two-course biology sequence such as 01:119:101-102 General Biology (4,4)
  or
- 01:119:127-128 Anatomy and Physiology (4,4) or equivalent (3,3) course sequence

  AND

- A two-course chemistry sequence such as 01:160:161-162 General Chemistry w/ lab (4,4) or equivalent 3,3 credit sequence

Professional Writing (3)
One of the following:
- 01:355:302 Scientific and Technical Writing (3)
- 01:355:303 Writing for Business and Professions (3)
- 01:355:315 Writing Grant Proposals (3)
  or equivalent professional writing course

Field Experience with
- 10:832:499 Internship with Seminar (6)

Public Health Electives (12)
- Select from electives

Appeals Procedure
If a SMLR/EJB student believes they have not been treated according to this policy, they should explain the problem in writing to the Program Director of the program. If the written response of that person is not satisfactory to the student, the decision may be appealed to the Assistant Dean of the School who will make a final determination.
Both the School of Management and Labor Relations (SMLR) as well as the Edward J. Bloustein School of Planning and Public Policy (EJB) share identical general education requirements for direct admits into the BS degree programs noted in this guide. Students not admitted directly to these schools and who are pursuing joint degree programs with the School of Arts and Sciences (SAS) - (01:832) or (01:578) and the School of Environmental and Biological Sciences (SEBS) - (11:832) must follow the respective school's core general education curriculum.

General Education Requirements
The general education requirements consist of 24 credits: These are automatically met by a student transferring with an AA, AS and AAS in Technical Studies degree as part of NJPlace from a NJ County College dated after 2004. For other students, including those who hold other AAS degrees or those who transfer before attaining an AA or AS degree, the requirements can be met via a combination of courses taken at a county college and at Rutgers New Brunswick*

In general, any of the classes designated by Rutgers New Brunswick's School of Arts and Sciences within a given category are acceptable as are any of the classes that articulate into a category according to NJ Transfer.

- **Writing and communication.** Expository writing plus a second class that is writing intensive for a total of 6 credits. The following classes within the major can be used to meet the second class requirement: 201, 202, 362.

- **Quantitative reasoning.** 3 credits in college-level mathematics or in a course utilizing applied quantitative reasoning plus the 3 credit class in research methods/statistics (for a total of 6 credits). Classes in accounting, finance, or other quantitative business areas are considered to use applied quantitative reasoning.

- **Science.** 6 credits. Courses from natural science departments as well as those from other departments which are primarily science based.

- **Arts & Humanities.** 6 credits. Any course from an Art, Music, English, Foreign Language, Classics, Religion, or other Humanities department; courses from area studies programs or interdisciplinary departments may be counted on a case by case basis.

- **History.** 3 credits. Any course from a History department or any course primarily historical in nature from another department. The following classes within the major can be used to meet this requirement: 201, 202, 407.

* Students who have completed an A.A., A.S or AAS in Technical Studies degree as part of NJPlace from a New Jersey county college after 2004, and who have completed the required general education curriculum as a part of their degree, will be considered to have completed the General Education requirements of the School of Management and Labor Relations (SMLR) for its Bachelors in Labor and Employment Relations and the Edward J. Bloustein School of Planning and Public Policy.
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.
University College Community

A unit dedicated to serving the needs of adults and nontraditional students.

ucc.rutgers.edu

The University College Community (UCC) at Rutgers-New Brunswick serves adults and nontraditional students, the majority of whom cannot have a traditional college experience due to their academic career, personal responsibilities and demanding professional lives.

UCC services students by providing direct access to the rich academic resources of Rutgers, fosters an intimate learning environment to promote academic excellence in undergraduate education for all nontraditional students including veterans. We are also your advocate inside the larger Rutgers University community. Our role at UCC is to help Rutgers achieve the goal of serving the lifelong learning needs of New Jersey residents and students who travel here from other states and countries. To that end we will play a leadership role in learning more about your needs and recommending policies and programs to meet them.

To find out more about UCC, visit ucc.rutgers.edu or email ucc@rci.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 transfer students who have completed fewer than 25 credits
byrne.rutgers.edu

Register at Academic Planning and Advising (APA) 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!
Frequently Asked Questions

How do I register for classes?
All students will be able to access webreg.rutgers.edu after you have attended an Academic Planning and Advising (APA) Day. At that time you will be able to register for classes.

How big are the classes?
Some classes are quite small with about 12 to 25 students. Other classes meet in large lectures with a few hundred students. Many of the large lectures also have smaller discussion meetings, called 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. You can also review degree requirements through navigator at nbdn.rutgers.edu.

When will I receive my fall and spring schedule?
Your class schedule is available immediately after you register for classes. You can view your class schedule at my.rutgers.edu or webreg.rutgers.edu.

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.

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, so you can purchase books as much as a month in advance of the semester. 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. Please visit saseof.rutgers.edu/content/transfer-and-non-traditional-students for more information.

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 essential for a successful first year at Rutgers. Transfer students are encouraged to attend either June 20, July 10, July 23, or August 1, as these sessions are designed especially for you.

If you still have questions after reading this document about academically related issues email ucc@rci.rutgers.edu.
Deadlines for Newly Admitted Spring 2014 Students

Many schools within Rutgers do not admit students in the spring. The following deadlines apply only to those transfer students accepted to begin attending Rutgers for the spring 2014 term. Coming in the middle of an academic year requires students to be vigilant in ensuring all documents are received and deadlines are met.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>APA Registration</td>
<td>Beginning of January</td>
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<tr>
<td>RU Connection Card Photo Deadline</td>
<td>After classes begin through February</td>
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<tr>
<td>Immunization Documents By</td>
<td>December 20, 2013</td>
</tr>
<tr>
<td>Updated College Transcripts By</td>
<td>January 6, 2014</td>
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<tr>
<td>Housing Application</td>
<td>ASAP</td>
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<tr>
<td>Financial Aid Application</td>
<td>ASAP</td>
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<tr>
<td>Pay Bills by</td>
<td>January 17, 2014</td>
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<tr>
<td>Winter Orientation</td>
<td>Early January</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday, January 21, 2014</td>
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<tr>
<td>Event</td>
<td>Dates</td>
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<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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</table>
| Changes in Designation of Class Days | Tue Nov 26 – Thursday Classes  
 |                                 | Wed Nov 27 – Friday Classes |
| Thanksgiving Recess                  | Thurs Nov 28 — Sun Dec 1 |
| Regular Classes End                  | Wed Dec 11      |
| Reading Days                         | Thurs Dec 12 & Fri Dec 13 |
| Fall Exams Begin                     | Mon Dec 16      |
| Fall Exams End                       | Mon Dec 23      |
| Winter Recess Begins                 | Tue Dec 24      |
| Winter Recess Ends                   | Mon Jan 20, 2014|
| Spring Semester Begins               | Tue Jan 21      |
| Spring Recess Begins                 | Sat March 15    |
| Spring Recess Ends                   | Sun March 23    |
| Regular Classes End                  | Mon May 5       |
| Reading Days                         | Tue May 6 and Wed May 7 |
| Spring Exams Begin                   | Thurs May 8     |
| Spring Exams End                     | Wed May 14      |
| University Commencement              | Sun May 18      |
| Summer Session Begins                | Tue May 27      |
## Helpful Websites

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>School of Management and Labor Relations</td>
<td>smlr.rutgers.edu</td>
<td>732-932-8559</td>
</tr>
<tr>
<td>Edward J. Bloustein School of Planning and Public Policy</td>
<td>policy.rutgers.edu</td>
<td>848-932-2726</td>
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<tr>
<td>Academic Calendar</td>
<td>scheduling.rutgers.edu/calendar.shtml</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Policy &amp; Student Code of Conduct</td>
<td>judicialaffairs.rutgers.edu</td>
<td></td>
</tr>
<tr>
<td>Admissions (Undergraduate)</td>
<td>admissions.rutgers.edu</td>
<td></td>
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<td>Asian American Cultural Center</td>
<td>aacc.rutgers.edu</td>
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<tr>
<td>Athletics</td>
<td>scarletknights.com</td>
<td></td>
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<tr>
<td>Byrne Family First-Year Seminars</td>
<td>byrne.rutgers.edu</td>
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<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>
<td></td>
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<td>Disability Services</td>
<td>disabilityservices.rutgers.edu</td>
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<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>
<td></td>
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<tr>
<td>Learning Centers</td>
<td>rlc.rutgers.edu</td>
<td></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).
| Office of Student Conduct                          | studentconduct.rutgers.edu |
| Ombudsperson for Students                        | ombuds.rutgers.edu          |
| Parking (Dept. of Transportation Services)       | rudots.rutgers.edu          |
| Paul Robeson Cultural Center                     | prcc.rutgers.edu            |
| Placement Tests                                  | oirap.rutgers.edu/testplace.html |
| Post Offices                                     | mds.rutgers.edu             |
| Public Safety                                    | aps.rutgers.edu             |
| Recreation & Community Development               | recreation.rutgers.edu      |
| Registrar                                        | nbregistrar.rutgers.edu     |
| Risk Management and Insurance                    | riskmanagement.rutgers.edu  |
| RUconnection ID cards                            | ruconnection.rutgers.edu    |
| RU Express                                       | ruexpress.rutgers.edu       |
| RU-info                                          | ruinfo.rutgers.edu          |
| RU Police Department (non-emergency)             | aps.rutgers.edu             |
| RU-tv (including repairs)                        | rutv.rutgers.edu            |
| Schedule of Classes                              | www.acs.rutgers.edu/soc     |
| Scholarships                                     | admissions.rutgers.edu/0801.asp |
| Social Justice Education and LGBT Communities     | socialjustice.rutgers.edu   |
| Student Accounting (Payments)                    | studentabc.rutgers.edu      | 848-932-2254 |
| Student Affairs                                  | studentaffairs.rutgers.edu  |
| Student Centers                                  | getinvolved.rutgers.edu     |
| Student Employment                               | studentwork.rutgers.edu     |
| Student Life                                     | getinvolved.rutgers.edu     |
| Undergraduate Education                          | undergraduate.rutgers.edu   |
| Undergraduate Research                           | aresty.rutgers.edu          |
| University Code of Student Conduct               | studentconduct.rutgers.edu  |
| University College Community                     | ucc.rutgers.edu             |
| Veterans Services                                | veterans.rutgers.edu        |
| Violence Prevention and Victim Assistance         | vpva.rutgers.edu            |
| Writing Centers                                  | wp.rutgers.edu              |

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