RUTGERS
NEW BRUNSWICK

Scarlet Guide

A Resource for Getting Started at Rutgers University

School of Management and Labor Relations 2011

Dean's Welcome

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, 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,

David Finegold
Dean, Rutgers School of Management and Labor Relations

Welcome to the Rutgers School of Management and Labor Relations

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

This booklet is designed to assist you in your transition into the School of Management and Labor Relations 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.

Please read this booklet carefully and bring it with you to your advising sessions.

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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 in the fall.

- [ ] **Activate your NetID and establish your email address**

You should have activated your NetID on the Enrollment Pathway, **www.ugadmissions.rutgers.edu/pathway.** You can also find information at **nbcs.rutgers.edu/newstudent.** Your NetID will give you access to a variety of online resources at the university. NEVER share your password with anyone. Rutgers will NEVER request confidential information via email.

Rutgers has partnered with Google and now provides Google Apps for Education (ScarletApps) accounts for new students, which gives you access to email and other collaborative applications. During the NetID activation process, you will also be prompted to create your ScarletApps account and establish your email address. It is suggested that you use **first.last@rutgers.edu** as your email address.

- [ ] **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 email address is _____

- [ ] **Check your ScarletMail email account**

nbcs.rutgers.edu/newstudent

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.**

- [ ] **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. Transfer students may or may not have to take placement tests depending on the classes you have already completed and would like to take. Please refer to page 4 for more information about 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, summer orientation or an Academic Planning and Advising (APA) Day. 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 15 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. Your permanent photo ID card will be mailed to you in August. If you do not have your photo taken before July 15, you will receive a temporary ID card, which you can exchange for a permanent card when you arrive on campus for the fall semester.

- [ ] **Register and plan to attend Academic Planning and Advising (APA) Day**

Visit **undergraduate.rutgers.edu/ucc/smlr.shtml** 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 Orientation. 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 account of their work prior to registration.

Register for the Summer Orientation Program

nso.rutgers.edu

Join us for one of the Transfer and Adult Student Summer Orientation sessions. Here, you will learn essential information about Rutgers services and resources. Students are encouraged to attend either **Friday, July 8 or Tuesday, August 9**, as these sessions are geared for transfer and adult student populations. New students will be able to register for a summer orientation through the Enrollment Pathway in late April.

Submit Required Health Immunization records by July 15

health.rutgers.edu

All students entering the University are required to submit an immunization form by July 15 to comply with New Jersey law and University requirements. This required immunization form can be found at **health.rutgers.edu/immunization.** Not returning the completed 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

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

As part of your online housing agreement, you will select a meal plan. First-year residential students are required to have a 210-meal plan or greater. There are also smaller meal plans, such as the 75 or 50-meal plan, that students may want to consider if they will not be living on campus.

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 10. 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.

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 Thursday, September 1 and continuing throughout the first week of classes.

Mark Your Calendar

Classes begin Thursday, September 1, 2011.

Placement Examinations

Who is exempt from Rutgers Placement Testing?

SMLR 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)?

Math—You will be required to take a Rutgers Math Department Placement Test if SMLR 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 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 if I can't take the Placement Tests on the scheduled date?

You should make every effort to take the placement tests during one of the early dates. Delays could adversely affect your schedule. If you are unable to take the placement tests at the scheduled times please contact April Pagano in the Testing and Placement office at **pagano@instlres.rutgers.edu** or **848-932-8445** to arrange to take the tests at an alternate time.

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 **732-932-2848** or **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** or **848-932-8445** 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 SMLR New Brunswick APA days are at the Labor Education Center, 50 Labor Center Way, New Brunswick.
- WMHEC-Freehold APA day is at 3680 Route 9 South Room 113, Freehold.
- Rutgers at Atlantic Cape Community College APA Day is at 5100 Black Hourse Pick, Building Q, Mays Landing.

Visit the following site for dates and times:
undergraduate.rutgers.edu/ucc/smlr.shtml

Students enrolled in off-campus programs should consult individually with their off-campus adviser. At WMHEC, please contact Joe Walsh at **732-625-7012** as soon as possible or visit: **wmhec.rutgers.edu**

Do I have to register to attend?

Yes. RSVP at: **undergraduate.rutgers.edu/ucc/smlr.shtml**.

What should I bring to the Academic Planning and Advising Day?

Please bring a laptop if you have one, completed Rutgers Transfer Evaluation Summary, and updated previous transcripts if not already sent to admissions. Official transcripts must not be opened.

Will I have an academic adviser? How will my adviser be assigned to me?

Yes. Transfer students will meet with a SMLR adviser on APA day to register.

How will I choose my courses?

You will be guided by the SMLR adviser 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 Cal Maradonna at **609-343-2090**. 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 # 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 students will automatically be declared as majoring in Labor and Employment Relations (579) for the BS degree. If you wish to double major you may do so as long as you additionally meet all requirements of the second 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) or from the School of Management and Labor Relations (SMLR). SMLR offers a major and minor in Human Resource Management. Majors or minors from other Rutgers Schools besides SAS or SMLR may require additional applications/admissions.

Recommended Credit Course Load for New Transfer Students

We recommend that you take no more courses than you can be successful in given your non-academic responsibilities which may include family circumstances, work, and level of academic preparation. In general, students working full-time should not take more than 6-7credits (two courses) in their initial semester.

Rutgers considers students who take 12 credits or more as being full-time students, but all SMLR students are initially classified as non-traditional. 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 students may not take more than 18 credits without permission of the Credit Director, Paula Voos. Such permission is almost never granted in the initial semester.

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 adviser or a financial aid adviser.

Course Schedule

After attending Academic Planning and Advising (APA) Day and meeting with an adviser, 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

During the first week of the fall and spring semester, all students can change their schedules at **webreg.rutgers.edu**; see **rnbregistrar.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 Online 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. For labor and employment relations courses contact **sp@work.rutgers.edu**; online courses require that you read the information and fill out the form located on our website at **smlr.rutgers.edu/information-for/online-learners.**

You can use the special permission number 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 student 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 Center **732-932-1660** (changing to 848 area code in July) Loree Building Room 174 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 Douglass Campus, **732-932-8991**. Their website is **mslc.rutgers.edu.**

B.S. Program

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 to following learning goals for our majors—whether they are studying towards a BS or BA 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 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:*

- 37:575:100 or 37:575:101 (Introductory course)
- 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)

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

General Education Requirements

24 credits: These are automatically met by a student transferring with an AA or AS degree from a NJ County College. For other students, including those who hold 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 NB SAS 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 ones from other departments which are primarily science.
- 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. or A.S. degree from a New Jersey county college in January 2005 or thereafter, 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.*

Appeals Procedure

If a SMLR student believes they have not been treated according to this policy, they should explain the problem in writing to the Credit Director of the Labor Studies and Employment Relations Department. If the written response of that person is not satisfactory to the student, the decision may be appealed to the Associate Dean of the School who will make a final determination. Note: a Social Science general education requirement is met by classes in the major.

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 that:

- 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**

For questions about the Academic Integrity Policy, contact the Office of Student Conduct, Bishop House 107, CAC, **732-932-9414**. To read a full copy of the Academic Integrity Policy or the University Code of Student Conduct, visit **studentconduct.rutgers.edu.**

University College Community

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.

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

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**, email **ucc@rci.rutgers.edu** or call **732-932-6965**.

Douglass Residential College

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

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.

Inspiring Women's Excellence
douglass.rutgers.edu

Byrne Family First-Year Seminars

Byrne Family First-Year Seminars are taught by top Rutgers professors and are limited to 20 students per class.

Faculty members share with students their curiosity, their intellectual energy, and their research. In turn, students experience the excitement and challenge of working in a small setting, exploring important issues and possible majors. The Byrne Seminars are only available during your first year at Rutgers; they are elective, one-credit, discussion-based courses that typically meet once a week for only ten weeks. Graded pass/no credit; students may take one per semester.

Available to transfer students who have completed fewer than 25 credits
byrneseminars.rutgers.edu
Register at Academic Planning and Advising (APA) Day

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 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 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.**

Is the campus safe?

The campuses at Rutgers University are safe. However, no community is immune from crime and Rutgers has taken numerous measures to ensure the campus is as safe as possible including the installation of over 2,000 security cameras and operating a state of the art 9-1-1 Center. For more information about campus safety, 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. Each bus is also equipped with a bicycle rack to allow students to easily transport their bicycle from one campus to another. Students who have cars 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 University 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.

Do I need a computer? Laptop, desktop, or netbook?

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, but desktops are also popular in the residence halls. If you don't bring your own computer, there are fifteen computer labs with over 800 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?

Most students buy their books shortly before classes begin. You may also opt to purchase your books after you attend your first class sessions and receive your syllabi. When you go to buy your books, bring your course schedule with you to ensure that you buy books for the correct courses. Textbook rentals are now also available on many titles both in-store and online. When you visit your university bookstore, just look for books with the RENT ME sticker on them and take them to the rental counter. More information about the university bookstores can be found at **rutgers.bncollege.com.**

How do students find jobs?

The Student Employment Office (SEO) administers two employment programs for all currently enrolled students, and assists students with finding part-time and seasonal employment. The Federal Work Study Program 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 for all currently enrolled students. For more information, 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, Kreeger Learning Center, 151 College Avenue, Suite 123, New Brunswick, NJ 08901. For additional information call **732-932-2848** , 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 **732-932-2848** or at **dsoffice@rci.rutgers.edu.** After contacting Disability Services, contact April Pagano in the Testing and Placement office at **pagano@instlres.rutgers.edu** or **848-932-8445** 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/transfer.shtml** or call **732-932-7067** for more information.

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

The Center for International Faculty and Student Services (CIFSS) advises students on immigration, cultural adjustment, health insurance and other matters. A variety of programs and workshops are offered by CIFSS to enhance international students' experience at Rutgers. Plan on attending International Student Orientation August 22–27. Information and a registration form are included with the 1-20 packet sent to you by the admissions office. For more information email **ru_cifss@email.rutgers.edu** or call **732-932-7015**. For additional resources, visit **internationalservices.rutgers.edu.**

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

The Office of Student Veterans Services was established to help with issues that student veterans face as they transition from combat to campus. Veterans House is the home of the director and assistant director of Student Veterans Services. Services and dedicated staff available to veteran 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 an attorney/legal advisor. For more information, visit **veteransaffairs.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. Students are encouraged to attend either **Friday, July 8 or Tuesday, August 9**, as these sessions are geared for transfer and adult student populations.

If you still have questions after reading this document about academically related issues email bs@work.rutgers.edu.

University Academic Calendar

Fall Semester Begins	Thurs Sept 1
Regular Saturday Classes Begin	Sat Sept 10
Labor Day	Mon Sept 5—NO CLASSES
Changes in Designation of Class Days	**Thurs Sept 8–Mon Classes** **Mon Nov 21–Wed Classes** **Tue Nov 22–Thurs Classes**
Thanksgiving Recess	Wed Nov 23–Sun Nov 27
Regular Classes End	Tue Dec 13
Reading Days	Wed Dec 14 & Thurs Dec 15
Fall Exams Begin	Fri Dec 16
Fall Exams End	Fri Dec 23
Winter Recess Begins	Sat Dec 24
Winter Recess Ends	Mon Jan 16, 2012
Spring Semester Begins	Tue Jan 17
Spring Recess Begins	Sat Mar 10
Spring Recess Ends	Sun Mar 18
Regular Classes End	Mon April 30
Reading Days	Tue May 1 & Wed May 2
Spring Exams Begin	Thurs May 3
Spring Exams End	Wed May 9
University Commencement	Wed May 16
Summer Session Begins	Tue May 29
Summer Session Ends	Wed Aug 15

Contact Information & Helpful Websites

School of Management and Labor Relations	smlr.rutgers.edu	732-932-8559***
Academic Calendar	scheduling.rutgers.edu/academic.htm	
Academic Integrity Policy & Student Code of Conduct	judicialaffairs.rutgers.edu	732-932-9414
Admissions (Undergraduate)	admissions.rutgers.edu	732-932-4636
Asian American Cultural Center	aacc.rutgers.edu	732-445-8043
Athletics	scarletknights.com	866-445-GORU (4678)
Byrne Family First-Year Seminars	byrneseminars.rutgers.edu	
Center for Latino Arts and Culture	clac.rutgers.edu	848-932-1263
Computing Services	nbcs.rutgers.edu/newstudent	732-445-HELP**
Degree Navigator	nbdn.rutgers.edu	
Dining Services	food.rutgers.edu	848-932-8041
Directions to and on Campus	rumaps.rutgers.edu	732-445-INFO
Disability Services	disabilityservices.rutgers.edu	732-932-2848
Douglass Residential College for Women	douglass.rutgers.edu	732-932-9500*
EOF program	admissions.rutgers.edu/0205.asp	
Financial Aid	studentaid.rutgers.edu	848-932-7057
First-year Interest Group Seminars (FIGS)	figs.rutgers.edu	
Health Services—Counseling (CAPS)	health.rutgers.edu	732-932-7884
Health Services—Medical	health.rutgers.edu	732-932-7402
Housing and Residence Life	ruoncampus.rutgers.edu	732-932-4371*
International Student Services	internationalservices.rutgers.edu	732-932-7015
Learning Centers	rlc.rutgers.edu	
Learning Communities	rulc.rutgers.edu	732-932-7442
Libraries	libraries.rutgers.edu	
New Student Orientation	nso.rutgers.edu	
Off-Campus Housing	ruoffcampus.rutgers.edu	732-445-5737**
Office of Student Conduct	studentconduct.rutgers.edu	732-932-9414
Ombudsperson for Students	ombuds.rutgers.edu	848-932-1452
Parking (Dept. of Transportation Services)	rudots.rutgers.edu	732-932-7744

* *phone number scheduled to change to 848 area code between April 18 and April 29*
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*** *phone number scheduled to change to 848 area code beginning in July*

School of Management and Labor Relations

Rutgers University
Labor Education Center
50 Labor Center Way
New Brunswick, NJ 08903
732-932-8559***
Fax: **732-932-8677**

University College Community

Rutgers University
University Inn & Conference Center
178 Ryders Lane, Rm 308
New Brunswick, NJ 08901-8556
732-932-6965, ext. 2150/3
Fax: **732-932-7906**

Rutgers at Brookdale Community College-Western Monmouth

Undergraduate Program Information
Joe Walsh, Manager of Academic Programs
3680 Route 9 South, Room 113
Freehold, NJ 07728
732-625-7012
Fax: **732-577-8670**

Paul Robeson Cultural Center	prcc.rutgers.edu	732-445-3545
Placement Tests	oirap.rutgers.edu/testplace.html	848-932-8445
Post Offices	mds.rutgers.edu	732-932-2143*
Public Safety	aps.rutgers.edu	
Recreation & Community Development	recreation.rutgers.edu	732-445-0462
Registrar	nbregistrar.rutgers.edu	732-445-7000***
Risk Management and Insurance	riskmanagement.rutgers.edu/student.html	732-932-7300*
RUconnection ID cards	ruconnection.rutgers.edu	848-932-8041
RU Express	food.rutgers.edu/ruexpress.html	848-932-8041
RU-info	ruinfo.rutgers.edu	732-445-INFO
RU Police Department (non-emergency)	aps.rutgers.edu	732-932-7211
Rutgers at Brookdale Community College - Western Monmouth	wmhec.rutgers.edu	732-625-7012
RU-tv (including repairs)	rutv.rutgers.edu	732-445-INFO
Schedule of Classes	www.acs.rutgers.edu/soc	
Scholarships	admissions.rutgers.edu/0801.asp	
Sexual Assault Service and Crime Victim Assistance	sexualassault.rutgers.edu	732-932-1181
Social Justice Education and LGBT Communities	socialjustice.rutgers.edu or lgbt.rutgers.edu	848-445-4141
Student Accounting (Payments)	studentabc.rutgers.edu	848-932-2254
Student Affairs	studentaffairs.rutgers.edu	
Student Centers	getinvolved.rutgers.edu	
Student Employment	studentwork.rutgers.edu	848-932-7057
Student Life	getinvolved.rutgers.edu	
Undergraduate Education	undergraduate.rutgers.edu	
Undergraduate Research	aresty.rutgers.edu	732-932-7027***
University Code of Student Conduct	studentconduct.rutgers.edu	
University College Community	ucc.rutgers.edu	
Veterans Services	veteransaffairs.rutgers.edu	732-932-VETS (8387)*
Writing Centers	wp.rutgers.edu	

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RUTGERS

School of Management and Labor Relations
Rutgers the State University of New Jersey
Labor Education Center
50 Labor Center Way
New Brunswick, NJ 08903

Phone: 732-932-8559 (changing to 848 area code in July)
Fax: 732-932-8677
Website: smlr.rutgers.edu

Design: Andrew Edelman, MGSA '08
Photography: Don Hamerman, Nick Romanenko
Edited by Sarah Beth Bailey, sbbailey@echo.rutgers.edu and Lyn Krueger, lkrueger@echo.rutgers.edu