



<b>FIRST THINGS FIRST CHECKLIST</b>	<b>Student Type</b>			
	<b>New to Rutgers</b>	<b>Returning to Rutgers</b>	<b>Internal Rutgers School-to-School Transfer</b>	<b>Non-matriculated (NM)</b>
✓ = Must Do Items for Your Student Type				

**Activate Your NetID and Email, and Visit MyDashboard**

Newly admitted students should activate their NetID at <a href="http://netid.rutgers.edu">netid.rutgers.edu</a> and then access the myRutgers dashboard at <a href="http://my.rutgers.edu">my.rutgers.edu</a> .	✓	✓	✓	✓
Visit myRutgers to access <a href="#">myRutgers portal</a> , the beginning of many future upgrades to improve the student experience. Term bill, financial aid, class schedule.	✓	✓	✓	✓

**Learn your RUID and PAC**

Your RUID (##-##-00-##-##) is the Rutgers University Identification number. The number was assigned to you during the admissions process. Your temporary Personal Access Code (PAC) is a four-digit number made up of your birth month and day (eg. March 28 = 0328). PACs can be changed through the Office of the Registrar. Although the University requires your NetID to be the primary source to access resources, the RUID and PAC are secondary credentials for web registration and bill pay. Returning students should first register for classes using with RUID and PAC to allow for reactivation of NetID.	✓	✓	✓	✓
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**Update Emergency Contact**

All students, especially re-enrolling students, are responsible for ensuring that their address and emergency contact information is up-to-date.	✓	✓	✓	✓
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**Financial Aid & Transcripts**

<b>Apply for Financial Aid.</b> All students are encouraged to complete the <a href="#">FAFSA</a> (Free Application for Federal Student Aid). Circumstances and economic resources can change mid-semester, so plan ahead. Speak to a financial aid advisor immediately if you encounter any financial <a href="#">problems and check your aid status at Rutgers</a> .	✓	✓	✓	
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<p><b>Submit Official &amp; Updated Transcripts and Test Scores.</b> Send final official transcripts from all prior colleges/universities, record of your HS diploma (or GED), and all official test scores (AP, CLEP, etc.) to Rutgers University Enrollment Services Admissions Processing, 65 Davidson Road, Suite 308, Piscataway, NJ 08854. Transcripts can also be sent electronically to <a href="mailto:transcripts@admissions.rutgers.edu">transcripts@admissions.rutgers.edu</a>. Official transcripts and test scores ensure you get the transfer credit you earned.</p>	✓	✓	✓	
<p><b>Review Your Online Rutgers Transcript and Verification of Enrollment.</b> View your grades online at the end of each semester. Online transcripts requests are available to you by entering your NetID. Financial holds preclude you from receiving transcripts. Enrollment verifications can be used as proof of enrollment at Rutgers without sharing your grades, for insurance purposes, employers, etc.</p>	✓	✓	✓	✓
<p><b>Transfer Credit Evaluations.</b> Based on the transcript(s) provided, new students may view a completed initial transfer evaluation online using your RUID and PIN. School-to-school transfers and returning students will receive an email of the transfer evaluation once all transcripts are evaluated. You can also review your transcript for updated information.</p>	✓	✓	✓	
<b>Orientation, IDs, Advising and Registration</b>				
<p><b><u><a href="#">Register for a New Student Orientation (NSO) Program.</a></u></b> New Students can register for an orientation program provided by the Office of Student Affairs (OSA) through myRutgers portal. Not to be confused with SMLR Transfer, Advising, and Registration (STAR) Days. Returning or current Rutgers students new to New Brunswick should contact NSO.</p>	✓	✓	✓	
<p><b>RU ID Cards.</b> The <a href="#">RU ID Card</a> grants access to the University libraries, computer labs, recreation centers, and sporting events. You may also use your ID card to manage RU Express accounts and meal plans. Upload your photo today on the myRutgers portal.</p>	✓	✓	✓	✓
<p><b>Register/Attend Your School's STAR Day.</b> All new School of Management and Labor Relations (SMLR) students should <a href="#">register for SMLR Transfer, Advising, and Registration (STAR) Days</a>.</p>	✓	✓	✓	✓

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**Health, Housing, Dining and Parking**

<b>Submit Required Health Immunization.</b> See <a href="#">immunization requirements</a> and visit your <a href="#">myRutgers</a> portal. Failure to comply will result in a registration block for the following semester and will prohibit access to housing assignment information.	✓			
<b>Are You a Full-Time Student Without Personal Health Coverage?</b> Rutgers University policy requires comprehensive health insurance coverage for all students who are registered full-time enrolled in a degree-seeking program. All full-time students must have self-provided or Rutgers-contracted health coverage. Full-time students who do not have health insurance must enroll in and pay for an insurance plan offered through a national provider. The cost of the plan is added to your term bill. Full-time students who have an existing insurance plan may waive Rutgers-contracted coverage, but will be required to complete an online waiver each semester. Learn more about your coverage.	✓	✓	✓	
<b>Living On-Campus or Off-Campus?</b> <a href="#">Housing and Residence Life</a> provides the resources to help you find housing at Rutgers–New Brunswick, including details on housing applications. The <a href="#">Off-Campus Housing</a> Service will help you find housing, or a roommate, and sort through issues involved in renting, such as leases. Apply early.	✓	✓	✓	
<b>Need a Dining Plan?</b> Rutgers meals are designed with the needs of the university community in mind. Dining services works continuously to satisfy diverse tastes, preferences and schedules by providing different locations and menus on each campus, number of meals in each plan and extended take-out hours within each dining hall. <a href="#">Learn more.</a>	✓	✓	✓	✓
<b>Purchase a Parking Permit.</b> Commuter and residential vehicles must be registered and students must purchase parking privileges through the <a href="#">Department of Transportation Services</a> . Students must be registered in order to purchase <a href="#">parking permits</a> .	✓	✓	✓	✓

**Class Schedule, Special Permission, Degree Navigator**

<b>Course Registration, Schedule and Changes:</b> during the first week of the fall and spring semester, all students can change their schedules through the <a href="#">WebReg system</a> . If courses are full, keep checking the status online since students continually update their schedules and spaces may open up. For additional information, please visit the <a href="#">Office of the Registrar</a> .	✓	✓	✓	✓
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<b>Obtaining Special Permission Numbers:</b> a special permission number (SPN) is a six-digit number that can allow students to register for a class that is closed or requires special permission to register. Each department or professor determines the policy on granting SPNs. <a href="#">Contact the department</a> that offers the course for more information.	✓	✓	✓	✓
<b>Degree Navigator</b> is a user-friendly audit and academic planning and advising system that enables students to view program(s) of study, academic profile and progress, course listings, and program and degree requirements. Review your degree navigator page often.	✓	✓	✓	
<b>Special Audiences</b>				
<b>RU an International Student?</b> Rutgers <a href="#">serves international</a> students, scholars, faculty and their dependents. Meet your advisor.	✓	✓	✓	✓
<b>RU a First-Generation College Student?</b> Rutgers has a long-standing commitment <a href="#">first-generation college students</a> no matter what type of student. Programming continues to be developed. Visit RU-1st often.	✓	✓	✓	
Are you a nontraditional student (out of H.S. 5+ years) or interested in the <a href="#">Bunting Program</a> ?	✓	✓	✓	
<b>Are You a Veteran or Plan to Join the Military?</b> Rutgers is a veteran friendly school and not only supports veterans, but students interested in ROTC programs or future military service. <a href="#">Office of Veteran and Military Programs and Services</a> supports veterans, military, and eligible family members through comprehensive programs and services.	✓	✓	✓	✓
<b>Douglass Residential College</b> has dedicated professional staff that offers all undergraduate students, regardless of sex, including students of diverse gender identities, personalized attention and unique experiential learning opportunities. The professionals at Douglass are deeply dedicated to bringing out the best in each student. After graduation, students are a part of the dedicated Douglass alumnae network at the Associate Alumnae of Douglass College and the Rutgers University Alumni Association, which offers lifelong friendships and career development opportunities.	✓	✓	✓	

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<b>Special Services</b>				
<b>Do You Suspect That You Have a Disability or Need Special Accommodations?</b> The <a href="#">Office of Disability Services</a> has teams that provide the necessary tools, resources and support for individuals with disabilities to become responsible decision-makers and self-advocates in charge of their own future.	✓	✓	✓	✓

<b>Tutoring Services at Rutgers:</b> if you are having a difficult first semester, reach out to your professors. They will direct you to either the <a href="#">Rutgers Learning Centers</a> . The learning centers can help you with time management and test taking, as well as course content.	✓	✓	✓	✓
<b>Do You Need Support to Balance Your Life?</b> <a href="#">Rutgers is dedicated to providing medical and counseling services</a> . Their mission is to ensure and promote positive physical and mental wellness on campus and in your lives. Seek Services and Self Help intended to provide basic information and refer you to professionals. Don't let your academic life struggle...find a balance.	✓	✓	✓	✓
<b>Code of Student Conduct and Your Role in Academic Integrity at Rutgers:</b> Learn the ins and outs of <a href="#">Rutgers' expectations</a> and processes important to you while you are with us.	✓	✓	✓	✓

**For information about the B.A. and B.S. programs:**

**William Bailey**  
Undergraduate Advisor  
(848) 932-8559  
[wbailey@smlr.rutgers.edu](mailto:wbailey@smlr.rutgers.edu)

**For information about the B.S. program transfer credits:**

**Anuja Rivera**  
Undergraduate Advisor  
(848) 932-1749  
[anujab@smlr.rutgers.edu](mailto:anujab@smlr.rutgers.edu)

**For information about graduate (MLER) programs:**

**Ann Marie Fiorella-Mullen**  
Graduate Advisor  
(848) 932-5582  
[amf322@smlr.rutgers.edu](mailto:amf322@smlr.rutgers.edu)