Academic Advisement Syllabus
Transfer Students

Rutgers Business School: Undergraduate—Newark offers a challenging curriculum designed to provide a strong foundation for students to be competitive in a corporate environment. The rigorous coursework requires strong dedication and careful academic planning.

Academic advisement is not an event, but a process, with the student taking the lead and responsibility for their academic career, while the advisor provides the student with the tools, direction and appropriate referrals to assist students in meeting those goals.

The Rutgers Business School’s academic advisors look forward to collaborating with you as you navigate your undergraduate career. We have created this syllabus to help you prepare for your academic planning at Rutgers Business School.
PHILOSOPHY AND MISSION OF ACADEMIC ADVISING

The Rutgers Business School-Newark (RBS-Newark) Academic Advisement Team utilizes a Teaching/Learning Academic Advising Model. This means advisors help students learn the purpose of college while fostering strategies for success. Advisors help students understand the curriculum and the purpose of their academic program, while encouraging problem solving, critical thinking and decision making skills.

Academic advisement is a collaborative educational process; students and their advisor are partners in meeting the essential learning goals that support student success. The student is responsible for taking the lead and guiding their academic career, while the advisor provides the student with tools, direction and appropriate referrals to assist students in meeting those goals. Advisors assist students with identifying objectives, while considering alternatives, to arrive at informed decisions regarding their academic endeavors.

CONTACT INFORMATION

Rutgers Business School-Newark Undergraduate Program Office
1 Washington Park, Suite 324
Newark, New Jersey  07102-3122
Phone: 973-353-5169
Fax: 973-353-5782

RESOURCES


myRutgers Portal: https://my.rutgers.edu/portal/

RU-N 4 Success: https://run4success.campus.eab.com/

Rutgers Business School-Newark Academic Advisement: http://www.business.rutgers.edu/undergrad-newark/advisement

Schedule of Classes: http://sis.rutgers.edu/soc/

WEBREG https://sims.rutgers.edu/webreg/

ACADEMIC ADVISEMENT

Academic Advising Appointments

All students are assigned an academic advisor once enrolled at RBS-Newark. Academic advisors are seen by appointment only. Appointments are scheduled for 30 minutes and must be scheduled in advance via RU-N 4 Success. Please arrive on time and prepared for your advisement appointment. Students arriving more than 15 minutes late to their advisement appointment will be required to reschedule. If you need to cancel or reschedule your appointment, please do so via RU-N 4 Success. Students cancelling the day of their appointment should also email their advisor.
Preparation is key to a successful advisement session. Please review Degree Navigator prior to your scheduled appointment and prepare a list of questions/concerns that you would like to discuss with your advisor. Please review Steps to Success and Frequently Asked Questions (FAQS) available on the RBS-Newark Academic Advisement webpage.

**Email Protocol**

Your academic advisor is available to answer routine questions through email. Emails to advisors should be considered professional communication; please include your full name and RUID. When emailing your advisor, please use your official Rutgers email account **ONLY**. Your email will be answered within 48 hours of receipt. If you have an immediate concern (health issue, emergency, etc.), please contact the office at 973-353-5169.

**Official Documents**

All final documentation AP, CLEP, official transcripts, final transcripts, etc. are to be sent to the university in a timely fashion. Official documents are to be sent to:

Rutgers University  
Office of Undergraduate Admissions  
65 Davidson Road  
Piscataway, NJ 08854-8097

**POLICIES AND PROCEDURES**

**Academic Integrity Policy**

**ADD/DROP**

**Communication to Students**

Communication to students will be done using email whenever possible; this will include all general information and other information specific to an individual student (i.e. probation notification, dismissal notification, denial of graduation, etc). All RBS students are required to register a Net-ID and password, as well as an official email address. To obtain a Rutgers email address, please click here. **All RBS students are expected to check their email at least twice a week during the academic year.**

**Scholastic Standing Policy**

**Student Responsibility to Keep Informed**

**Withdrawal from the Institution**

A student who wishes to withdraw from all courses must obtain a Notification of Withdrawal form from the RBS-Newark Undergraduate Program Office. The form must be signed by a student’s assigned advisor or dean, business office, financial
aid office (if the student receives financial aid), and housing office (if the student lives in university housing). The completed form must be submitted to the Office of the Registrar. A withdrawal form may be submitted by mail if illness prevents a student from presenting it in person. The date on which the student signs and submits the form is considered the official withdrawal date. A student who leaves the university without officially withdrawing in this manner receives a failing grade in each course. A student is not eligible for any refund of tuition unless the withdrawal is formally reported to the registrar according to the proper procedure. A student who officially withdraws from college prior to the end of the ninth week of instruction receives grades of W for all courses. A student who leaves college during the final four weeks of instruction receives grades of F in all courses.

Complete list of Policies and Procedures

STUDENT LEARNING OUTCOMES

All RBS students are expected, with the assistance of their advisor, to attain the knowledge, skills and abilities to make their experiences at Rutgers Business School meaningful and productive. RBS students are expected to:

- Demonstrate an understanding of the philosophy behind the university's core requirements and the relationship between the liberal arts and professional programs.
- Understand the dynamics of the advising relationship and the expectations of advisors and advisees.
- Demonstrate the ability to make effective decisions regarding academic and long-term goals.
- Understand how to achieve balance in academics, family, work, recreation and social activities.
- Develop skills to assess problems; what caused them, what can be done to resolve them, and how to avoid them in the future.

1ST SEMESTER

Make an appointment with your academic advisor. Have all transfer credits been awarded?

Acquire the information needed to assume responsibility for course scheduling, program planning, and the successful completion of all degree requirements.

Use the RBS Website, Schedule of Classes, Degree Navigator and WEBREG to understand NCAS Core requirements as well as major/minor/concentration requirements and to check prerequisites for courses.

Use the RBS Website, Rutgers-Newark Catalog and Academic Calendars to learn all policies, procedures and deadlines.

Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA).

Have a thorough understanding of RBS Scholastic Standing Policy.
If necessary, complete English Composition I, II and Basic Calculus or Calculus I.

Attend the mandatory RU Prepared Workshop for transfer students.

Begin exploring and researching second major, minor and/or RBS concentration requirements.

Review and understand University Code of Student Conduct.

Complete Online Academic Integrity Tutorial via BlackBoard.

Familiarize yourself with the campus and surrounding neighborhood. Attend and participate in campus events and programs.

2ND SEMESTER

Begin to connect your educational plan to your long-term goals. Make use of academic advising services regarding long-term goals.

Start researching study abroad, community service, volunteering and undergraduate research opportunities.

If you have not already done so, declare your major, second major, minor and/or RBS concentration.

Complete all required pre-requisite courses for your major and minor

Research information regarding job descriptions, educational requirements, entry-level jobs, status of job market, and future predictions for your area of interest. (See Occupational Outlook Handbook).

Become an active member of a student club or organization.

3RD SEMESTER

Reevaluate and solidify your decision regarding your major and second concentration

Begin applying for internships or co-ops.

Make an appointment with your Academic Advisor to finalize your expected date of graduation.

Are you interested in attending graduate school? If so, begin researching schools, program, and admissions criteria. Does your intended program of study require GRE, GMAT or LSAT?

4TH SEMESTER

Schedule an appointment with your advisor the semester prior to your intended graduation date.

Attend the mandatory graduation workshop the semester prior to your expected graduation date.

Carefully review the senior year page.

Complete and submit the Online Diploma Application.

Secure any recommendations from faculty if you plan on apply to graduate school.

Rectify any academic or financial holds
Secure any recommendations from faculty if you plan to apply to graduate school.
Rectify any academic or financial holds.

**ADVISOR RESPONSIBILITIES:**

Develop a thorough knowledge of degree requirements and a working knowledge of academic options and resources throughout the University.

Provide students with clear and accurate information regarding university policies, procedures, deadlines and services to students.

Assist students with making educational plans that are consistent with their goals, abilities, and interests.

Clarify core requirements and major/minor requirements.

Offer recommendations and strategies for academic success.

Refer students to the appropriate support services and departments as needed.

Be professional, courteous, and respectful.

(Council for the Advancement of Standards in Higher Education)

**ADVISEE RESPONSIBILITIES:**

Accept responsibility for your decisions and actions (or inactions) that affect your educational progress and goals.

Become self-reliant regarding academic and procedural matters.

Schedule an appointment with your assigned RBS Academic Advisor at least once a year to ensure your timely and satisfactory progress towards completion of all degree requirements.

Arrive to appointments on time and prepared. Come to your scheduled appointment with a copy of your academic audit (Degree Navigator) and a list of questions.

Acquire the information needed to assume responsibility for course scheduling, program planning, and the successful completion of all degree requirements.

Use the RBS Undergraduate Program-Newark Website, Schedule of Classes, Degree Navigator and WEBREG to understand NCAS core requirements as well as major and second concentration requirements and to check prerequisites for courses.

Use the RBS Undergraduate Program-Newark Website, Rutgers-Newark Catalog and Academic Calendars to learn all policies, procedures and deadlines.

Check your Rutgers email account regularly and read all messages from official university offices.

Seek assistance from your assigned RBS Academic Advisor whenever you have questions or concerns.

Use campus resources and services to assist you in achieving your academic, personal and career goals.

Follow through when referred to other administrative offices and resources.
Follow through when referred to other administrative offices and resources.
Be courteous and respectful.

**ADDITIONAL RESOURCES:**

Academic Calendar: [http://registrar.newark.rutgers.edu/office-registrar-academic-calendar](http://registrar.newark.rutgers.edu/office-registrar-academic-calendar)

Course Schedule Planner: [https://sims.rutgers.edu/csp/](https://sims.rutgers.edu/csp/)

Blackboard: [https://blackboard.newark.rutgers.edu/webapps/portal/frameset.jsp](https://blackboard.newark.rutgers.edu/webapps/portal/frameset.jsp)

Financial Aid Office: [https://studentaid.rutgers.edu/](https://studentaid.rutgers.edu/)


Office of Student Accounting, Billing and Cashiering: [http://studentabc.rutgers.edu/](http://studentabc.rutgers.edu/)

Schedule of Classes: [http://sis.rutgers.edu/soc/](http://sis.rutgers.edu/soc/)

Scholastic Standing (Probation and Dismissal): [http://www.business.rutgers.edu/undergrad-newark/current-students/academic-policies/scholastic](http://www.business.rutgers.edu/undergrad-newark/current-students/academic-policies/scholastic)

Semester Final Exam Schedules: [http://scheduling.newark.rutgers.edu/finalexamsched.php](http://scheduling.newark.rutgers.edu/finalexamsched.php)

Student Unofficial Transcript and Grades System: [https://sis.rutgers.edu/tags/](https://sis.rutgers.edu/tags/)

University Academic Calendar: [http://scheduling.rutgers.edu/calendar.shtml](http://scheduling.rutgers.edu/calendar.shtml)

WEBREG: [https://sims.rutgers.edu/webreg/](https://sims.rutgers.edu/webreg/)