REVIEW the Orientation checklist
ENSURE all items on the checklist have been COMPLETED prior to attending the in-person orientation
CREATE your NET-ID and
SUBMIT your PHOTO for your Rutgers ID

PLEASE READ ALL OF THE INFORMATION LOCATED IN THIS ORIENTATION BOOKLET AND FOLLOW ALL LINKS, TO COMPLETE THE REQUIRED DOCUMENTATION
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*required
Prior to the In-Person orientation:

- **Review** all information in this booklet
  - **Create** your NetID ([Apply for your NetID](#)) and
  - **Provide** your NetID in the Dropbox form*
  - **Provide** your email to add to our listserv

  (*Your NetID is required. NetID activation takes approx. 48 hrs. Once created, your ID will be ready for pick-up in the MBA Office the first 2 weeks of class. Otherwise, you will need to find one of the appropriate ID office locations to pick-up your ID)

- **Create** your Photo ID ([Upload Your Photo](#))
- **Watch** the online orientation slideshows
  - *(Welcome, Grad Admissions, Career Management and Student Services)*
- **Watch** the academic integrity videos
- **E-Complete** and **sign**:
  - The online orientation quiz
  - The academic integrity quiz
  - Honor Code
  - Photo Release Form

- **Locate** your Term Bill information ([View Your Student Account](#)).
  - *(you will not see any information until after you register at orientation)*

- **Please join**:
  - Facebook: Rutgers Part-time MBA: Newark & New Brunswick
  - Twitter: Office of MBA Student Services@rutgers_mba
  - Instagram: RUMBAStudentServices

- **(Optional) Complete** the SS&C, Calculus and Statistics, modules if assigned by Graduate Admissions.
  - **Print** and **Bring** completion of SS&C modules (scores of 80% or higher) if you want to register for the following: Managerial Economic Analysis, Operations Analysis or Data Analysis and Decision Making

**ALWAYS REMEMBER TO CHECK YOUR RUTGERS EMAIL AND/OR FORWARD YOUR RU EMAIL TO YOUR PERSONAL ACCOUNT**

*Your Scarlet mail is how we officially contact our students.*
During the In-Person orientation:

- **Sign in**
- **Bring** any additional paperwork for the Graduate Admissions team
- If you had conditions set by graduate admissions and you have purchased and completed SS&C, please **bring** in your 80% passing screenshot.
- You will need to have completed and e-signed all quizzes and forms to register and get your gift.

**ALWAYS REMEMBER TO CHECK YOUR RUTGERS EMAIL AND/OR FORWARD YOUR RU EMAIL TO YOUR PERSONAL ACCOUNT**

*Your Scarlet mail is how we officially contact our students.*
TEAM MBA

Douglas Miller, Executive Director
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zstachniewicz@business.rutgers.edu (973) 353-1656

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Fax: (973) 353-1400

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Julia Conroy, Asst. Dean and Dir.
jconroy@business.rutgers.edu (848) 445-4046

Kathleen Price, Graduate Advisor
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TEAM MBA

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Yulissa Ortiz, Admin. Assist.
ortizy@business.rutgers.edu (973) 353-1234

FAX: 973-353-1592
WHAT DOES NETID AND SERVICES ACTIVATION DO?

Sets your authentication password
This is the password you will use for most electronic services.

Allows you to setup your security questions and answers
You can choose to select three questions and answers that will help you reset your password. Please note this is only available for students not employed by Rutgers University.

Allows you to select services
You can choose services for which you are eligible, including ScarletApps (Google for Rutgers), or locally provided email and website services.

Establishes your Rutgers email Address
This is the email address to which Rutgers University will send official communications and notices.

Allows you to choose where you would like your official Rutgers email delivered
You can choose to have your Rutgers email address forwarded to a different account, or you can choose to use a Rutgers provided email service.

NET ID
https://netid.rutgers.edu/

WHAT IS A NETID?
All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, 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. Your assigned NetID will appear on the activation screen. You will need a NetID to register for classes.
ONLINE PHOTO SUBMISSION

You can use our online portal to easily submit the photo you would like included on your ID Card. It will then be reviewed and you will be notified via email if it is approved or denied. New students will receive their ID Card during the first 2 weeks of class at the MBA office.

You are able to submit your photo After you have activated your NetID. You can submit your photo with a smartphone, tablet or a computer. Please review the criteria outlined below before taking your picture.

Information regarding the online photo submission can be found here: ipo.rutgers.edu/

Photo submission requirements
- Recent color photo
- Plain, white background
- Bright, even lighting
- Centered, frontal view of full face – no profile
- Cropped from just above the top of the head to the collarbone
- Eyes open and visible (wear prescription glasses if you normally do so)

For information about acceptable photos please click on this link: https://ipo.rutgers.edu/bs/online-photo-submission

HOW TO OBTAIN A RUTGERS ID CARD

The RUconnection Card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses. This unified photo ID card serves as the primary form of identity verification throughout the university.

Graduate students have access to:
- Rutgers University libraries
- Computer labs
- Recreation centers
- RU Express accounts and meal plans
- Entry to football games and other events
- Access to assigned housing and other buildings
- Identification for transactions with the university cashier and registrar
- Attendance verification for classes and exams

First-Year Graduate Student RUconnection cards may be obtained:
- One week prior to the start of classes
- At any RUconnection card office (no appointment necessary)
- With a valid government-issued form of photo ID such as a driver’s license or passport
- At no charge for the first issue of this card
- The card will be issued immediately
The registrar’s office is in charge of calendars, transcripts, diplomas, grades, and records. All student registration inquiries, including class registration, address changes, and contact information is handled by the registrar as well as graduation and commencement information.

To find out more information, go to: https://registrar.newark.rutgers.edu/

**MYRUTGERS**

The myRutgers portal is a one-stop tool that provides you with access to important information at Rutgers. Using the customizable channels in myRutgers, you can read your email, check your grades, sign up for classes, search the Rutgers libraries, see a calendar of events at the university, and much more. To login to myRutgers, go to http://my.rutgers.edu and click on the link that says “Login”. You will need to use your valid Rutgers NetID and password.

For help setting up and using myRutgers, take a look at the myRutgers User Guide, located at https://my.rutgers.edu/portal

Through myRutgers you will have access to:
- E-mail
- Schedule of classes
- Unofficial transcripts
- Grades
- Financial information
- Featured events
- Maps/buildings
- Buses/shuttles
- Parking & transportation information
ANNOUNCEMENTS

Rutgers utilizes license plate recognition technology that captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. You will not receive a physical hangtag or decal. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space. You can register as many vehicles to your e-Permit as you want, however you can only have one vehicle on campus at a time.

PARKING & TRANSPORTATION
https://ipo.rutgers.edu/dots
FAQ about Parking:
http://rudots.rutgers.edu/faq.shtml

CONTACT INFORMATION
Transportation Services New Brunswick
Public Safety Building
55 Commercial Avenue
New Brunswick, NJ 08901
Main Office: 848-932-7744
Fax: 732-932-1450

Transportation Services Newark
Blumenthal Hall
249 University Ave
Newark, NJ 07102
Main Office: 973-353-1839
Fax: 973-353-5873
Parking Permission Registration

Online registrations require:

- A Net ID - (It may take two business days for Net-ID to register with our system)
- Your vehicle license plate number, state, make, and color
- A credit card (Visa, MasterCard, Discover) to purchase a permit with the temporary plate number, and email info@ipo.rutgers.edu when the permanent plates have been installed on the vehicle.

Start online student permission registration Process

In person registrations:

- At the Department of Transportation Cashiering office on each campus.
- Payable by cash, check, money order, credit card in your name only (Visa, MasterCard, Discover), or the Knight Express card

PARKING PERMISSION TYPES

- Commuter, Night Commuter, and Resident parking permission registrations are to be purchased online.

- Temporary and Reading Day parking permission registrations must be purchased in person.

NIGHT COMMUTER PARKING PERMISSION

- Cost $165.00 annually; $110.00 8 month after January 1st. (Price includes State Sales Tax)

- Parking permission will expire August 31st.

- A half-year parking permission is not issued during the Fall Semester.
STUDENT ACCOUNTING
The Office of Student Accounting, Billing, and Cashiering provides access to your online term bill, processes refunds, administers payment plans, coordinates exit counseling, and assists with issues that arise with your student account. Our department is also referred to as the Bursar’s Office, the Campus Business Office, or the Cashier’s Office.

Please visit: http://www.studentabc.rutgers.edu for more information

VETERANS’ INFORMATION

The Office of Veteran and Military Programs and Services goal is to ensure that veteran and military students are fully integrated into campus life and are able to take full advantage of the broad range of intellectual and cultural activities offered by Rutgers while having veteran and military students share their diverse experiences with the university community. Our team coordinates one of the most comprehensive range services for veteran and military students found at any college or university in the country and our mission is your smooth transition on to our campus and ultimately your academic success here an Rutgers and in your years beyond the university. As the result of Rutgers extraordinary commitment to its veterans, the VA has designated Rutgers as a VetSuccess on Campus University and assigned a fulltime VA employees to work out of Rutgers Veterans House.

Please visit: http://veterans.rutgers.edu/ to find out more.
The Rutgers University Libraries are a tremendously rich source of information for your research needs. The links at the left will lead to selected online resources such as major academic journals, databases, and research guides for each subject area or concentration. Other business resources may be found on the Business Research Guide.

Among the most useful business databases are:

- Business Source Premier
- Conference Board Research Collection
- Mergent Online

One new resource is the Historical Wall Street Journal database, with the full-text of articles between July 8, 1889 - December 31, 1995. Many other indexes and databases are listed on the Business Research: Quick Guide.
ACADEMIC INTEGRITY

In an effort to promote and remind students about the Academic Integrity policies here at Rutgers University, all students are required to review the below policy.

Rutgers University Academic Integrity Policy Link

Once you have reviewed the document, all students are required to pass the Academic Integrity Quiz at 100% (you may take the quiz as many times as you need). All quizzes and forms will be at the end of the packet.

STUDENT CONDUCT

Student Conduct Link

The Office of Student Conduct administers the student disciplinary system at Rutgers University – New Brunswick, investigating and adjudicating alleged incidents of student misconduct and academic dishonesty. The office enforces the University Code of Student Conduct, Residence Life conduct policies, the Student Organization Standards of Conduct, and the Academic Integrity Policy. The Office of Student Conduct also educates the University community about academic integrity and other ethical issues.
Academic honesty is an essential and vital ingredient in the Rutgers Business School Honor Code. Within the Honor Code, students are understood to live in a community of trust, that is, to be trustworthy, honest, and committed to the ideal that a person's word is his or her bond. A student who violates the Rutgers University Academic Integrity Policy (http://academicintegrity.rutgers.edu/) will be referred to their Rutgers Business School Program Director/Associate Dean or the Office of Student Conduct (http://judicialaffairs.rutgers.edu/).

As a student and member of the Rutgers Business School Community:

☐ I will not lie, cheat, steal or plagiarize in my academic pursuits.
☐ I will endeavor to encourage others to abide by this code.

I join the graduate student body of Rutgers University in a commitment to this Code of Honor.
Office Hours

Summer:
Monday-Thursday
9:00am—6:00pm
Friday
9:00am—4:00pm

Fall/Spring:
Monday-Thursday
9:00am—6:45pm
Friday
9:00am—4:00pm

Resources:

MBA Program Information
http://myrbs.business.rutgers.edu/mba

Academic Calendar
http://myrbs.business.rutgers.edu/mba/calendars

MBA Curriculum
http://myrbs.business.rutgers.edu/mba/curriculum

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

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

Office of Career Management
http://myrbs.business.rutgers.edu/mba/career-management

Student Organizations
http://myrbs.business.rutgers.edu/mba/student-organizations

Forms:
http://myrbs.business.rutgers.edu/mba/downloadable-forms

Blackboard
https://blackboard.rutgers.edu/webapps/login/

Kathleen Price
MBA Suite, Rm 3042
3rd Floor
848-445-4677
kprice@business.rutgers.edu
Rutgers University

MBA Student Services
1 Washington Park
6th Floor
Newark, NJ 07102
973-353-5275

OFFICE HOURS

**Summer:**
*Monday-Thursday*
10:00am—6:00pm
*Friday*
9:00am—3:00pm

**Fall/Spring:**
*Monday-Thursday*
10:00am—6:00pm
*Friday*
9:00am—4:30pm

ACADEMIC ADVISOR
CONTACT INFORMATION

**Jillian Ryan**
MBA Suite, Rm 671
6th Floor
973-353-1130
jryan@business.rutgers.edu

RESOURCES:

*MBA Program Information*
http://myrbs.business.rutgers.edu/mba

*Academic Calendar*
http://myrbs.business.rutgers.edu/mba/calendars

*MBA Curriculum*
http://myrbs.business.rutgers.edu/mba/curriculum

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

*WebReg*
https://sims.rutgers.edu/webreg/

*Office of Career Management*
http://myrbs.business.rutgers.edu/mba/career-management

*Student Organizations*
http://myrbs.business.rutgers.edu/mba/student-organizations

*Forms:*
http://myrbs.business.rutgers.edu/mba/downloadable-forms

*Blackboard*
https://blackboard.rutgers.edu/webapps/login/
# Online Course Information

## How are online courses delivered?

Online courses essentially deliver the same content that face-to-face courses offer; however, they are delivered online using electronic resources. The online courses are made available through Blackboard. You will have readings to complete, due dates, assignments, the ability to receive feedback from your professor, and you will be tested (this will be made clear to you in the course syllabus). We also strive to maintain a similar level of quality in our online courses, as in our face to face courses and use the same faculty for both. For this reason, we have a maximum of 25 students enrolled in our online courses in order to further facilitate collaboration, and discussion between the students and professor.

## What type of student is best suited for taking courses online?

In an online course, it is particularly critical that students take ownership of their learning, be self-disciplined, organized and motivated to learn. Interaction, communication, and keeping up with the content in an online course are all essential components to your success.

## How much time will I need to devote to an online course?

You will need to work just as hard, and spend just as much time in an online course, as in a face-to-face class. In a face-to-face class, students normally spend 3-1/2 hours in class, plus another 6-7 in prep. The expectation of MBA students’ investment in online courses is similar, and is estimated to be 9-10 hours per week for a 3 credit hour class.
How are lectures conducted?

Your professor will record the audio for their lectures so you can listen to them at your convenience. Since they are recorded, you may also go back and review concepts as needed throughout the course. Lecture materials may also include lecture notes, examples worked out step by step, or PowerPoint presentations depending on the professor’s preference and type of content covered.

Do I ever have to be somewhere at a specific day and time?

There may be optional live (synchronous) communication such as chatting with peers while working on a group project, or if you have a question to ask your professor and they have an online office hour. You may also be required to attend a live (synchronous) discussion/presentation online on a specific date and time periodically throughout your online course. Check your course syllabus for details on the specific requirements for your online course.

Can I contact my professor with questions?

Absolutely, in fact we encourage you to ask questions! Some professors may choose to have regular office hours held physically on campus. This is an optional time for students to meet with their professor to ask questions (this will be made clear to you in the course syllabus). All professors are available via email (generally with a 24-48-hour response time) and some also hold optional live (synchronous) online office hours or review sessions.
Can I complete the assignments whenever I want?

Our online courses operate under “defined flexibility”. This means that you are usually given at least a week to work on a task/assignment, and can choose any time within that time period to work on it. However, you must still abide by the posted due dates. You will likely have discussions online through threaded discussion boards. These (asynchronous) methods of communication are flexible so you can access them at your own convenience regardless of whether or not others are working in the course at the same time. There are normally defined periods when you must make your discussion postings.

How do I know what the expectations are for a particular online course?

Absolutely, in fact we encourage you to ask questions! Some professors may choose to have regular office hours held physically on campus. This is an optional time for students to meet with their professor to ask questions (this will be made clear to you in the course syllabus). All professors are available via email (generally with a 24-48-hour response time) and some also hold optional live (synchronous) online office hours or review sessions.
Rutgers Business School Link to Tuition and Fees for part-time students (11 or fewer credits)

STUDENT ACCOUNTING, BILLING AND CASHIER SERVICES
Tuition and Fees Rates Link

NEWARK GRADUATE
RUTGERS BUSINESS SCHOOL
• SCHOOL 22
• CURRICULUM 135
Frequently Used Websites at Rutgers and Important Phone Numbers

For information about academic services, athletics, bookstores, career services, computing, grades, health centers, hours for classes, IDs, registration, safety, summer/winter session, university life, or visiting Rutgers, go to [http://ruinfo.rutgers.edu](http://ruinfo.rutgers.edu) or call 732-445-info (4636). For information on the following subjects, follow the links provided.

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<td><a href="http://search.rutgers.edu">http://search.rutgers.edu</a></td>
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<td>Office of the Registrar</td>
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<td><a href="https://registrar.newark.rutgers.edu/">https://registrar.newark.rutgers.edu/</a> 848-445-2757</td>
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<td><a href="http://myrbs.business.rutgers.edu/mba">http://myrbs.business.rutgers.edu/mba</a></td>
<td><a href="http://studentaid.rutgers.edu">http://studentaid.rutgers.edu</a> 848-932-7692</td>
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<td>Course Planner</td>
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<td><a href="http://scheduling.rutgers.edu/calendar.shtml">http://scheduling.rutgers.edu/calendar.shtml</a></td>
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<td>University Schedule of Classes</td>
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<tr>
<td><a href="https://sims.rutgers.edu/webreg">https://sims.rutgers.edu/webreg</a></td>
<td><a href="http://sis.rutgers.edu/soc/">http://sis.rutgers.edu/soc/</a></td>
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<tr>
<td>Blackboard support for Students</td>
<td>Student Accounting</td>
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<tr>
<td><a href="https://blackboard.rutgers.edu/webapps/login/">https://blackboard.rutgers.edu/webapps/login/</a> 973-353-1821</td>
<td>Confirm Attendance, Tuition and Fees: <a href="http://www.studentabc.rutgers.edu">http://www.studentabc.rutgers.edu</a> 973-353-5956</td>
</tr>
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Frequently Used Websites at Rutgers and Important Phone Numbers

For information about academic services, athletics, bookstores, career services, computing, grades, health centers, hours for classes, IDs, registration, safety, summer/winter session, university life, or visiting Rutgers, go to http://ruinfo.rutgers.edu or call 732-445-info (4636). For information on the following subjects, follow the links provided.

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<td><a href="mailto:helpdesk@business.rutgers.edu">helpdesk@business.rutgers.edu</a></td>
<td>Veteran's Benefits <a href="http://nbregistrar.rutgers.edu/veterans.htm">http://nbregistrar.rutgers.edu/veterans.htm</a></td>
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<td><a href="mailto:helpdesk@business.rutgers.edu">helpdesk@business.rutgers.edu</a></td>
<td>Parking Permits &amp; Bus Routes <a href="http://parktran.rutgers.edu/">http://parktran.rutgers.edu/</a> <a href="848-932-7744">848-932-7744</a></td>
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Emergency:
- Dialing from a campus phone: 6-911
- Dialing from a cell phone: 732-932-7111
- Rutgers Police (non-emergency): 732-932-7211
Frequently Used Websites at Rutgers and Important Phone Numbers

For information about academic services, athletics, bookstores, career services, computing, grades, health centers, hours for classes, IDs, registration, safety, summer/winter session, university life, or visiting Rutgers, go to http://ruinfo.rutgers.edu or call 732-445-info (4636). For information on the following subjects, follow the links provided.

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<th>Rutgers Business School Links:</th>
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Rutgers New Brunswick Campus Virtual Tour (link)
(Please scroll the selections on the left to select the tours that are relevant to your needs)

Rutgers Livingston Campus Virtual Tour (link)

Rutgers Newark Campus Virtual Tour (link)
ACADEMIC INTEGRITY & HONOR CODE AGREEMENT

Academic Integrity Quiz and Honor Code Agreement Link

This quiz is required for all students, and is due prior to attending and registering at the in-person orientation.

Rutgers University wants all students to know and understand the importance of Academic Integrity and its importance to the Rutgers Business School brand.

MBA LOUNGE AND LISTSERV ACCESS

MBA Lounge and Listserv request

NetID access to the New Brunswick 3rd floor MBA Lounge (room 3018), Newark 5th Floor Lounge and Listserv access (E-mail distribution list).

RUTGERS BUSINESS SCHOOL PHOTO RELEASE

Photo Release Form

Rutgers MBA Student Model Release

RUTGERS PART-TIME MBA ORIENTATION ACKNOWLEDGEMENT

Orientation Quiz

Please use the above link to complete the acknowledgement after reviewing the presentation.