

RUTGERS

Rutgers Business School
Newark and New Brunswick

Academic Advisement Syllabus

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 a process involving the student and advisor as they build a working relationship in which the advisor provides the student with the tools, direction and appropriate referrals to assist students in meeting their academic goals.

The academic advisors at Rutgers Business School look forward to collaborating with you as you navigate your undergraduate career. We have created this advisement syllabus to help you prepare for your academic planning at Rutgers Business School.

Rutgers Business School: Undergraduate—Newark
Office of Student and Academic Services
1 Washington Park, Suite 324



RUTGERS BUSINESS SCHOOL-NEWARK

UNDERGRADUATE ADVISING SYLLABUS



MISSION

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
Email: RBSNWK_Undergrad@business.rutgers.edu

ADVISOR AND STUDENT RESPONSIBILITIES

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.

STUDENT RESPONSIBILITIES:

- * Schedule an appointment with your assigned [RBS Academic Advisor](#) at least once a year.
- * Arrive to appointments on time and prepared. Come to your scheduled appointment with a list of questions.
- * 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.

Academic Advisors are assigned by the Student's last name:

| If your last name starts with: | Your Advisor is: | Your Advisor's email is: |
|---------------------------------------|----------------------------------|---------------------------------|
| A | Amy Castillo (Assistant Dean) | acastillo@business.rutgers.edu |
| B, C, D, & U | Armanda Cerqueira | acerqueira@business.rutgers.edu |
| E, F, G, H, I, J, & T | Lisa Ahn | yoonsun@business.rutgers.edu |
| K, L, M & S | Shirnel Jean Baptiste | shirnelj@business.rutgers.edu |
| N, O, P, Q, R | Danielle Michel-Clarke | dclarke@business.rutgers.edu |
| V, W, X, Y, Z | Ben Lohmann (Assistant Dean) | blohmann@business.rutgers.edu |

ACADEMIC ADVISING POLICIES AND PROCEDURES

Academic Advising Appointments

All students are assigned an academic advisor upon their matriculation into RBS-Newark. **Academic advisors are seen by appointment only.** Appointments are scheduled for 30 minutes and must be scheduled in advance via [RU-N4Success](#). Please arrive on time and prepared for your advisement appointment.

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.

RBS Undergraduate Office - Hours of Operation

Students may visit the office during Academic Resource Hours to ask questions, pick up forms and receive information regarding referrals. Advisors are not available during this period. The office is generally open Monday and Wednesday: 8:30 a.m. - 6:00 p.m.

Tuesday, Thursday, and Friday: 8:30 a.m. - 4:30 p.m.

If you need to meet with your advisor, please schedule an appointment via [RU-N4Success](#).

Email Protocol

Your academic advisor is available to answer routine questions through email. Please include your full name and RUID in your email message. When emailing your advisor, please use your official Rutgers email account. Your email will be answered within 48 hours of receipt.

General Student Announcements

General information regarding scholarships, probation, and student events will be emailed throughout the semester. **All RBS students are expected to check their email at least once per day during the academic year.**

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 then must be submitted to the Office of the Registrar. The date on which the student signs and submits the form is considered the official withdrawal date.

Official Documents

All documentation (AP, CLEP, official/final transcripts, etc.) is to be sent to:

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

Academic Progress and Milestones:

1ST YEAR (0-30 credits)

- Make an appointment with your academic advisor. All first-year (freshmen) students must meet with their advisor in order to register for their second semester.
- Review the [RBS Website](#) and [Degree Navigator](#) to understand requirements which will need to be completed in order to earn your degree (General Education core classes, Eligibility Classes, Business Core classes, and major classes).
- Use the [Academic Calendars](#) to be aware of University dates 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, English Composition II, and Applied Calculus (or Calculus I, if applicable).
- Attend the mandatory RU Prepared Workshop during your first semester.
- Review and understand [University Code of Student Conduct](#).
- Familiarize yourself with the campus and surrounding neighborhood. Attend and participate in campus events and programs

2ND YEAR: (31– 60 credits)

- Begin to connect your educational plan to your long-term goals. Make use of academic advising and Career services.
- Start researching Study Abroad, community service, volunteering and undergraduate research opportunities.
- If you have not already done so, declare your major and concentration.
- Complete all required pre-requisite courses for your major.
- Schedule an appointment with the [Office of Career Management](#) to discuss your career goals and objectives.
- Become an active member of a [student club or organization](#).

3RD YEAR: (61-90 credits)

- Reevaluate and solidify your decision regarding your major.
- Continue working with the Office of Career Management for your [internships or co-ops](#).
- Make an appointment with your Academic Advisor to finalize your expected date of graduation.
- Begin researching schools, program, and admissions criteria for any graduate programs you may be considering. (Keep in mind, you may have to submit [GRE](#), [GMAT](#) or [LSAT](#) scores).

4TH YEAR: (91+ credits)

- Schedule an appointment with your advisor for a full degree audit to avoid any last minute surprises.
- Attend the mandatory graduation workshop in the second to last semester prior to your expected graduation date.
- Complete and submit the [Online Diploma Application](#).
- Secure any recommendations from faculty if you plan on apply to graduate school.

Helpful Links:

Degree Navigator: <https://cas.rutgers.edu/login?service=https://dn.rutgers.edu/Default.aspx>

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

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

Advising Appointments: <https://run4success.campus.eab.com/>

General Registration Guidelines: <https://registrar.newark.rutgers.edu/registration-undergrad>