

Rutgers School of Arts and Sciences

Handbook of Resources for Nontraditional Students

Things you need and where to find them at Rutgers



Diane DeLauro June 2023

Welcome Nontraditional Students!

The School of Arts and Sciences is committed to helping nontraditional students achieve their academic goals and make the most of their time at Rutgers. We offer specialized academic advising sensitive to the needs of nontraditional students, and a variety of ways you can meet with us—in person, by telephone, email or via virtual meetings on WebEx or Zoom.

Nontraditional Advising Deans



Milagros Arroyo
Director

Lauren Carino

Curtis Chan

Diane DeLauro

Shaheen Fatima

Office of Nontraditional Students



Ruth Adams Building, Room 103, Douglass Campus
Email: nontraditional@sas.rutgers.edu

Table of Contents

<i>What is Nontraditional Status?</i>	5
<i>Academic Advising</i>	6
<i>Academic Calendars</i>	6
<i>Academic Support</i>	6
<i>Campus Involvement/Student Organizations</i>	6
<i>Campus Safety</i>	7
<i>Careers and Internships</i>	7
<i>Child Care Resources</i>	7
<i>Child-friendly Campus Spaces</i>	8
<i>Degree Requirements</i>	8
<i>Disability Services & Academic Accommodations</i>	8
<i>Duo Two-Step Login for Rutgers Online Systems</i>	8
<i>Emergency, Suicide, Mental Health, Substance Abuse Crisis Assistance</i>	9
911 Emergency. Dial 911.	9
Suicide or Mental Health Emergencies, Drug Abuse Crises	9
<i>Employment</i>	10
<i>Essential Information for All Students</i>	10
<i>Family and Children’s Activities at Rutgers</i>	10
<i>Final Exam Schedule & Conflict Policy</i>	10
<i>Financial Aid</i>	11
<i>Food Assistance</i>	11
<i>General Help and Assistance</i>	11
<i>Graduation</i>	12
<i>Health, & Counseling Services</i>	12
<i>Housing</i>	13
<i>Housing--Low Income and Homelessness Assistance</i>	13
<i>Immunization Requirements</i>	14
<i>Insurance</i>	14
<i>International Students</i>	15
<i>Legal Services</i>	15
<i>Majors</i>	15

<i>Military Activation</i>	<i>16</i>
<i>Parent Resources/Programs at Rutgers.....</i>	<i>16</i>
<i>Parking</i>	<i>17</i>
<i>Part-time Enrollment Cautions.....</i>	<i>17</i>
<i>Reenroll/Return to SAS.....</i>	<i>17</i>
<i>Register for Classes.....</i>	<i>17</i>
<i>Registration in Summer or Winter.....</i>	<i>18</i>
<i>Registration Adjustments: Adding, Dropping or Withdrawing from Classes</i>	<i>19</i>
<i>RUID Cards</i>	<i>19</i>
<i>Term Bills</i>	<i>19</i>
<i>Transportation</i>	<i>20</i>
<i>Transfer Credit Evaluations.....</i>	<i>20</i>
<i>Undocumented Student Services.....</i>	<i>20</i>
<i>Veteran’s Services</i>	<i>20</i>
<i>Violence Prevention and Victim Assistance</i>	<i>21</i>
<i>Withdrawal from School.....</i>	<i>21</i>

What is Nontraditional Status?

Nontraditional students in SAS include veterans, adult learners returning to formal education after an extended interruption, post-baccalaureate students pursuing a second undergraduate degree or major, undocumented students, and non-matriculating students taking classes for personal enrichment or professional development. Nontraditional students typically demonstrate a history of supporting themselves fully and living independently, working full time, or are married or supporting dependent children and/or spouses. Nontraditional students are considered independent by the Rutgers Financial Aid Office if receiving financial aid.

Within the School of Arts and Sciences, ***Nontraditional status is also a formal designation granted by SAS that exempts students from the requirement of full-time enrollment*** that applies to all other SAS undergraduates and all international students on F-1 or J-1 visas. Nontraditional students may register for fewer than 12 credits in any semester or reduce their enrollment below 12 credits during any semester, subject to University deadlines, without additional permission from SAS.

It is important to keep in mind that students registered for fewer than 12 credits are considered part-time under University regulations and federal law. Part-time enrollment can affect visa status and eligibility for financial aid, military benefits, health insurance, campus housing, scholarships, visas, etc.

Please see the detailed information about **Nontraditional Status** online at <https://sasundergrad.rutgers.edu/advising/current-students/nontraditional-students>, paying special attention to the **Cautions for Nontraditional Students** which lays out the specific ways in which part-time enrollment can affect your eligibility for aid and some University services.

The following pages contain a list of University and community resources that we hope you will find helpful. If you have any questions about these resources, please contact us at **nontraditional@sas.rutgers.edu**

Resources

Academic Advising

The School of Arts and Sciences offers one-on-one assistance with academic planning and registration, degree completion, selecting majors and minors, academic difficulty, withdrawals from school, reenrollment, and your academic questions or concerns. Your SAS advisors should be your first stop if you are having trouble navigating the University or finding offices you need.

- **SAS Advising for Nontraditional Students** **Email us at:** nontraditional@sas.rutgers.edu
Advising sensitive to the needs of nontraditional students; available via email, telephone, Zoom/WebEx and , in-person appointments.
- **SAS Advising** <https://sasundergrad.rutgers.edu>

Academic Calendars

- **Semester and 3-Year Academic Calendars**
<https://nbregistrar.rutgers.edu/undergrad/calendar.htm>
Shows first and last day of classes, final exam schedule, registration dates, add/drop deadlines, semester recesses, etc.
- **Registration Schedule** <https://nbregistrar.rutgers.edu/undergrad/reginfo.htm>
When to register for next semester classes.

Academic Support

- **Rutgers Learning Centers** rlc.rutgers.edu
Free group and individual tutoring; one-on-one academic coaching to sharpen study skills, improve test-taking, note-taking or time management, all individualized to your needs. Plus strategies for success in remote and online classes.

Campus Involvement/Student Organizations

- **Student Engagement Opportunities--Rutgers Student Affairs** <http://getinvolved.rutgers.edu/>
Participation in one of the many student organizations at Rutgers provides opportunities for networking and information sharing, demonstrates your ability to work with others to accomplish common goals, and can provide important experience lines on a student resume. Organizations include pre-professional, community service, and cultural groups. One student organization for non-traditional students is Sophia, description and contact information is online at <https://rutgers.campuslabs.com/engage/organization/sophia>

Campus Safety

- RU Police and Emergency Contacts www.rutgers.edu/about/campus-safety
- *Safety Matters* Campus Safety Information and Crime Statistics
<https://ipo.rutgers.edu/sites/default/files/ASFSR2021.pdf>

Careers and Internships

- **Rutgers Office of Career Exploration and Success** <https://careers.rutgers.edu/>
Offers career advising, resume reviews, internship and co-op opportunities, pre-professional development training, and regularly hosts career and internship fairs where national and international companies, non-profits and government agencies come looking to hire Rutgers students. Activate your Rutgers Handshake account to take advantage of these invaluable services, including specialized advising for nontraditional and international students.

Child Care Resources

- **Rutgers Psychology Child Development Center** <https://www.douglasschildcare.rutgers.edu/>
The Rutgers Psychology Child Development Center offers two twelve-month Rutgers University preschools at two campus locations on the Cook/Douglass campus of Rutgers-New Brunswick. The Nursery Program provides early care and education for children ages 1-2 years of age. The Kinder Garden Program provides early 3-4 years of age. Priority enrollment is granted to enrolled Rutgers students and University staff. Children participate in activities to promote healthy lifestyles, and all children go outdoors each day unless the weather or environment is severe. Breakfast, lunch and afternoon snack are provided each day to the children and these meals are included in our tuition. Menus are prepared by a certified nutritionist, and all meals are served family-style with the children and teachers sitting together for conversation as well as to promote healthy eating and dining habits. Upon signing an enrollment contract, parents must provide a non-refundable tuition deposit equivalent to 1 month's tuition that may be credited to a child's final month of enrollment at the Center. Both sites are located on the Cook/Douglass campuses of Rutgers New Brunswick and are open Monday-Friday from 7:30am-6pm, all 12 months of the year.
- **Rutgers-Livingston Day Care Center** <http://rldcc.org/>
Rutgers-Livingston Day Care Center is a private, not-for-profit early childhood program in Piscataway, across the street from the Rutgers Livingston Campus, serving the Rutgers University community since 1974. The center provides an early care and education program with a developmentally appropriate curriculum that is intentionally designed to foster social, emotional, intellectual and physical development. Children play outside every day, unless it is raining heavily. Breakfast, lunch and afternoon snack are prepared on site by our own cook. Children's nutrition is important and the center participates in the federal Child and Adult Food Program. Enrollment is open to children 20 months through Kindergarten. Applications from all interested families are welcome, with priority given to children whose parent/guardian has a current affiliation with Rutgers University. The Center has rolling admissions; children are enrolled as openings occur throughout the year with most openings occurring June-September.

- **Childcare Centers New Jersey**
<https://www.nj.gov/dcf/families/childcare/centers/Middlesex.shtml>
A list of all childcare centers in New Jersey, listed by county.
- **New Brunswick Youth Services**
https://www.cityofnewbrunswick.org/residents/departments/social_services/youth_services_system.php
For students enrolled in New Brunswick schools: offers a school-year program, summer Play SAFE program, and Summer Food Program, in conjunction with the New Brunswick Board of Education
- **New Jersey Childcare Subsidy** <https://www.childcarenj.gov/Parents/How-To-Apply.aspx>
Assistance paying for childcare--New Jersey Department of Human Services--Division of Family Development

Child-friendly Campus Spaces

Children are welcome in many Rutgers buildings, and all Rutgers-New Brunswick undergraduate students are allowed to bring their dependents to campus. However, parents or guardians have full responsibility for the child(ren) at all times, and children under the age of 18 must always be accompanied by an adult. Regulations regarding disruption apply to children just as they apply to all students. Rutgers staff are not permitted to provide childcare. Students may wish to consult with their professors regarding bringing children to class.

- **Baby-Friendly Space Club**
<https://rutgers.campuslabs.com/engage/organization/babyfriendlyspaceclub>
A staffed, peaceful and comfortable space where students or staff and their infants can study, play or relax; private space for breastfeeding and spaces for babies to nap.
- **Rutgers Libraries** <https://www.libraries.rutgers.edu/>
Sign in at the Circulation Desk. Crayons and age-appropriate coloring books available.
- **Rutgers Learning Centers** <https://rlc.rutgers.edu/>
- **Rutgers Student Centers** <http://studentcenters.rutgers.edu>
- **Lactation Rooms on Campus** (see Parent Resources/Programs at Rutgers, below)

Degree Requirements

- **School of Arts and Sciences Degree Requirements**
<https://sasundergrad.rutgers.edu/degree-requirements/requirements>

Disability Services & Academic Accommodations

- **Office of Disability Services** <https://ods.rutgers.edu/>

Duo Two-Step Login for Rutgers Online Systems

- **Duo set-up instructions online:**
https://ithelp.rutgers.edu/sp?id=kb_article&sys_id=2c3901d21bb33010727cc9d2604bcb84

- **Download a pdf sheet with Duo set-up instructions:**
<https://it.rutgers.edu/two-step-login/wp-content/uploads/sites/30/2020/09/Two-step-login-enrollment-instructions-PDF-FINAL.pdf>
- **Questions? Email** help@oit.rutgers.edu
- Learn more about two-step login with Duo at <https://it.rutgers.edu/two-step-login/>

Emergency, Suicide, Mental Health, Substance Abuse Crisis Assistance

911 Emergency.

988 Suicide or Mental Health Crisis

- 988 National Suicide and Crisis Lifeline—Call or Text 988 to connect 24/7 with trained counselors. An alternative to calling 911 or law enforcement for mental health or substance abuse crises. Launches July 16, 2023.
- NJ HopeLine (Suicide Prevention): 855-654-6735.
- National Suicide Prevention Hotline: 800-273-8255.
- Crisis Text Line: Text KNIGHT to 741741; to speak directly with a counselor of color text STEVE to 741741.
- Acute Psychiatric Services (24-hour emergency service for local residents): 855-515-5700.
- Rutgers University Police Department: 732-932-7211.
- Students living on campus: Contact your Resident Assistant or RA on duty.
- Violence Prevention and Victim Assistance (VPVA)*: For victims of crimes, including sexual violence, dating/domestic violence, and stalking. Free and confidential resources are available by phone 24/7. vpva.rutgers.edu, 848-932-1181.

Campus Resources for Non-crisis Situations

- Counseling, Alcohol & Other Drug Assistance, Psychiatric Services (CAPS): **848-932-7884**. M-F 8:30am – 4:30pm. <http://health.rutgers.edu/CAPS>
On-call mental health services for crisis intervention.
- ProtoCall: dial **848-932-7884** and follow the prompts.
Phone-based counseling available when CAPS is closed.
- Let's Talk: **848-932-7884**. Informal, one-session consultations
- Violence Prevention and Victim Assistance (VPVA): **848-932-1181**.
Available 24/7. vpva.rutgers.edu, For victims of crimes, sexual violence, dating/domestic violence, and stalking. Free and confidential.
- Dean of Students: **848-932-2300**. deanofstudents.rutgers.edu, or email deanofstudents@echo.rutgers.edu. Assistance and support for personal or academic-related challenges.
- Do Something: <http://dosomething.rutgers.edu>. If you are concerned about a friend and they are not in immediate danger, share your concern. The appropriate campus resource will contact them within 2 business days.

* These offices provide in-person services on a limited basis. Most services will be remote

Employment

- On- and Off-Campus Jobs <https://financialaid.rutgers.edu/student-work/>
- Internships and Career Advising <http://careers.rutgers.edu>

Essential Information for All Students

- Links to things you need at Rutgers <https://newbrunswick.rutgers.edu/info/current-students>

Family and Children's Activities at Rutgers

- New Brunswick Free Public Library <https://www.nbfpl.org/kids>
Kids and Teens programming, events, tutoring & homework help
- Rutgers Geology Museum - Events and Programs for Children
<https://geologymuseum.rutgers.edu/>
- Rutgers Rec Kids <http://recreation.rutgers.edu/community-programs/>
Rutgers Recreation Kids offers children's programs open to the Rutgers Community and to the public. Programs include children's parties, children's swimming and rock wall classes, summer camp.
- Swimming Classes for Kids: <http://recreation.rutgers.edu/community-programs/childrens-classes/>
Including Parent and Child Aquatics, Pre-School lessons, Group lessons, Teen lessons, and Competitive Edge, all at the Rutgers Recreation Center
- Rutgers Rec Kids Summer Day Camp <http://recreation.rutgers.edu/community-programs/camp/day-camp/>
- Rutgers Day/Rutgers Ag Field Day <https://rutgersday.rutgers.edu>
Annual April event on campus with hands-on science, farm animals, crafts, food!
- Youth Arts or 4H Camps, Workshops, Art and Music Classes, and Academic Enrichment
<http://recreation.rutgers.edu/community-programs/>
<https://sites.rutgers.edu/mgsa-community-arts-summer/>
<https://nj4hcamp.rutgers.edu/gardens.html>
<https://nj4hcamp.rutgers.edu/>

Final Exam Schedule & Conflict Policy

- Check your exam schedule <https://scheduling.rutgers.edu/scheduling/exam-scheduling/final-exam-schedule>
- Check for exam conflicts <https://scheduling.rutgers.edu/scheduling/exam-scheduling/final-exam-schedule/final-exam-policies>

Financial Aid

- **Rutgers Office of Financial Aid** <https://scarlethub.rutgers.edu/contacts/new-brunswick/>
- **Summer Financial Aid** (you have to apply to say you want it—students don't get it automatically) <https://scarlethub.rutgers.edu/financial-services/apply-for-aid/how-to-apply/financial-aid-for-summer-courses/>
- **FAFSA (Free Application for Financial Aid)** <https://studentaid.gov/h/apply-for-aid/fafsa>
- **New Jersey Higher Education Assistance Authority** <https://www.hesaa.org/>
- **Scarlet Guarantee** <https://newbrunswick.rutgers.edu/admissions-tuition/scarlet-guarantee>
- **Garden State Guarantee** <https://scarlethub.rutgers.edu/financial-services/types-of-aid/garden-state-guarantee/>
- **Veteran's Benefits at Rutgers** <https://veterans.rutgers.edu/>
- **Alternative/Additional Sources of Funding** <https://scarlethub.rutgers.edu/financial-services/alternatives-for-funding-your-education-at-rutgers/>
- **National Guard Tuition Waiver** <https://scarlethub.rutgers.edu/financial-services/national-guard-tuition-waivers/>
- **Tuition Remission for Rutgers Employees and Their Dependent Children** <https://uhr.rutgers.edu/benefits/tuition-remission>

Food Assistance

- **Rutgers Student Food Pantry** <http://ruoffcampus.rutgers.edu/food/>
Just bring your Rutgers ID
- **Elijah's Promise Community Kitchen** in New Brunswick
<https://elijahspromise.org/promise-programs/community-kitchen/>
- **Community Food Bank of NJ - Find Food Near You** <https://cfbnj.org/findfood/>
- **New Jersey Food Pantries** https://www.foodpantries.org/st/new_jersey
- **State of New Jersey Food, Cash and Health Insurance Assistance** <https://www.njhelps.org/>

General Help and Assistance

- **Rutgers Dean of Students** <http://deanofstudents.rutgers.edu/>
The Dean of Students is an excellent first stop for help with almost any life issue or problem that is not strictly academic. They offer help, advocacy, problem resolution, emergency assistance, critical incident intervention, *and outreach to your professors if you experience extended illness or hospitalization during the semester*. Their website also has an important list of resources.
- **Rutgers Ombuds Office** <https://ombuds.rutgers.edu/>
- **Middlesex County Social Services** <http://middlesexsocialservices.com/programs/>
- **State of New Jersey Social Services** <https://www.nj.gov/humanservices/clients/welfare/>

Graduation

SENIOR CHECKLIST:

- **Academics**--Verify Your Grad Date and Completion of All Requirements
 - Check Degree Navigator <https://nbdn.rutgers.edu/>
 - Check the SAS Senior Dashboard <https://sasundergrad.rutgers.edu/graduation/seniors>
 - Check your Transcript for Accuracy <https://scarlethub.rutgers.edu/registrar/academics-and-records/transcripts/>
 - Check the SAS Seniors Website <https://sasundergrad.rutgers.edu/graduation/seniors>
 - Meet with an SAS Advisor <https://sasundergrad.rutgers.edu/advising/advising>
- **Clear Financial Holds** <https://studentabc.rutgers.edu/financial-holds>
- **Complete a Diploma Application by Deadline** <https://nbregistrar.rutgers.edu/undergrad/ug-dinfo.htm>
- **Complete the Financial Aid Exit Counseling Module—REQUIRED** <https://studentabc.rutgers.edu/exit-counseling>
- Senior Days Events <http://programs.rutgers.edu/senior-days/>
- Verify Degree Completion to an Employer or Graduate School
Scroll to the bottom of: <https://sasundergrad.rutgers.edu/graduation/policies-and-procedures#verification-of-graduation>

COMMENCEMENT

- Regalia <https://rutgers.bncollege.com/shop/rutgers/page/customer-service>
- Senior Portraits <http://www.lorsstudio.com/seniors/schedule-your-appointment/>
- Convocation Ceremony <https://commencement.rutgers.edu/>

ALUMNI SERVICES

- Rutgers Email and Technology <https://it.rutgers.edu/knowledgebase/access-to-rutgers-technology-resources-for-graduating-students/>
- Rutgers Career Services <https://careers.rutgers.edu/>
- Rutgers Health Insurance—For Graduating Students and/or Dependents https://www.universityhealthplans.com/letters/letter.cgi?group_id=269
Apply for a 90-Day Continuation of Your University Health Insurance—expires August 15!

**See Insurance in the Table of Contents for Non-Rutgers Insurance options after graduation*

Health, & Counseling Services

- Rutgers Health Services <http://health.rutgers.edu/>
- And <http://health.rutgers.edu/about-us/hours-locations/>
- **Vaccination appointments** are available at Rutgers' on-campus vaccination clinics via the Rutgers Vaccination Portal at <https://rtr.ipo.rutgers.edu/vaccines/>
- **Rutgers Health Centers & Pharmacies** <http://health.rutgers.edu/about-us/hours-locations/#health-centers-pharmacies>
- **Rutgers Counseling Centers, Alcohol and Other Drug Assistance Programs, and Psychiatric Services**

<http://health.rutgers.edu/about-us/hours-locations/#counseling-centers>

Counselors are also specialists in academic stress and anxiety.

- **New Jersey Primary Care Community Health Centers** <https://www.njpca.org/>
Federally qualified health centers across New Jersey that provide healthcare to the underserved and the uninsured.

Housing

- **Rutgers Campus Housing for Families** <http://ruoncampus.rutgers.edu/facilities/family-housing/>
Family housing offers two bedroom units for graduate students and undergraduate students with spouses/children. There is an application process and students will be placed on a waitlist if units fill up.
Contact: <http://ruoncampus.rutgers.edu/about-us/staff-and-contacts/>
- **Off-campus Housing: Places4Students** <http://Places4Students.com>
Free, searchable site with postings of apartments, rooms for rent and roommates wanted in off-campus housing in the New Brunswick area. Registration is not required to search the listings.

Housing--Low Income and Homelessness Assistance

- **Rutgers Dean of Students** <http://deanofstudents.rutgers.edu/hours-and-location/>
- **New Jersey Office of Homelessness Prevention**
<https://www.nj.gov/dca/divisions/dhcr/offices/hpp.html>
- **SSH** <https://www.state.nj.us/humanservices/dfd/programs/ssh/>
Assists families and individuals who are experiencing homelessness or are at imminent risk of becoming homeless, but are not eligible for welfare (usually because their income is too high) and so are not eligible for Emergency Assistance
- **Federal Housing Choice Voucher (Section 8)** <https://www.benefits.gov/benefit/710>
The housing choice voucher program provides assistance to very low-income families to help them pay for decent, safe, and sanitary housing. Housing can include single-family homes, townhouses and apartments and is not limited to units located in subsidized housing projects. Housing choice vouchers are administered locally by Public Housing Agencies (PHAs). A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family pays the difference between the actual rent charged by the landlord and the amount subsidized by the program
- **Veteran Housing Services**
 - *Middlesex County Veteran Housing Assistance: 732-745-4051*
 - *Community Hope (Supportive Services for Veteran Families) - 973-463-9600*
 - *Department of Military and Veterans Affairs Middlesex County - 732-937-6347/6348*
 - *Soldier On - 866-406-8449*
 - *2-1-1 Info Line: centralized number for information on all social services in the state is 211.*
 - *Community Hope* <https://www.communityhope-nj.org/what-we-do/>

- *County office of Veterans Affairs:*

<https://www.middlesexcountynj.gov/government/departments/department-of-community-services/office-of-human-services/division-of-housing-community-development-and-social-services/office-of-veterans-services>

Immunization Requirements

- **Immunization Records and Requirements**
<http://health.rutgers.edu/medical-counseling-services/medical/immunization-requirements-allergy-shots/>
- **COVID-19 Vaccine Requirement:** Students are required to upload their COVID-19 vaccination record(s), to the [Rutgers Student Vaccination Portal](#) unless students have received a Rutgers-approved medical or religious exemption. Non-compliant students are not permitted to be on campus and will have their NetID access blocked to any Rutgers applications that require a login, such as my.rutgers.edu, Canvas, email, WebReg, and housing information.
- **Students must stay up-to-date on their vaccinations, including boosters as they come due.**
Upload vaccination records as you receive them to prevent NetID blocks.
- **How to Upload Your Covid Proof of Vaccination/Booster in 4 Steps** (and avoid an Immunization Hold on your ability to register for classes)
<http://health.rutgers.edu/general-resources/covid-19/#:~:text=How%20to%20Upload%20Your%20COVID%20Proof%20of%20Vaccination%20in%204%20Steps&text=Click%20on%20the%20Upload%20tab,a%20Student%20Health%20staff%20person>
- **Check the status of your vaccine submission on the Rutgers Student Vaccination Portal** at <https://wayf.incommonfederation.org/DS/WAYF/?entityID=https%3A%2F%2Fso.medicatconnect.com%2Fshibboleth&return=https%3A%2F%2Frutgers.medicatconnect.com%2Fshibboleth.sso%2FLogin%3FSAAMLDS%3D1%26target%3Dss%253A06e20874fd915117c4c192a11d1ad8d525267db88895e6bfd00eaa82f6f4b747>
- **Vaccination appointments are available at Rutgers'** on-campus vaccination clinics via the Rutgers Vaccination Portal at <https://rtr.ipo.rutgers.edu/vaccines/>
- **Problems uploading your vaccine record or questions about NetID reactivation?** Email covidvax411@rbhs.rutgers.edu, vaccine@echo.rutgers.edu or call the VAX Hotline Monday-Friday 8 am to 5 pm. at 848-445-3033, or Rutgers Student Health Services at 848-932-7402. Rutgers Student Health Center addresses, phone contacts, hours, and appointment scheduling information is online at <http://health.rutgers.edu/about-us/hours-locations/>

Insurance

- **University Health Insurance** <https://riskmanagement.rutgers.edu/student-information/rutgers-university-student-health-insurance> or <https://finance.rutgers.edu/student-abc/insurance-students/student-health-insurance-plan-ship> If you have questions about the waiving and enrolling email you receive, contact info@univhealthplans.com
- **Tuition Insurance—Rutgers Tuition Protection Plan (GradGuard)**
<https://studentabc.rutgers.edu/refunds/tuition-protection-plan-gradguard#>

Guard Guard Nelnet QuickPay option: <https://finance.rutgers.edu/student-abc/tuition-fees/tuition-protection-plan-gradguard>. Reimburses for tuition, room, board and fees for covered withdrawals during the semester. *Deadline to enroll is the day before classes begin each term.*

- **NJ FamilyCare Insurance** <http://www.njfamilycare.org/>
A federal and state funded health insurance program for qualified NJ residents of any age who do not have employer insurance.
New Jersey's Official Health Insurance Marketplace <https://www.healthcare.gov/>
- **Get Covered NJ** <https://nj.gov/getcoverednj/>
Get Covered NJ is the official health insurance site for the Affordable Care Act Plans, and also offers financial help to qualifying residents to help lower their monthly premiums and out-of-pocket expenses
- **Affordable Care Act Insurance** www.healthcare.gov
Enroll or see if you qualify for free or low-cost care through Medicaid or (Children's Health Insurance Program (CHIP)

International Students

- **SAS Nontraditional Advising** Email us at nontraditional@sas.rutgers.edu
- **Rutgers Global** <https://global.rutgers.edu/international-scholars-students>
- **Rutgers Student Organizations**
<https://rutgers.campuslabs.com/engage/organizations?query=international>

Legal Services

- **Office of Student Legal Services (SLS)** <http://rusls.rutgers.edu>
Open year-round to provide legal assistance and advice to all Rutgers students. Students can schedule a free consultation with an attorney to discuss matters that might involve arrests, landlord/tenant, civil suits, municipal court, traffic violations, criminal/quasi-criminal issues, domestic violence, family matters, immigration/INS/DACA, business/intellectual property. The office also offers notary public services and educational opportunities for interested students in the form of internships and externships.

Majors

- **Majors and Minors Available to SAS Students** <https://sasundergrad.rutgers.edu/major/list-of-majors-and-minors>
- **Declaring a Major/Minor** <https://sasundergrad.rutgers.edu/major/major-declaration>
Be sure to check the Department website for requirements you may need to complete before you can declare.
- **Restrictions** <https://sasundergrad.rutgers.edu/major/list-of-majors-and-minors/major-minor-restrictions>
Not all majors and minors can be combined

Military Activation

- **Veteran's House** <https://veterans.rutgers.edu/resources/if-you-are-activated>
See the University Policy on Military Service and get assistance and information
- **SAS Nontraditional Advising** *Contact us at nontraditional@sas.rutgers.edu so we can help coordinate the University accommodations you are entitled to if you are called to active duty.*

Parent Resources/Programs at Rutgers

- **Early Registration for Students with Children:** contact Mr. Jason Moore to qualify, at jason.moore@echo.rutgers.edu
- **Students with Children Scholarships** <https://www.scholarships.com/financial-aid/college-scholarships/scholarship-directory/special-attributes/student-with-dependent-children>
- **Baby-Friendly Space Club**
<https://rutgers.campuslabs.com/engage/organization/babyfriendllyspaceclub>
A staffed, peaceful and comfortable space where students or staff and their infants can study, play or relax; private space for breastfeeding and spaces for babies to nap.
- **Rutgers Students with Children Organization**
<https://swc.rutgers.edu/resources/swc-organization>
A student organization to build community, visibility, and support for Rutgers Students with Children.
- **Bunting Program** <https://douglass.rutgers.edu/enrollment/nontraditional-students-out-hs-5-years>
The program, part of Douglass Residential College, is for women out of high school for 5 or more years, and offers community, scholarships, mentoring, career planning, peer advising, and a dedicated lounge in the Douglass Campus Center that serves as a comfortable “home base” where students can study, meet other Bunting students, and relax between classes. The lounge is also a designated lactation space.
- **Lactation Rooms on Campus**
The Lactation Project, created and operated by Registered Nurses (RN) at Rutgers New Brunswick, identifies private, clean spaces for Rutgers students, staff and faculty to breast feed/pump breast milk. To access lactation rooms, just bring a valid RUID.
 - **Bunting Lounge, Douglass Student Center, 3rd Floor**
Check in at the Information Desk
Monday – Friday: 7am to 1am; Saturday – Sunday: 10am to 1am
Contact: 848-932-9372
 - **Alexander Library, College Ave Campus**
Sign in at the Circulation desk.
Monday – Thursday: 7:45am – midnight; Friday: 7:45am - 9:00pm/ Saturday: 10am – 6:00pm; Sunday: 11:00am – midnight
Contact: 848-932-7851
 - **Milledoler Hall, College Ave Campus**
2nd Floor Ladies Lounge—restroom and a private room with door and comfortable chair.
Monday – Friday 7:00am – 10pm, anytime Milledoler Hall is open.
 - **Center of Alcohol Studies, Busch Campus**
Contact Stephanie Peeters to access to the room.
Room 201 Monday – Friday: 8:30 am – 4:30 pm
Contact: 848-445-2518

- **Mom2Mom** Phone: 877-914-MOM2. Live Chat: mom2mom.us.com.
A peer-support helpline for mothers of children with special needs in NJ, sponsored by [Rutgers University Behavioral Health Care](#). Peer counselors are parents of children — of all ages! — with special needs.

Parking

- **Rutgers Parking** <https://ipo.rutgers.edu/dots>
- **Student Parking Permits** <https://ipo.rutgers.edu/dots/permits/students>
- **Register your car, ask a question** <https://dotshelp.rutgers.edu/>

Part-time Enrollment Cautions

- <https://sasundergrad.rutgers.edu/advising/current-students/nontraditional-students#part-time-status>

Reenroll/Return to SAS

- **Complete an SAS Reenrollment form** <https://sasundergrad.rutgers.edu/advising/current-students/reenrollment>
Reenrollment questions? Please email us at reenrollment@sas.rutgers.edu
- **How to Register as A Reenrolling Student** <https://sasundergrad.rutgers.edu/advising/current-students/reenrollment/reenrolled>

Register for Classes

You will need to use a variety of online tools to plan and register each semester. Mastering them will make your life at Rutgers a lot easier! A set of brief videos demonstrate how to use each tool, under the heading **Course Scheduling and Add/Drop**, online at <https://success.rutgers.edu/how-information>

In combination with the videos, these steps outline the order in which to use the online tools:

How many degree credits do I have?

- My Rutgers Portal my.rutgers.edu

Your registration day is based on the number of degree credits you have earned to date. View your “full transcript” on the Academics tab to see how many degree credits you have. (Degree Navigator also shows your total earned degree credits under **My Course List**)

When Do I Register?

- Registration Schedule nregistrar.rutgers.edu/undergrad/reginfo.htm

Check the Registration Schedule to see your registration dates by degree credits earned.

What should I take?

- Degree Navigator nbdn.rutgers.edu

Use DN to view your remaining requirements for the SAS Core and planned or declared majors/minors.

- SAS Degree Requirements <https://sasundergrad.rutgers.edu/degree-requirements/requirements>

How do I make a schedule?

- Schedule of Classes sis.rutgers.edu/soc
 - Browse course offerings for the upcoming semester. You can use the left menu in yellow to filter the classes you see: filter out closed classes, filter for preferred meeting times/modes, and even filter to find classes that fulfill two Core or Core/Major/Minor requirements at once.
 - Read the fine print under each class for pre-reqs and registration restrictions—some classes are for declared majors only, for seniors only, etc.
- Course Schedule Planner (CSP) <https://sims.rutgers.edu/csp>
 - Load in your preferred courses, filter to exclude closed sections, then save your favorite schedules so that you can register in just two clicks on your scheduled registration day.

How do I actually register?

- webreg.rutgers.edu or “Register” button on CSP

Registration in Summer or Winter

You can register for Summer or Winter classes as usual using Webreg, but to drop, withdraw or change sections of a class, you'll need to contact the Summer or Winter Registrar. The date you email them is your effective drop or withdraw date. Make sure you contact them by the deadlines posted on the Summer or Winter Session websites:

- Summer Session: <https://summersession.rutgers.edu/> Email: summer@docs.rutgers.edu
- Winter Session: <https://wintersession.rutgers.edu/> Email: winter@docs.rutgers.edu
- Office of Summer & Winter Sessions
3 Rutgers Plaza
New Brunswick, NJ 08901
Phone: 848-932-7565
Fax: 732-932-6547

How to Appeal Summer or Winter Classes

The Summer Registrar has an appeal form for students with documented extenuating circumstances or who can supply or forward an email from the professor or department that you never attended the class. **Important:** you must request whether you wish to have your summer registration **cancelled** (dropped without W grades) or **withdrawn** (dropped with W grades). Instructions and the form are online at <https://summersession.rutgers.edu/appeals>

Registration Adjustments: Adding, Dropping or Withdrawing from Classes

Semester Calendar <https://nblogistrar.rutgers.edu/undergrad/calendar.htm>

Shows University deadlines for when you can add, drop or withdraw.

- **Dropped classes disappear from your transcript and you are not charged for them.** If you are registered below 12 credits after you drop a class, your term bill will be lowered **AND your financial aid/scholarship monies/military benefits may also be reduced.** Get informed before you drop.
- **Withdrawn classes (Drops with a “W”) stay on your term bill and on your transcript** with a notation of W. Your professor will see the notation of W on his/her online class roster, as a reminder that you are no longer enrolled in the class and should not be assigned a semester grade in evaluation of your academic work. Withdrawn classes do not reduce tuition.
- **Students can add classes to their semester schedule at these times:**
 - During the University’s Pre-registration period for the upcoming semester (up to 18 credits)
 - During the University’s Add/Drop period at the beginning of each semester (up to 20.5 credits)
 - Any time before the first class meeting for Mini-courses (1- or 1.5-credit classes lasting only 5 to 7 weeks) that begin in the last half of the semester. But an SAS advisor will need to add these classes for you.
 - Any time with both a Special Permission Number from the academic department **and** an email note from the professor stating that you are permitted to add their class late.
- **Withdrawing from School/Your Entire Semester.** See **Withdrawal from School**, below.

RUID Cards

- Upload Your Photo <https://ipo.rutgers.edu/publicsafety/online-photo-submission>
- Card Pick-up Locations <https://ipo.rutgers.edu/publicsafety/id-location>

Term Bills

- **Rutgers Student Accounting, Billing and Cashiering** <https://studentabc.rutgers.edu/>
- **Term Bill Questions or Problems:** Contact their One-Stop Help Desk, via telephone at 848-445-4636(INFO), via email at <https://scarlethub.rutgers.edu/contacts/new-brunswick/> or in person at Proctor Hall, 65 Davidson Rd, Busch Campus
- **Tuition and Fees** <https://studentabc.rutgers.edu/tuition-fees/tuition-fees-rates>
- **Time Payment Plan** <https://studentabc.rutgers.edu/rutgers-tuition-payment-plans>
- **Tuition Protection Insurance Plan** <https://studentabc.rutgers.edu/refunds/tuition-protection-plan-gradguard>

- Rutgers does not offer tuition refunds for withdrawals beyond what is offered on this website: <https://finance.rutgers.edu/student-abc/refunds/withdrawals-school> **Tuition insurance is in case you need to withdraw from your semester for health reasons.** Be sure to look carefully at the policy exclusions.

Transportation

- Rutgers Campus Bus Routes <https://ipo.rutgers.edu/dots>
- NJTransit—Train and Bus <https://www.njtransit.com>

Transfer Credit Evaluations

- Access your evaluation to see how your credits transferred into Rutgers <https://www.ugadmissions.rutgers.edu/transfercredit/Login.aspx>
- How to read your evaluation https://www.ugadmissions.rutgers.edu/transfercredit/docs/01/SAS_How_To_Read.pdf

Undocumented Student Services

- **Dean of Students Office** <http://deanofstudents.rutgers.edu/student-advocacy/information-support-undocumented-students/>
All Rutgers students with questions about whether to renew their DACA status or who need general assistance and advisement should reach out to the Dean of Students at knights_care@rutgers.edu for confidential and comprehensive advisement and assistance.
- **Immigration Rights Attorney** Jason Hernandez from [The Rutgers Immigrant Community Assistance Project \(RICAP\)](#) is also available for free consultations at jason.c.hernandez@rutgers.edu or 856-225-2302.
- **UndocuRutgers Student Organization** Community, social action, political advocacy <https://rutgers.campuslabs.com/engage/organization/undocurutgers>

Veteran's Services

- **Academic Advising** Email us at: nontraditional@sas.rutgers.edu
Academic planning, coordination of advising with Veteran's House, facilitation of academic accommodations if you are activated.
- **Veteran's House** <https://veterans.rutgers.edu/>
The Office of Veteran and Military Programs and Services (OVMPS) at Rutgers University provides a supportive community for our military-affiliated students, including knowledgeable staff, benefits advising, social/athletic activities, and a comfortable study space with kitchen and computer lab for students to share.
- **NJ Vet2Vet** <https://www.njvet2vet.com>
24-hour support for New Jersey National Guard members, active military personnel, veterans, their families and caregivers, statewide. Call, text or chat to immediately connect with a

support specialist. We will listen, understand, provide guidance, support & access to local resources, and with your permission, follow up to reach a solution.

Violence Prevention and Victim Assistance

- **Rutgers Violence Prevention and Victim Assistance** <http://vpva.rutgers.edu/>
Crime Victim Assistance: The Office for Violence Prevention and Victim Assistance offers a range of services to assist you with the aftermath of victimization, including counseling, personal and academic advocacy, legal and medical accompaniment, and information on replacing lost or stolen property. Please call us for more information: 848-932-1181

Withdrawal from School

If you need to withdraw from your current semester or discontinue your enrollment on a temporary or permanent basis . . .

- Check the University's Semester Calendar for **the Last day to Withdraw from the University** (end of 12th week <https://nbbregistrar.rutgers.edu/undergrad/calendar.htm>)
- Fill out the Student Withdrawal form online at <https://scarlethub.rutgers.edu/registrar/registration/withdrawal-from-all-courses/>
- Withdrawals are effective as of the date your form is submitted.
- If you indicate on your form when you plan to return, SAS will contact you about reactivating your student account so you can pre-register on time for your intended semester of return. If you are not sure when you will return, simply complete the online SAS Reenrollment form when you are ready to resume your studies, at <http://reenrollment@sas.rutgers.edu>
- **U.S. Military students who withdraw due to activation** should indicate **Military Service as the reason for their departure on the Withdrawal form** so SAS can ensure you receive the accommodations provided by the Rutgers Policy on Military Leave.
- SAS recommends meeting with an SAS advisor at the time of withdrawal <https://secure.sas.rutgers.edu/apps/ruscheduler/academics/>
- **Tuition Refund Schedule for Cancellation or Withdrawal from Entire Semester** <https://finance.rutgers.edu/student-abc/refunds/withdrawals-school>