



RUTGERS

School of Arts and Sciences

Transfer Student Advising and Registration Guide



Welcome
Transfers!

PREPARE FOR STAR DAY

Congratulations on your admission and acceptance to Rutgers University School of Arts and Sciences! We are happy to be among the first to welcome you to Rutgers' large and vibrant transfer community.

We understand you have many questions we will be happy to address your concerns at an upcoming STAR Day (Students in Transition Advising and Registration Day). STAR Day is the opportunity for all incoming SAS transfer students to register for classes and speak with advisors.

To prepare, we ask that you read through the information in this booklet and watch the videos provided to learn more the registration process, advising resources, and the structure of your undergraduate education at Rutgers.

Explore our academic departments online and become familiar with the requirements of your potential programs of study. After watching our tutorials, try using our course planning websites to create potential schedules.

Follow the SAS Transfer Center on Instagram and join your transfer cohort's official Facebook group to stay connected and learn about helpful resources.

We are so glad you're here and we look forward to meeting you soon!

Sincerely,

The SAS Transfer Center



STAY CONNECTED

Be a part of the conversation about all things Rutgers on social media channels devoted to our different campuses, schools, athletic teams, and more. These channels are updated regularly to bring you the latest news and information. Find the areas that interest you and join in.



RUTGERS UNIVERSITY - OFFICIAL CHANNELS



SCHOOL OF ARTS AND SCIENCES



SAS TRANSFER CENTER



SCHOOL OF ARTS AND SCIENCES - ACADEMIC SERVICES



CAREER EXPLORATION AND SUCCESS



DEAN OF STUDENTS OFFICE



DISABILITY SERVICES



FINANCIAL AID



RECREATION



RESIDENCE LIFE



RU-INFO



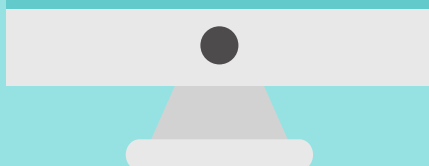
RUTGERS LEARNING CENTERS



STUDENT AFFAIRS



*Click on
the icons for
social media
links!*



For the full Social Media Directory, visit
<https://newbrunswick.rutgers.edu/news/rutgers-social-media-directory>

RUTGERS DEGREE COMPONENTS

Your undergraduate degree has the following components:

1. Completion of the [SAS Core Curriculum](#)
2. Completion of a [major](#)
3. Completion of a [minor](#)*
4. Completion of a minimum of 120 degree credits
5. Meet the minimum cumulative grade-point average of 2.0.

*[Click here](#) or see the next page for exceptions to the minor requirement.

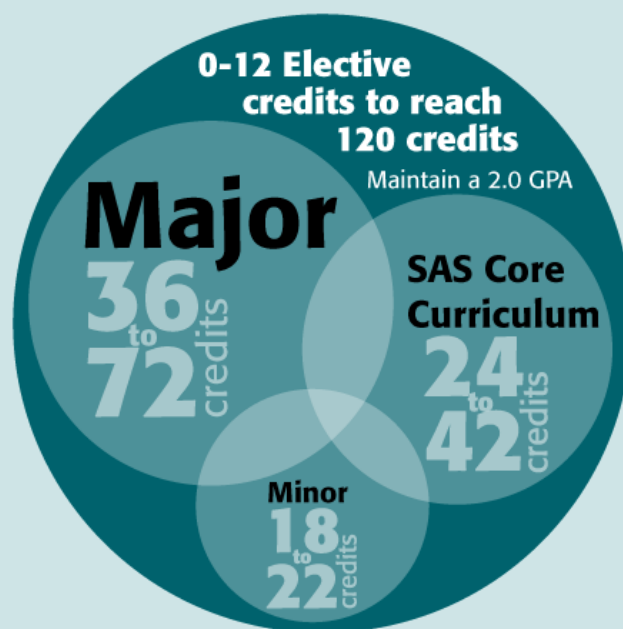
Click the play icon for a video overview of the degree components.



The Core Curriculum: Preparation for Success

The Core Curriculum of the School of Arts and Sciences establishes common goals that, along with a major and minor specialization, will prepare you for a successful life and career built on a critical understanding of the natural environment, human behavior, and the individual's role in diverse societies. These goals derive from three focus areas: Contemporary Challenges; Cognitive Skills and Processes; and Areas of Inquiry.

The learning goals clearly articulate what you will be able to do upon completion of the Core. The Core goals align with the skills employers agree are critical for a successful career in a world of work marked by rapid change. Achievement of these learning goals prepares you not only to land your first job, but also to excel in that job, advance in your career, and adapt to the evolving demands of the 21st century.



Courses may be counted as meeting multiple learning goals; students generally will complete the core in 9 to 13 courses of 3 or 4 credits each. A course used to meet core goals may also be used to fulfill a major or minor requirement.

Transfer courses CANNOT be used to meet the Contemporary Challenges (CC) or Writing and Communication with Revision (WCr) learning goals. Transfer students who took Expository Writing before matriculating at Rutgers may have the course in transfer count toward the Expository Writing (WC) learning goal, but current SAS students may not take Expository Writing anywhere other than Rutgers University-New Brunswick, 01:355:101.

[Click here](#) for more information about the SAS Core and classes certified to meet Core goals.

[Click here](#) for the SAS Core brochure.

[Click here](#) for FAQs about the Core.



Completion of a Major and Minor

All SAS students are required to complete a major and a minor.

[Click here](#) for a list of majors and minors available to SAS students.

Exceptions to the Minor Requirement

The requirement for a minor will be waived for students completing multiple majors, for second degree candidates, and for students completing the 5-year education program through the Graduate School of Education.

The requirement for a minor may be waived for students completing credit-intensive majors. Credit intensive majors are indicated on the [List of Majors and Minors](#) for SAS students. Students in credit intensive majors are encouraged to complete a minor, even though they are not required to do so.

When to Declare a Major and Minor

While there is no official deadline, full-time students normally declare their major in the second semester of their second year. Some majors encourage students to declare even earlier in order to facilitate the planning needed for an appropriate sequence of the courses required to complete the major within four years.

Declaration is done by submitting a major/minor declaration form, available online at mymajor.sas.rutgers.edu. Some academic departments may have prerequisites and/or require approval by an advisor.

Students who have not declared their major and minor by the second semester of their third year may not be able to complete all requirements and, thus, not graduate on time.

Admission to the Major

Certain majors, such as Public Health or Communications, offered by Professional Schools at Rutgers University New Brunswick may require separate admission to the major. Students who apply to these majors will remain SAS students and do not need to transfer to the school.

Majors in Professional Schools that are not open to SAS students (such as Nursing, Pharmacy, Engineering, and Business majors) require a school-to-school transfer.

Major and Minor Restrictions

The major and the minor may not be selected from the same academic program. In general there are no SAS restrictions on selection of available majors and minors; however, some combinations are prohibited. Please see [Major/Minor Restrictions](#).

Change of Major or Minor

Students wishing to apply for a change of major or minor should complete the form online at

Students wishing to apply for a change of major or minor should complete the form online at mymajor.sas.rutgers.edu.

UNDERSTANDING YOUR *transfer evaluation*

Explanation of three-part course numbers

A Rutgers course number is divided into three parts. The first two digits are the administrative code (standing for a faculty or a school), the next three digits are the subject code, and the final three digits are the course code.

Administrative Codes - XX:XXX:XXX

The most common administrative (school) codes you will see on your transfer evaluation and when registering for courses include:

- **01** - SAS
- **04** - School of Communication and Information
- **07** - Mason Gross School of the Arts
- **09** - School of Social Work
- **10** - Edward J Bloustein School of Planning and Public Policy
- **11** - School of Environmental and Biological Sciences
- **33** - Rutgers Business School: New Brunswick
- **37** - School of Management and Labor Relations
- **TR** - transfer course

Subject Codes - XX:XXX:XXX

A subject code comprises the third through fifth digits in all course numbers and indicates the subject matter of the course.

The subject code T01 signifies a transfer course equivalent for an SAS general elective, liberal arts distribution requirement, or course filling an SAS Core learning goal.

Course Codes - XX:XXX:XXX

The course code comprises the sixth, seventh, and eighth digits in all course numbers.

Course codes from 100 to 299 indicate introductory and intermediate undergraduate courses. Codes from 300 to 499 indicate advanced undergraduate courses. (Courses coded from 500 to 799 are graduate courses.)

Some transfer course codes end with two or three letters instead of a three-digit number.

- **AHP** = fulfills Arts and Humanities AHP goal
- **EC** = elective credit
- **HST** = fulfills Historical Analysis core goal
- **NS** = fulfills Natural Sciences core goal
- **QQR** = fulfills Quantitative and Formal Reasoning core goal

TR:T01:EC - When to get a departmental evaluation

Courses evaluated as TR:T01:EC will count as general elective credits towards the 120 credits you need to graduate. If you do not need this course to count towards your *major*, *minor*, or *core*, there's no need for a departmental evaluation.

All courses from New Jersey communities colleges have been evaluated and their equivalencies are available online at NJTransfer.org. These courses cannot be reevaluated by their academic departments.

Courses from four-year colleges or non-New Jersey community colleges may be eligible for evaluation by an academic department.

If you received an evaluation of TR:T01:EC and believe the course could fulfill a requirement of your *major*, *minor*, or *core*, complete the [Transfer Course Departmental Evaluation Form](#). You will need to submit this form along with a copy of the course syllabus to the department that is most aligned with the course. Once the department has evaluated the course, return the form to any SAS Advising Center or email it to transfers@sas.rutgers.edu.

PLACEMENT TEST

FAQs

What are the placement tests?

Placement tests determine your individual preparation in a subject area. Accurate results are important, as they will be used to select appropriate courses based on your current skills.

Do I need to complete any placement tests?

Transfer students should only complete placement tests if indicated on their transfer credit evaluation or advised to do so by a Rutgers University advisor.

How do I apply for accommodations for testing?

Students who wish to receive testing accommodations (e.g. extra time, reader, scribe), must register with the Office of Disability Services and receive approval for accommodations before testing. Please visit this [link](#) to apply for services. Do not take any placement tests if your accommodations process is not yet complete.

How do I complete the tests?

The English and Math tests are administered online and must be completed from home or in a quiet environment with a strong, reliable internet connection. Click [here](#) to take the tests. You must use a laptop or desktop computer to complete your tests -- mobile devices cannot be used to complete testing. A strong, reliable, wired internet connection is preferred, but you may use a strong, reliable wireless connection as well.

Click [here](#) to access the Math and English tests.

When should I complete the tests?

Complete the tests as soon as you can! You will need your placement results to properly register for classes at STAR Day.

For more information about placement tests at Rutgers, visit:

oirap.rutgers.edu/testplace.html



Students in Transition Seminar

What is the Students in Transition Seminar?

Developed specifically for transfer students, the Students in Transition Seminar (STS) is an in-depth introduction to Rutgers University (RU) and the School of Arts and Sciences (SAS). Topics in this course are designed to assist transfer students in their adjustment to the University and to facilitate successful first term academic performance during this transition.

All incoming, first semester, full-time transfer students to SAS are required to take this course in their transfer semester. This one-credit course is graded on a Pass/No Credit basis and does not impact GPA.

What can I gain from this course?

The goal of this course is **connection**. By completing this course, you will connect with other transfer students and an instructor who is passionate about your potential and success. You will learn how to connect with a wide range of campus resources that are here to support you. Finally, you will make connections between your goals, habits, and your Rutgers education.

With a typical class size of about 25 students, STS offers you an opportunity to build relationships with other transfers and with Deans, advisors, and other Rutgers staff. The class allows you to connect over common transfer issues and share strategies for adapting to your new academic, physical, and social environments.

This is not your typical lecture class. There are no books to read, and assignments are designed to make you think about your academic, personal, and career goals. Guest speakers will share campus resources available to help you achieve your academic and career goals. You will find new ways to think about time management, habits of success, and how to maximize your time at Rutgers.

Student Testimonials

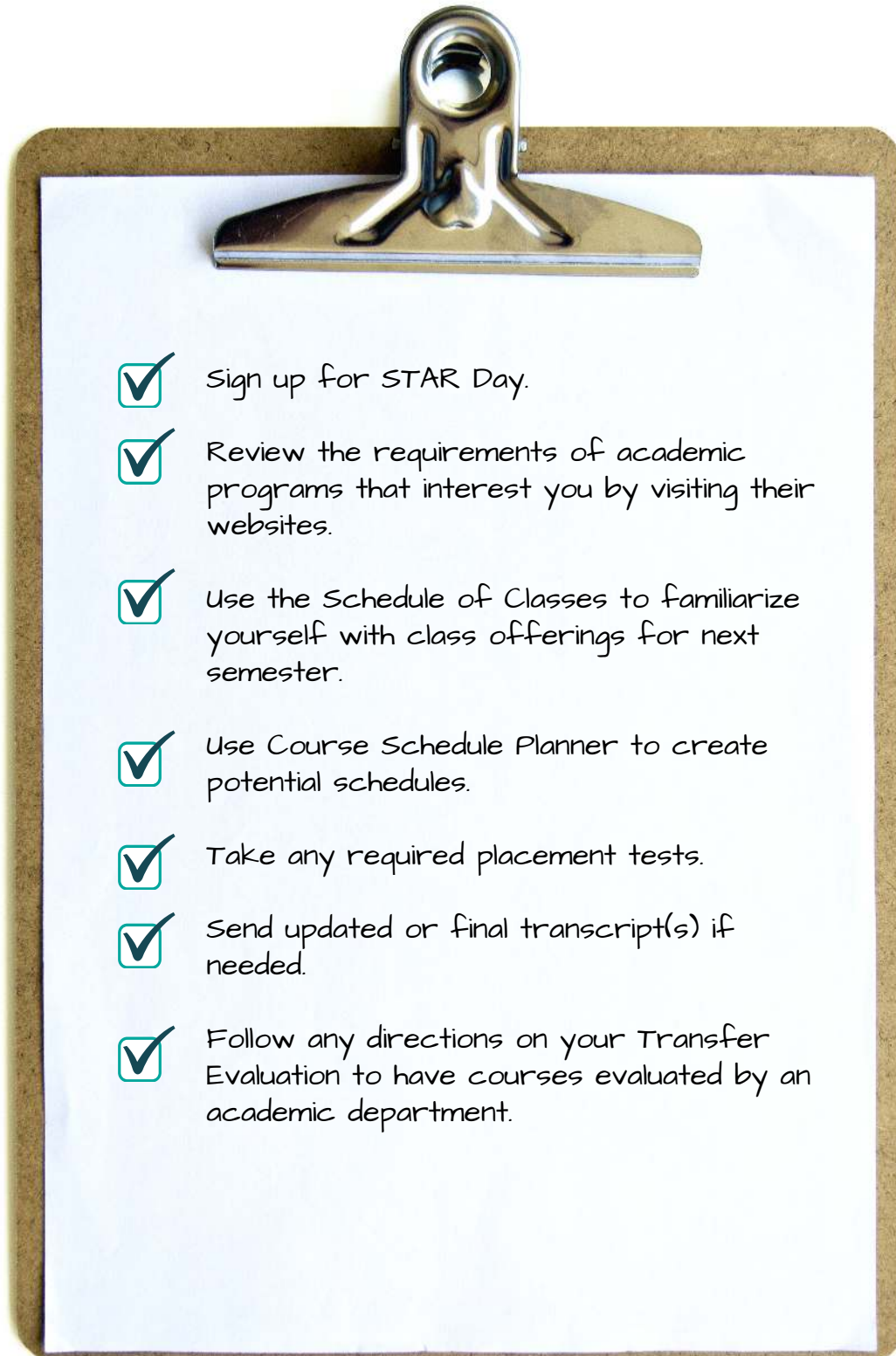
"This course has opened my eyes to other options to take my career and education that I have never thought of. It has also guided me in picking my classes for next semester and has given me a better understanding of how things work here at Rutgers. My long-term goal has not changed, but my path to get there has, in which I would like to change my major and do things differently than I had anticipated." - M.D.

"This course has been really helpful and motivating in so many ways. I believe Rutgers took it into consideration that we are transfer students and we will be definitely lost if we are not coached and that was really thoughtful. I felt welcomed in the class because all the students were transfer students and therefore we all had something common." - G.H.

"This course has been very helpful in reminding me that the best way to go about the rest of my time at Rutgers is planning my educational and vocational path out and taking advantage of every opportunity available instead of limiting myself to attending class and hoping for the best." - B.G.

"Although my academic and personal goals haven't changed much since beginning this course, the work we have done has helped me reconsider how I view goal setting and ways in which I can begin the process of planning for my future... I no longer look at the future as a linear pattern, and instead, I am trying to plan for the various opportunities, career and otherwise, that could come my way which I have no knowledge of right now." M.W.

COURSE REGISTRATION *checklist*



- ☒ Sign up for STAR Day.
- ☒ Review the requirements of academic programs that interest you by visiting their websites.
- ☒ Use the Schedule of Classes to familiarize yourself with class offerings for next semester.
- ☒ Use Course Schedule Planner to create potential schedules.
- ☒ Take any required placement tests.
- ☒ Send updated or final transcript(s) if needed.
- ☒ Follow any directions on your Transfer Evaluation to have courses evaluated by an academic department.

REGISTRATION

FAQs

What is a typical course load for a Rutgers student?

In order to graduate within four years, a student should average 15 credits each semester. As a new transfer student, plan to take four to five classes plus the one-credit Students in Transition Seminar.

What is the maximum number of credits I can take?

Students can register for up to 18 credits before the start of the semester. During the Add/Drop period, this number increases to 20.5. However, we strongly recommend staying around 15 credits in your first semester at Rutgers. National research shows that transfer students tend to see a drop in GPA in their first transfer semester. Give yourself some time to adjust to this new environment and a better chance at a strong GPA before overloading on credits.

Can I attend Rutgers part-time?

The School of Arts and Sciences is a full-time institution. All students are required to enroll in at least 12 credits per semester to maintain full-time status, and are expected to enroll in 15 credits per semester in order to graduate in four years.

Exceptions from this policy may be made for:

- students with extenuating medical circumstances
- students in their final semester who need fewer than 12 credits to graduate
- students officially designated as Nontraditional
- students considered Independent by the Rutgers Office of Financial Aid.

A request for a reduced credit load must be made before the start of the semester.

Please note, registering for fewer than 12 credits can affect visa status and eligibility for University services such as financial aid, health insurance, campus housing, scholarships, etc.

What are electives? How do I find them?

Electives are simply courses that do not count towards one's major, minor, or core. For most students, these requirements account for about 75% or less of their degree. The remaining 30 or more credits can be used for classes of interest outside of one's major or minor. Some students decide to pursue a second major or minor or a certificate with these credits. There is no list of electives, as these choices are different for every student based on their programs of study.

What if I change my mind about the schedule I make at STAR Day?

No problem! As long as you maintain 12 or more credits, you can continue to make adjustments to your registration through the remainder of the break and through the Add/Drop period in the upcoming semester.

Can I drop the Students in Transition Seminar?

All full-time SAS transfer students are required to take the Students in Transition Seminar. This course was designed specifically for new transfer students to help with the transition to Rutgers.

Can I change my section of Students in Transition Seminar?

Yes. You cannot drop the course, but you can replace the section by simply adding another section that meets at your preferred time.



TIPS FOR A SUCCESSFUL *course registration*

Know Your Requirements

Use Degree Navigator and departmental websites to understand what is required of your major and minor or core (if applicable). Compare these requirements against your transfer course evaluation to see what you've already completed and what you may want to take next.

Overlap Requirements

When possible, find courses that fulfill more than one requirement. For example, you might find a class certified for the core that also meets a major or minor requirement. Classes on the core can also meet more than one area of the core.

Explore Your Options

It's okay if you don't know exactly what major and/or minor you want to pursue. For most students, a major and minor will account for no more than half of their undergraduate degree. There's room to explore different areas of study.

Speak with an advisor about your interests at STAR Day. They can help you narrow down your options or suggest ones you have not yet considered.

Balance Your Schedule

Excited to dive into your major and take 15 credits in psychology? Think it's best to finish the core in your first semester? This narrow focus is probably not in your best interest.

Students tend to learn and perform best when they take courses from a variety of disciplines. Creating a balanced schedule that includes classes for your potential major(s), minor(s), and core and/or electives increases your likelihood of success.

Consider Your Commute

How will you be getting to classes? If you are traveling from a distance, you may be tempted to fit your classes into fewer days. If you will live close to or on campus, spreading out your classes may feel less overwhelming.

Try to minimize the number of bus trips you will need by sticking to the same one or two campuses if possible. If you do have to commute between campuses, try to avoid the late afternoon rush hour delays. Remember that parking passes are good for one campus, so plan accordingly!

Consider Your Energy and Needs

Are you more alert for early morning classes or are evening classes more your style? Is sitting through a three-hour class no big deal or do you prefer shorter, more frequent class meetings?

Try to schedule classes at a time when you can be alert and focused. Consider the amount of time between classes and how you might spend it. Remember that you need to account for the times you may need to eat, rest, or move around. Build time into your schedule for meals, sleep, work, and fun!

Have a Backup Plan (or Three!)

Come to STAR Day with a list of your preferred classes and a few alternatives. You might not get your ideal schedule in your first semester at Rutgers, so your goal at STAR Day should be to end the day with a course schedule of 12 or more credits that works for you.

Once you have reached a full-time registration, you are able to make adjustments throughout the remainder of the break and the Add/Drop period when the semester starts.



CREATING A BALANCED SCHEDULE



1-3 major courses



1-2 minor courses



1-3 CORE or EXPLORE!

Full time students must register for a minimum of 12 credits.

Average number of credits to take per semester is 15-17.

All full-time SAS transfer students are required to take a 1-credit Students in Transition Seminar (STS).

What to do:

Example 1:

Major Course	Minor Course
Major Course	CORE/EXPLORE
Minor Course	STS
= 15-17 credits	

Example 2:

Major Course	Minor Course
Major Course	Minor Course
Major Course	STS
= 15-17 credits	

Example 3:

Major Course	CORE/EXPLORE
Major Course	CORE/EXPLORE
Minor Course	STS
= 15-17 credits	

What NOT to do:

Example 1:

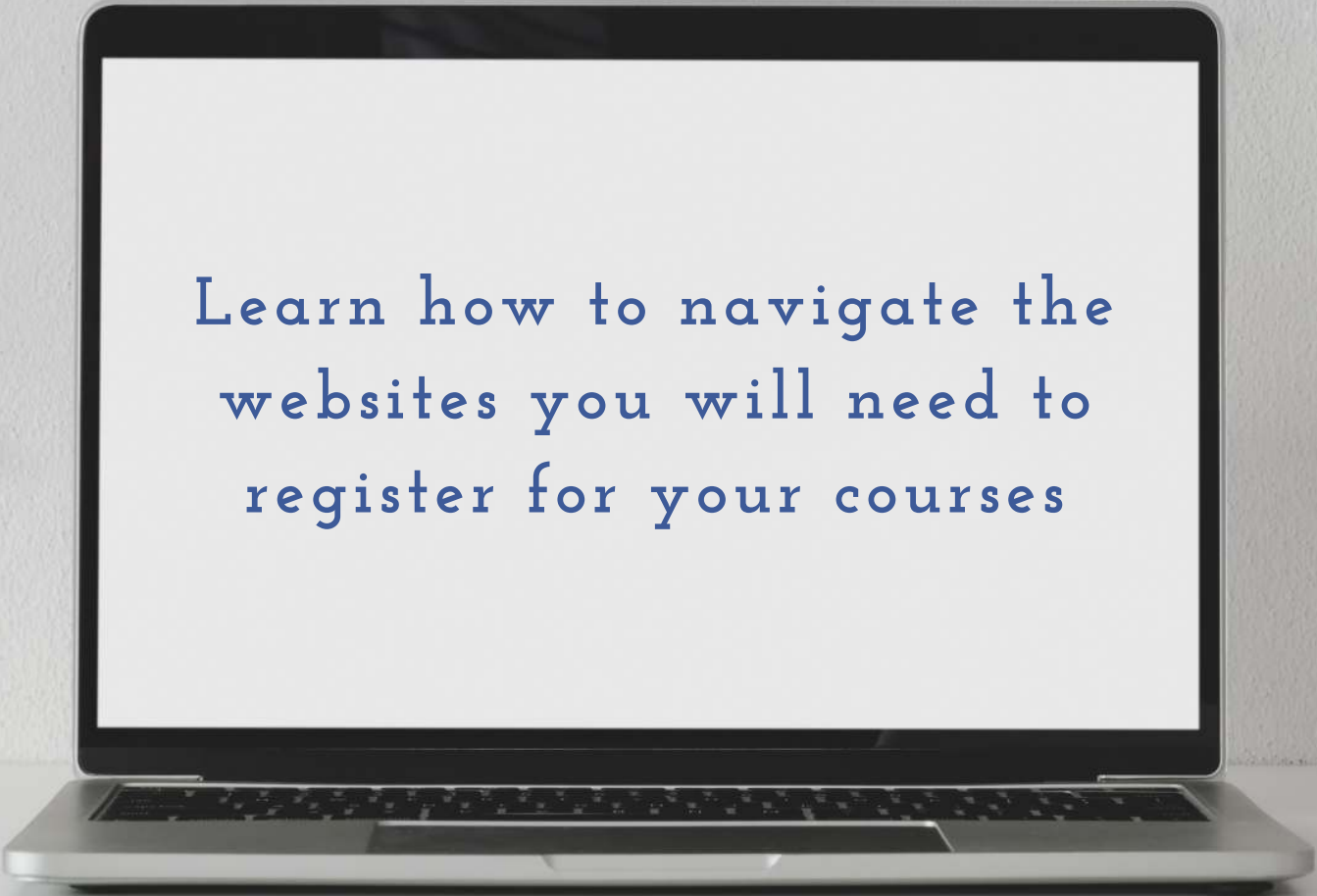
Major Course	Major Course
Major Course	Major Course
Major Course	STS
= 15-17 credits	

Example 2:

CORE/EXPLORE	CORE/EXPLORE
CORE/EXPLORE	CORE/EXPLORE
CORE/EXPLORE	STS
= 15-17 credits	

5

WEBSITES FOR REGISTRATION



Learn how to navigate the
websites you will need to
register for your courses

1

Transfer Evaluation

go.rutgers.edu/saseval

Check your personalized transfer evaluation to see how your courses have transferred to Rutgers and whether you have completed any necessary prerequisites. Look for our notes to you at the bottom!



Click on the video icon for more information about reading your transfer evaluation.

2

Degree Navigator

nbdn.rutgers.edu

Use the search function in Degree Navigator to find the requirements for any major or minor. You can also find core requirements, your course history, and placement test results.



Click on the video icon to learn how to navigate DN!

3

Schedule of Classes

sis.rutgers.edu/soc

Find available courses on the Schedule of Classes. Search by major, keyword, or core code, and refine your results with filters (time, location, number of credits, etc).



Click on the video icon to learn how to search for courses on the Schedule of Classes.

4

Webreg

webreg.rutgers.edu

Use Webreg to register for your upcoming semester. Add courses using their index numbers, or input a schedule directly from Course Schedule Planner (see below).



Click on the video icon for more information about using Webreg.

5

Course Schedule Planner

sims.rutgers.edu/csp

Plan your schedule for the upcoming semester. Search for courses by major and refine your selections with time and location filters. Course Schedule Planner will show you all available schedule options based on the combination of courses you choose. Save potential schedules before registering (links to Webreg).

Note: Course Schedule Planner will let you build a schedule with any course, regardless of whether or not you are eligible to take it. Pay attention to prerequisites and any other restrictions before adding a course to your planned schedule.



Click on the video icon to learn how to use Course Schedule Planner.



"I tried to add a course using Webreg, but it did not add."

WHAT NOW?

*Look at the error message on Webreg. What does it say?
It is likely one of the following messages:*

You do not have the right "credentials" to register for the course

PRE-REQUISITES

You may not have the appropriate pre-requisite courses. Check the pre-req column on the Schedule of Classes to learn what the pre-reqs are.

BY PERMISSION ONLY

Some classes are "by permission only." You will need to contact the appropriate department to request a special permission number.

CLASS YEAR

What is your class year?
Some classes are restricted to first-years, seniors, etc.

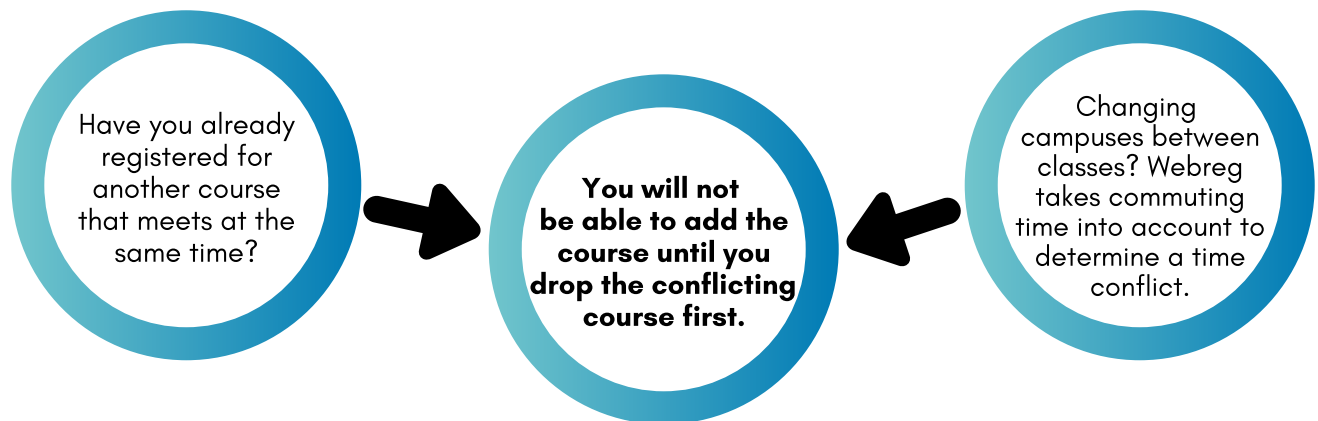
MAJOR

Some classes are restricted to certain majors. You may not be in the right major or have your major declared.

SPECIAL SECTION

You might be trying to add a special section which you are not eligible for, such as honors sections, learning community sections, etc.

You may have a time conflict



The class may be closed (full)

- 1** Add a different section of the same class, if applicable.
- 2** Keep a watch on Webreg through add/drop week. You might get lucky - when one student drops the section, you may be able to add.
- 3** Try to get a Special Permission Number (SPN). Contact the appropriate department and ask how they provide SPNs. Some do it online, others through the department administrator, and some through the faculty. Meanwhile, register for an acceptable alternative course, as SPNs are not always available.

A few things might happen when you request a SPN:



You might receive a SPN right away and use it to register via Webreg. Hooray!



The department may keep a waiting list and provide SPNs through add/drop week.

Some departments (such as Math and Computer Science) accept SPN requests ONLINE. Apply for one via the department website.

Some courses require a SPN from the faculty member. Email the professor to request a number. If the faculty member provides SPNs on the first day of class, be on time to class, sit in the front row, and approach the professor AFTER the class to request a number.



Some departments (such as Economics) do not provide any SPNs.

Some courses are not given any special permission numbers.



"I tried to drop a course using Webreg, but it did not drop."

WHAT NOW?

1

You may not have enough credits to drop. You are not permitted to drop below 12 credits. Therefore, add a class first keeping you above 12 credits, and then drop.

2

You may be in a class that requires a Special Permission Number to drop. In this case, you should either reach out to the appropriate department for this number, or contact the SAS Transfer Center for further assistance.

Note: If you are dropping a course before or during the add/drop week, it will appear as if you never added the class!

If you drop the course after the add/drop week and during the "W" period, you are dropped from the class, but with a "W." W stands for withdrawal. It has no negative impact on your transcript or your GPA. It simply shows that you withdrew from the course after the add/drop period.

Having a W or two on your transcript is a common. There no need to fret about it!

From all of us in the
Office of Advising and Academic Services,
welcome to the
School of Arts and Sciences