SAS JUNIOR MEMO

EVERYTHING FOR ADD/DROP SUCCESS AND BEYOND
OFFICE OF ADVISING & ACADEMIC SERVICES - SEPTEMBER 2021

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>SEPT 1</td>
<td>First Day of Classes</td>
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<tr>
<td>SEPT 4</td>
<td>Saturday Classes Begin</td>
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<tr>
<td>SEPT 6</td>
<td>Labor Day - RU Closed</td>
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<tr>
<td>SEPT 8</td>
<td>Attend MONDAY Classes</td>
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<tr>
<td>SEPT 10</td>
<td>Last Day to Add Classes &amp; Drop w/o &quot;W&quot;</td>
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<tr>
<td>SEPT 14</td>
<td>Last Day to Withdraw Totally for 100% Refund</td>
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TIPS FOR SUCCESS!

1. KNOW YOUR DEGREE REQUIREMENTS
   - 0-12 Elective credits to reach 120 credits
   - Maintain a 2.0 GPA

   **Major**
   - 36 credits
   - SAS Core Curriculum
   - 24 credits

   **Minor**
   - 18 credits
   - 22 credits

   [https://www.sas.rutgers.edu/cms/oas/degree-requirements/requirements](https://www.sas.rutgers.edu/cms/oas/degree-requirements/requirements)

2. DECLARE YOUR MAJOR & MINOR

3. SEEK ASSISTANCE EARLY
   - Live Chat
     - Chat with SAS Advisors
     - Weekdays 9 AM - 5 PM (EST)
   - Free Tutoring, Coaching & Workshops through the RLCs

JUMPSTART YOUR CAREER

EMAIL LIKE A BOSS

**DO**
1. USE THE SUBJECT LINE TO EXPRESS YOUR POINT.
2. USE THE PHRASE "TIME SENSITIVE," INSTEAD OF "URGENT," IF THE MATTER HAS AN IMPENDING DEADLINE.
3. USE THE FORMAL NAME AND TITLE OF THE RECIPIENT.
4. USE A RESPECTFUL TONE AND REMEMBER TO SPELL GRAMMAR CHECK BEFORE CLICKING THE SEND BUTTON.
5. ADHERE TO NORMAL BUSINESS HOURS WHEN EXPECTING A REPLY - TYPICALLY MON - FRI, 9 AM - 5 PM.

**DON’T**
1. MARK THE EMAIL "URGENT," SINCE IT COULD BE FLAGGED AS SPAM.
2. WRITE "HEY," OR "WHAT'S UP?" INSTEAD OF SEMI-FORMAL OR FORMAL LANGUAGE IN YOUR MESSAGES.
3. SEND AN EMAIL FRIDAY AFTER 5PM AND EXPECT A REPLY BY MONDAY MORNING AT 9 AM. ALLOW YOUR RECIPIENT 1 - 3 BUSINESS DAYS FOR A REPLY.