### IMPORTANT DATES

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

### TIPS FOR SUCCESS!

1. **KNOW YOUR DEGREE REQUIREMENTS**
   - 0-12 Elective credits to reach 120 credits
   - Maintain a 2.0 GPA
   - Major: 36 credits
   - Minor: 18 credits
   - SAS Core Curriculum: 24 credits

2. **DECLARE YOUR MAJOR & MINOR**

3. **SEEK ASSISTANCE EARLY**
   - Chat with SAS Advisors
   - Free Tutoring, Coaching & Workshops through the RLCs

- [mymajor.sas.rutgers.edu](https://mymajor.sas.rutgers.edu)

### JUMPSTART YOUR CAREER

- **SAS CAREER EXPLORATIONS MINI**
  - Try the 1.5 credit minicourse designed to chart your path to success (01:090:210).

- **HANDSHAKE**
  - Create your Handshake account to get up-to-date info on networking events, career fairs & more!

- **RESEARCH**
  - The Aresty Research Center offers many opportunities to get hands-on experience in a variety of fields.

- **CES CAREER ADVISING**
  - Visit the Office of Career Exploration & Success for help with interview skills & resumes.

### 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 use 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.