



# **Transfer Students Handbook**

## **Office of Academic Services**

School of Engineering  
Rutgers, The State University of New Jersey  
98 Brett Road, Engineering Building, Room B100  
Piscataway, New Jersey 08854  
Website: [soe.rutgers.edu/oas](http://soe.rutgers.edu/oas)  
Phone: 848-445-2212

## Information for New Transfer Students

**Academic Advising:** The Deans and Academic Advisors of OAS advise on all aspects of academic activities including new student orientation, curriculum accreditation, graduation certification, registration, co-op, transfer, readmission, academic policies and regulations. See <http://soe.rutgers.edu/oas/advising> for office hours and appointments.

Dean Lydia Prendergast [lprend@soe.rutgers.edu](mailto:lprend@soe.rutgers.edu) Dean Cecilia Vargas [cecilia.vargas@rutgers.edu](mailto:cecilia.vargas@rutgers.edu)  
Dean Robert Ciervo [robert.ciervo@rutgers.edu](mailto:robert.ciervo@rutgers.edu) Ms. Jasmine Bundy [jasbundy@soe.rutgers.edu](mailto:jasbundy@soe.rutgers.edu)  
Dr. Aiesha Long [aieshalo@rutgers.edu](mailto:aieshalo@rutgers.edu) Ms. Deborah Corcoran [firstyear@soe.rutgers.edu](mailto:firstyear@soe.rutgers.edu)

**Administrative support:** Starting from the day of your orientation and through your first semester here at SOE, please reach out to [transfer@soe.rutgers.edu](mailto:transfer@soe.rutgers.edu) for support with transcript evaluation, pre-req overrides, transcript updates, etc.

**Student Support and Advising:** The Office of Student Services (OSS) offers student support and services ranging from tutoring, study groups, financial aid assistance, personal counseling, housing guidance, student disability services, women in engineering initiatives, and houses the SOE Educational Opportunity Fund. Please visit B110 for more information. Detailed information can be found on their site: <http://soe.rutgers.edu/oss>

**Transcripts:** If your current courses do not appear on your transfer evaluation, it means we have not received your most current transcript. **Please forward your new transcript, if any, to the Office of Academic Services (address below) immediately.** It is to your advantage to make sure that all transfer credits are processed as soon as possible as your future registration is based on total degree credits recorded to date on your Rutgers transcript. Please check with the SOE advising staff in B100 for progress towards graduation.

**Email:** Every student will be assigned a Rutgers email account. Many important and dated materials will be sent through your Rutgers email. Please check it regularly! If you do not have a ScarletMail account, visit <http://scarletmail.rutgers.edu> and click Activate Now. Visit <http://netid.rutgers.edu> if you want to manage your email accounts at Rutgers.

**Computing:** Engineering students have full access to the DSV and EIT computer labs. After you have created an email account, you can stop by EN-D111 or EN-B124 to set up an engineering account. This is NOT required, for example MSE students may never have the need to use these labs, MAE, IE, CBE students will eventually.

Office of Academic Services	Office of Student Services
School of Engineering 98 Brett Road, Room B100 Piscataway, NJ 08854 Phone: 848-445-2212 Web: <a href="http://soe.rutgers.edu/oas">soe.rutgers.edu/oas</a>	School of Engineering 98 Brett Road, Room B110 Piscataway, NJ 08854 Phone: 848-445-2687 Web: <a href="http://soe.rutgers.edu/oss">soe.rutgers.edu/oss</a>

## Academic Calendar

- **FALL 2020** semester begins on **Tuesday, 9/1/20**
- Visit <http://nbregistrar.rutgers.edu/undergrad/f20ugcal.htm> for the official Rutgers-NB Undergraduate Calendar, and pay special attention to
  - **Last day to DROP** a course without a “W” Grade - **9/8/20**
  - **Last day to ADD** a course – **9/9/20**
  - **Period to Withdraw** from a course with a “W” Grade using Webreg (Dean’s approval is required when dropping below 12 credits) **9/9/20 – 10/27/20**
  - **Period to Withdraw** from an SOE course (School 14 courses only, does not include math, physics, chem, etc.) with a “W” with Dean’s approval **9/9/20 - 11/10/20**
  - **Visit OAS** (Engineering Building, Room B100) if you need Dean’s Approval
  - **SAS Mini courses**: dropped only WITH a W and up until the 3rd week of the class.
  - **The 12th week** is the last week to withdraw from school (all classes, all W's). This must be done by contacting Dean Ciervo in B100 – **11/24/20**
  - **NO refunds after** students drop a course by the 10th week OR for withdrawing from school by the 12th week.
  - **Fall 2020 Classes End** – **12/10/20**
  - **Final Exams** – **12/15/20 to 12/22/20**

## Withdrawals from School

*(<http://www.studentabc.rutgers.edu/withdrawals>)*

- Students who withdraw from all classes by Wednesday **September 16, 2020** will receive a full refund of tuition, but may be charged fees including a percentage of room and board. Withdraw BEFORE classes start for full refund!
- NO reduction of tuition is made after the add/drop period for students who **withdraw from one or more courses** but remain registered in other classes.
- A student who voluntarily **withdraws from all courses** during the first six weeks of a term will receive a partial reduction of tuition and fees (campus, school, and computer) according to the week of withdrawal as follows:
  - September 17<sup>th</sup> – September 30<sup>th</sup> : 80%
  - October 1<sup>st</sup> – October 14<sup>th</sup> : 60%
  - October 15<sup>th</sup> – October 28<sup>th</sup> : 40%

## Course Annotation

14:440:127:01:12345

14	440	127	01	12345
School	Dept	Course #	Section	Index #

### Schools

01 School of Arts and Sciences  
 03 Office of the Provost  
 04 SCILS  
 05 Graduate School of Education  
 07 Mason Gross School of the Arts (undergraduate)  
 09 School of Social Work (undergraduate)  
 10 Bloustein School of Planning and Public Policy  
 11 SEBS  
**14 School of Engineering**  
 16 Graduate School - New Brunswick  
 21 Newark College of Arts and Sciences  
 22 Graduate School of Management  
 30 College of Pharmacy  
 33 School of Business - New Brunswick  
 37 School of Management and Labor Relations  
 50 Camden College of Arts and Sciences

### Departments

013 African Languages and Literatures  
 014 Africana Studies  
 016 African Area Studies  
 018 Aging  
 050 American Studies  
 070 Anthropology  
 078 Armenian  
 080 Art, Visual  
 081 Art  
 082 Art History  
 090 Arts and Science (college courses)  
 098 Asian Studies  
 115 Biochemistry  
**116 Bioenvironmental Engineering**  
 119 Biological Sciences  
**125 Biomedical Engineering**  
 145 Catalan  
 146 Cell Biology and Neuroscience  
**155 Chemical Engineering**  
 160 Chemistry  
 165 Chinese  
 175 Cinema Studies  
**180 Civil Engineering**  
 185 Cognitive Science  
 190 Classics  
 195 Comparative Literature  
 198 Computer Science  
 202 Criminology  
 203 Dance  
 206 Dance  
 214 East Asian Languages and Area Studies  
 220 Economics  
 300 Education  
**332 Electrical & Computer Engineering**

### Departments Cont...

350 English  
 351 English: Topics  
 353 English: Literary Theory  
 354 English: Film Studies  
 355 English: Composition and Writing  
 377 Exercise Science and Sport Studies  
 420 French  
**440 General Engineering**  
 447 Genetics and Microbiology  
 450 Geography  
 460 Geological Sciences  
 470 German  
 489 Greek, Modern  
 490 Greek, Ancient  
 505 Hindi  
 506 -513 History  
 535 Hungarian  
**540 Industrial Engineering**  
 556 Interdisciplinary Studies, FAS  
 560 Italian  
 563 Jewish Studies  
 565 Japanese  
 567 Journalism and Media Studies  
 574 Korean  
 575 Labor Studies  
 580 Latin  
 590 Latin American Studies  
 615 Linguistics  
 628 Marine Sciences  
**635 Materials Science Engineering**  
 640 Mathematics  
**650 Mechanical Engineering**  
 660 Medical Technology  
 667 Medieval Studies  
 685 Middle Eastern Studies  
 690 Military Education, Air Force  
 691 Military Education, Army  
 694 Molecular Biology and Biochemistry  
 700 Music  
 701 Music, Applied  
 711 Operations Research  
 730 Philosophy  
 750 Physics  
 787 Polish  
 790 Political Science  
 810 Portuguese  
 830 Psychology  
 836 Puerto Rican and Hispanic Caribbean Studies  
 840 Religion  
 860 Russian  
 861 Russian, Central and East European Studies  
 910 Social Work  
 920 Sociology  
 940 Spanish  
 959 Study Abroad  
 960 Statistics  
 965 Theater Arts  
 966 Theater Arts

## Electives

There are several types of electives: Humanities/Social Sciences, Technical, Departmental, and General. Each elective type has its own focus.

### Humanities/Social Science Electives

**Rationale for H/SS Electives in the Curriculum:** A good undergraduate education should provide more than the development of technical skills. Properly chosen, H/SS electives can complement your technical courses by helping you to develop an understanding of the problems facing our society, a historical consciousness, a sense of values, knowledge of other cultures, an appreciation of the fine arts, and an ability to think logically and communicate effectively. Think seriously about your choices and use them to enrich your educational experience. Engineering students are encouraged to complete a **minor** or even a **second major** in these disciplines; see <http://soe.rutgers.edu/oas/minors-majors> for more details.

**School Requirements:** All candidates for the B.S. degree must complete a minimum of 18 credits of humanities/social science courses including the following:

- 01:355:101;
- Four free electives chosen from the list below; Free electives must be selected in a manner such that at least **two courses are at the 200/300/400 (upper) level** (even with a minor, second major, or dual degree, 2 upper level courses from this list must be chosen).
- Foreign language courses are allowed to be used to satisfy this requirement with the exception of introductory courses in the student's native tongue.
- At least **2 of the 4 free electives must be taken from the same department**, but no more than 1 of them can be at the 100 level (i.e. a student can take Introduction to Psychology 830:101 and then register for Principles of Cognitive Science 830:201 to satisfy this requirement).

Department	Courses
01:013 African Lang & Lit	All Courses
01:014 Africana Studies	All Courses EXCEPT: 140, 223, 224, 341, 342, 460, 490-498
01:016 Africana Area Studies	All Courses EXCEPT: 301-304
01:050 American Studies	All Courses EXCEPT: 281-284
01:070 Anthropology	All Courses EXCEPT: 291-294, 334, 335, 349, 354, 355, 358, 359, 390-395, 495-498
01:082 Art History	All Courses EXCEPT: 111, 112, 291-94, 345, 462, 473, 491-499
01:090 Arts and Sciences	320, 321, 322
01:098 Asian Studies	All courses
01:145 Catalan	All courses
01:165 Chinese	All Courses
01:190 Classics	All Courses EXCEPT: 101, 102, 431, 432, 491-496
01:192 Communication	380
01:195 Comparative Lit	All Courses EXCEPT: 160, 399, 493-496
01:202 Criminal Justice	201, 301, 310, 311, 312, 322, 327, 405
07:203 Dance	101, 131
01:214 East Asian Studies	241, 242, 310, 338
01:220 Economics	All Courses EXCEPT: 102, 322, 326, 386, 397-399, 401-410, 421, 490-496
05:300 Education	306
14:332 Electrical/Computer Eng'g	301
01:350-354 English	All Courses
01:355 English (Writing)	201, 302, 402, 425, Note if 355:302 is a req't for your major, you cannot use it to fulfill a h/ss elective

Department	Courses
01:360 European Studies	301, 401
11:372 Environ Planning	202, 444
11:373 Envrn & Busn Econ	323, 331, 361, 362, 363, 371
11:374 Envrn. Policy Instit & Behavior	101, 102, 175, 211, 220, 223, 269, 279, 301, 308, 312, 313, 314, 315, 322, 331, 335, 336, 341
33:382 Entrepreneurship	202, 302, 303, 310, 340, 342, 355
01:420 French	All Courses
14:440 General Engineering	404
01:450 Geography	102, 103, 205, 214, 222, 250, 262, 309, 311, 320, 322, 330-338, 341, 342, 361, 363, 370, 405, 413, 470
01:470 German	All Courses
01:489 Modern Greek	All Courses
01:490 Greek	All Courses
01:505 Hindi	All Courses
01:506-512 History	All Courses
37:533 Human Resources Mgt	All Courses
01:535 Hungarian	201, 202, 259, 260, 301, 321, 355, 360, 401, 402, 460, 490
11:554 Interdisc Studies-SEBS	196, 296
01:556 Interdisc Studies	103, 104, 220
01:560 Italian	All Courses
01:563 Jewish Studies	All Courses
01:565 Japanese	All Courses
01:574 Korean	All Courses
37:575 Labor Studies	All Courses EXCEPT: 401, 450-499
01:580 Latin	All Courses
01:590 Latin Amer Studies	All Courses
01:595 Latino & Hispanic Caribbean Studies	All Courses EXCEPT: 304, 354, 356, 493-496
11:607 Leadership Skills	All Courses EXCEPT 383, 354, 356, 493-496
01:615 Linguistics	All Courses
33:620 Management	301
33:630 Marketing	301, 368
01:667 Medieval Studies	281, 282, 388, 481
01:685 Middle East Studies	All Courses EXCEPT: 480-499
07:700 Music	101, 102, 103, 121, 122, 125, 131, 133, 211-222, 226-238, 290, 295, 296, 301, 302, 303, 305, 306, 310
01:730 Philosophy	All Courses EXCEPT: 493-496
10:762 Planning & Public Policy (formerly 975-Urban Studies)	101, 233, 303-306, 310, 315, 324, 331, 335, 350, 352, 413, 420, 421, 444, 448, 451, 460, 462, 471, 473, 474, 476, 478
01:787 Polish	201, 202, 259, 370, 401, 402, 470, 475
01:790 Political Science	All Courses EXCEPT: 250-253, 300, 392-400, 481-498
33:799 Supply Chain Mgt	300, 301, 380
01:810 Portuguese	All Courses
01:830 Psychology	All Courses EXCEPT: 200, 300, 323, 395-398, 411, 413, 490-498
01:840 Religion	All Courses
01:860 Russian	All Courses
01:920 Sociology	All Courses EXCEPT: 311, 312, 393, 398, 399, 493-498
01:940 Spanish	All Courses
07:965 Theatre Arts	211, 212, 231, 300, 311, 312, 398, 401
01:988 Women's Studies	All Courses EXCEPT: 370, 399, 425, 426, 430, 493-498

### H/SS Check list

A. Courses selected from the H/SS list (Note: If language courses are taken, please confirm selection with a B100 Dean.)

B. 5 courses, 15cr completed

1. 01:355:101 Expository Writing
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_ (200+ upper level)
5. \_\_\_\_\_ (200+ upper level)

## Technical Elective

A Technical Elective is usually a course in math, science, or technical subject. Each major has a specific list of technical electives. Engineering students have to take 2-4 technical electives depending on the major. For a list of acceptable Technical Electives specific to your major, please refer to your Undergraduate Handbook ([soe.rutgers.edu/oas/degree\\_programs](http://soe.rutgers.edu/oas/degree_programs)).

## Departmental Elective

A Departmental Elective is a course offered by your department and specific to your major. Refer to the Undergraduate Handbook ([soe.rutgers.edu/oas/degree\\_programs](http://soe.rutgers.edu/oas/degree_programs)) for a list of departmental electives.

## General Elective

A general elective is almost any course offered in the university with few exceptions. Most Engineering majors require only 3 credits to fulfill the general elective requirements, except for the Chemical option in Chemical Engineering (6 credits).

List of the courses that are NOT acceptable as General Electives:

- Chemistry 01:160:110 through 140
- Computer Science 01:198:107, 110, 170
- English 01:355:096 through 099
- Exercise Science 01:377:171 through 180
- Mathematics 01:640:011 through 115

## Taking Courses Outside of Rutgers

SOE students are permitted to take courses outside of Rutgers during the Summer or Winter Sessions, only provided they have pre-approval from the School of Engineering. Students must submit a pre-authorization for transfer credit form online and will receive written approval or denial via email. The form must be submitted at least **2 weeks** before the course starts.

Online Writing, Math, Science, Engineering (STEM) courses are NOT acceptable. Online Psychology and Economics courses are only acceptable to fulfill SOE elective requirements and cannot be granted exact course equivalency, and cannot be used as a pre-req for upper level courses. The form's approval is invalid if a pre-req is failed or withdrawn. Writing or STEM courses cannot be taken during the Winter session. After the course has been completed, the student must request their official transcript from the external institution be sent directly to SOE.

Students are not permitted to be dual-enrolled (registered for classes at Rutgers and registered for classes at any other school) at any time during the Fall or Spring semesters while a full-time or part-time undergraduate student in the School of Engineering.



## Post Transfer Orientation Session

(<http://soe.rutgers.edu/oas/estar>)

### Check your Schedule

After your registration via <http://webreg.rutgers.edu>, you need to check your schedule carefully. In some cases, you may be missing a course (or two), and in some cases we may have added a different section or alternate course.

### Closed Courses/Special Permission

The Office of Academic Services at the School of Engineering only grants special permission numbers (SPNs) for the general engineering courses (14:440:xxx). For other courses, you should contact [the academic department](http://nb.rutgers.edu/academics/academic-departments-programs) (<http://nb.rutgers.edu/academics/academic-departments-programs>) that offers the course for a special permission number.

For example, you should contact the [Chemistry Dept.](#) if you are trying to get into a closed chemistry course (01:160:xxx) or the [Economics Dept.](#) for an economics course (01:220:xxx). Some departments have online request forms for SPNs such as the [Math Dept.](#) (01:640:xxx; <http://www.math.rutgers.edu/undergrad/specperm.html>) and the [Physics Dept.](#) (01:750:xxx; <https://www.physics.rutgers.edu/ugrad>). Other departments may advise you to attend the class and talk to the professor first before getting a special permission number. Please make sure that you have [completed all the pre-reqs](http://soe.rutgers.edu/oas/prerequisite) (<http://soe.rutgers.edu/oas/prerequisite>) for the course before applying for a special permission number.

If you are able to obtain a SPN from the department or the professor, you can try to add it yourself on WebReg or contact us if you have problems registering the classes. If you are not able to get a SPN before classes start, you will have to pick a different course or section that is open.

### Posting of transfer credits to RU transcript

Your transfer credits may not be in the system yet. Changing your registration might be difficult until this is completed. If you find an open section of a course or courses that you want to register for, try it on your own first. If you are unsuccessful, then send us the course number(s) and index number(s). Once your transfer credits are in (you can check on this by going through WEBREG or the phone system TTRS), you can adjust your schedule as you see fit.

### Future registration

Please note that the School of Engineering **uses Degree Navigator** as the official record of progress. Students can login online at <http://nbdn.rutgers.edu> to check on their **progress towards graduation** and also see how their classes have transferred into Rutgers and fulfilled the specific graduation requirements of the School of Engineering for their chosen major.

After the upcoming semester, you will be completing your own registration via WEBREG (<http://webreg.rutgers.edu>). Starting mid semester, you should look for registration dates in your Rutgers email account, on the Registrar's website (<http://registrar.rutgers.edu/NB/CALEN-NB.HTM>), or posted in our office (EN-B100). If you have problems locating this info or with registering, please let us know ASAP so that we can try and answer questions for you.



## **RU Email, Post Office, ID Card**

If you do not have a ScarletMail account, visit [oit.rutgers.edu/scarletapps](http://oit.rutgers.edu/scarletapps) and click Activate Now. Visit <http://netid.rutgers.edu> if you want to manage your email accounts at Rutgers. See [oit.rutgers.edu/acceptable-use.html](http://oit.rutgers.edu/acceptable-use.html) for acceptable Use Policy. This policy tells students what they can and cannot do on Rutgers networks. For example, it is illegal to download copyrighted material such as movies, music, and software.

For your ID Card, you can use our online portal to easily submit the photo you would like included on your ID Card. Find out more information at <http://iam-ipo.rutgers.edu/photosub.php> You can find out your Campus Post Office Box number and combination at [mds.rutgers.edu/studentmailpickup.php](http://mds.rutgers.edu/studentmailpickup.php).

## **Email Etiquette**

The Deans and Staff in B100 greatly appreciate if students provide their name, major, graduation year, and RU-ID # in an email so that we can easily identify you. We also appreciate if students would email one dean at a time and wait for a response, as opposed to sending a copy of one email to multiple deans without the other dean(s) knowing - resulting in 2 or more people researching the same thing. When writing emails, it is suggested that you take a mildly conservative approach to your words and remember who your intended audience is. Check your email for grammar, spelling, and typos. Don't use too many abbreviations or slang words; any profanity is obviously frowned upon. In short, when sending emails, be to the point, polite, patient, and professional. Hopefully we have done and will continue doing the same for you.

## **Other Useful Information**

School of Engineering – Academic Services: <http://www.soe.rutgers.edu/oas>

Web-Registration (WEBREG): <http://webreg.rutgers.edu>

Schedule of Classes (SOC): <http://soc.ess.rutgers.edu/soc>

Academic Departments: <http://newbrunswick.rutgers.edu/academics/academic-departments-programs>

Barnes and Noble; 100 Somerset St., New Brunswick, NJ 08901: <http://rutgers.bncollege.com>

Rutgers University Housing: <http://housing.rutgers.edu>

Off Campus Housing: <http://ruoffcampus.rutgers.edu>

Email Account creation: <http://scarletmail.rutgers.edu>

Campus Post Office Box: <https://directoryservices.rutgers.edu/mailservice>

RU ID card (581 Taylor Road): <http://ruconnection.rutgers.edu/nbp>

Parking; 55 Commercial Ave., Public Safety Bldg: <http://parktran.rutgers.edu>

Financial Aid, Records Hall – CAC: <http://studentaid.rutgers.edu>

Student Accounting: <http://www.studentabc.rutgers.edu>

## School of Engineering Undergraduate Department Directory

Department	Undergraduate Director	Administrative Staff and Undergraduate Office
<b>Applied Sciences 073</b>	Dr. L. Prendergast – EN B100; 848-445-2212 (lprend@soe.rutgers.edu)	<b>EN B100</b> 848-445-2212
<b>Biomedical 125</b>	Dr. K. Labazzo – BME 328-C; 848-445-6578 (kristen.labazzo@rutgers.edu)	<b>BMD 110</b> 845-445-6869 Linda Johnson (lindalj@soe.rutgers.edu)
<b>Environmental 366</b>	Dr. U. Krogmann – ENR 246; 848-932-5729 (krogmann@rutgers.edu)	<b>ENR 252</b> 848-932-5762 Jeannie Nicewicz (jnicewicz@envsci.rutgers.edu)
<b>Chemical 155</b>	Dr. Y. Chiew – B133; 848-445-0315 (ychiew@scarletmail.rutgers.edu)	<b>EN C226</b> 848-445-2228 Lynn DeCaprio (lynny@soe.rutgers.edu)
<b>Civil 180</b>	Dr. H. Najm – EN A139; 732-445-7980 (hnajm@soe.rutgers.edu)	<b>CORE 607</b> 848-445-2569 Linda Szary (ljs@soe.rutgers.edu)
<b>ECE 332</b>	Dr. W. Trappe – EE 122; 848-445-0606 (ECEundergraddirector@soe.rutgers.edu)	<b>EE 120</b> 848-445-3302 Pamela Heinold (pamela.heinold@rutgers.edu)
<b>Industrial 540</b>	Dr. E. Wicks – CORE 210; 848-445-8787 (elin.wicks@rutgers.edu)	<b>CORE 201</b> 848-445-3645 Laura Kasica (lk405@soe.rutgers.edu)
<b>Material Science 635</b>	Dr. E. Akdogan – CCR 114; 848-445-4513 (eka@soe.rutgers.edu)	<b>CCR-203</b> 848-445-1651 Nahed Assal (nahed.assal@rutgers.edu)
<b>Mechanical 650</b>	Dr. A. Pelegri – EN D101; 848-445-0691 (pelegri@soe.rutgers.edu)	<b>EN B226</b> 848-445-3514 Cynthia Cartegna (ccartegn@soe.rutgers.edu)
<b>Packaging 073</b>	Dr. H.C. Gea – CORE 603 848-445-5234 (gea@soe.rutgers.edu)	<b>CORE 603</b> (732)-445-3224 Magy Gergus (magy.gergus@rutgers.edu)

For a **non-engineering departments**, you can find the information online:

<http://nbweb.rutgers.edu/departments>

## Registration Course Scheduling

- Open a web browser and go to **webreg.rutgers.edu**
- Click: “**Alternatively, Rutgers students may log into WebReg using RUID and PAC**”!
- Your **9-Digit Rutgers ID** is on your transfer evaluation sheet
- Your Personal Access Code (**PAC**) is the **4-digit number (mmdd) of your birth date**. For example, if you were born on July 1<sup>st</sup>, then your PAC number is 0701.
- **Make up your complete course schedule first by using the class scheduling grids before you register any courses!!!**

Look up courses: Rutgers Online Schedule of Classes  
site: <http://sis.rutgers.edu/soc/>

### CLASS SCHEDULING GRID

<i>CAC</i>	<i>B/L</i>	<i>C/D</i>	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THU</i>	<i>FRI</i>
8:10 start							
	8:40 start						
9:30 end		9:15 start					
9:50 start	10:00 end						
	10:20 start	10:35 end					
11:10 end		10:55 start					
11:30 start	11:40 end						
	12:00 start	12:15 end					
12:50 end		12:35 start					
1:10 start	1:20 end						
	1:40 start	1:55 end					
2:30 end		2:15 start					
2:50 start	3:00 end						
	3:20 start	3:35 end					
4:10 end		3:55 start					
4:30 start	4:40 end						
	5:00 start	5:15 end					
5:50 end		5:35 start					
6:10 start	6:20 end						
	6:40 start	6:55 end					
7:30 end		7:15 start					
7:40 start	8:00 end						
	8:10 start	8:35 end					
9:00 end		8:45 start					
9:10 start	9:30 end						
	9:40 start	10:05 end					
10:30 end							
	11:00 end						

\* Note that 55 minute class periods begin 15 minutes after start times, and end 10 minutes before end times.

### CLASS SCHEDULING GRID

<i>CAC</i>	<i>B/L</i>	<i>C/D</i>	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THU</i>	<i>FRI</i>
8:10 start							
	8:40 start						
9:30 end		9:15 start					
9:50 start	10:00 end						
	10:20 start	10:35 end					
11:10 end		10:55 start					
11:30 start	11:40 end						
	12:00 start	12:15 end					
12:50 end		12:35 start					
1:10 start	1:20 end						
	1:40 start	1:55 end					
2:30 end		2:15 start					
2:50 start	3:00 end						
	3:20 start	3:35 end					
4:10 end		3:55 start					
4:30 start	4:40 end						
	5:00 start	5:15 end					
5:50 end		5:35 start					
6:10 start	6:20 end						
	6:40 start	6:55 end					
7:30 end		7:15 start					
7:40 start	8:00 end						
	8:10 start	8:35 end					
9:00 end		8:45 start					
9:10 start	9:30 end						
	9:40 start	10:05 end					
10:30 end							
	11:00 end						

\* Note that 55 minute class periods begin 15 minutes after start times, and end 10 minutes before end times.

## OTHER CAMPUS RESOURCES

### **Department of Transportation Services (DOTS)**

DOTS maintains various parking facilities including permit-controlled lots and decks, metered parking spaces, access-controlled lots, and restricted assigned lots. Transportation to, from, and on campus includes campus transit and shuttle services, walking and bike paths, and public transportation services.

You can use the website [www.NextBus.com](http://www.NextBus.com) to find out arrival times for campus buses.

Anyone that needs to park in university parking areas must obtain a permit. The parking permit you will receive and the respective fee is determined by:

- Your affiliation – i.e. student
- Your time spent on campus – i.e. commuter, resident, or night commuter

Non-residential students from SOE will request a Commuter Zone B permit, since the majority of their classes will be on the Busch campus. For more information about student parking, please visit: <http://parktran.rutgers.edu/studentpark.shtml>.

Address: 55 Commercial Avenue, New Brunswick, NJ 08901  
Main Office: 848-932-7744  
Fax: 732-932-1450  
Bus Dispatch: 848-932-7817  
Website: <http://parktran.rutgers.edu>

### **Rutgers Learning Center (RLC) and Math & Science Learning Center (MSLC)**

The RLCs & MSLC provide free academic support to students both in and out of the classroom. They also provide resources for academic support and create student leadership opportunities.

Services include:

- **Peer Tutoring:** Free, subject-specific, walk-in tutoring (no appointments necessary) during the fall, spring and summer session. Schedule available on their website.
- **Academic Coaching:** Meet one-on-one, by appointment, to improve academic and self-management skills, such as time management, organization and study skills. Academic success workshops also available throughout the semesters.
- **Writing Coaching:** 1-hour appointment to receive feedback and suggestions on how to write concise sentences, coherent paragraphs, and a well-organized papers. Coaches also work with non-native speakers of English.
- **Study Groups/Learning Assistant Program:** leaders review course material with students and integrate study strategies – note-taking, problem solving and test preparation – that link course content with cognitive skill development. Must register online at the start of each semester. Key engineering subjects include: General Chemistry, MatLab, Analytical Physics, Thermodynamics, Design Separation Processes and Engineering Probability.  
**Reserved Course Materials:** All Learning Centers provide textbooks, graphing calculators, and model kits for use in the centers. The MSLC provides equipment, demonstrations and course materials on reserve.

Website: <https://rlc.rutgers.edu>

## **Dean of Students**

The Dean of Students assists in the coordination of helpful and efficient student services (such as housing, residence life, counseling centers), develops culturally and ideologically diverse programs, as well as advises campus student government (Campus Councils) and other student leaders. Equally important, Deans of Students assist students having difficulties due to reasons beyond her or his control; whether due to medical, emotional, psychological, familial or financial reasons. If you find yourself struggling, they can connect you to various networks of support and resources to aid you in pursuit of a successful academic career.

Dean of Students: Dean Sandra Rocio Castro  
Location: 88 College Avenue  
Phone: 848-445-0166  
Email: [DeanofStudents@echo.rutgers.edu](mailto:DeanofStudents@echo.rutgers.edu)  
Website: [deanofstudents.rutgers.edu](http://deanofstudents.rutgers.edu)

## **Counseling, ADAP & Psychiatric Services (CAPS)**

CAPS is a comprehensive mental health service that is designed to support a student's ability to succeed at Rutgers. The Center's primary mission is to be an essential resource for students who seek assistance in dealing with mental/emotional difficulties ranging from mildly troubling concerns to life threatening crises. They offer individualized treatment plans tailored to the unique needs of each student.

Services include:

- Group or Brief Individual Psychotherapy
- Crisis intervention
- Referrals to specialist in the community
- Alcohol and Other Drug Assistance Program
- ADAP Recovery Housing
- Autism Spectrum - College Support Program
- Self-help Psychological Resources

Initial Appointment Call: 848-932-7884  
Website: <http://rhscaps.rutgers.edu>

## **Residence Life and Housing**

Residence Life reserves spaces for incoming transfer students to ensure they have the opportunity to benefit from the on-campus experience. New transfer students are housed with other transfer and continuing students in communities designed for residents who already have some college experience. Transfers can also request apartment or suite living options that provide additional privacy and freedom without sacrificing security and convenience.

Applying to live on campus starts at the [housing application](#), where transfer students rank their campus preference, rank their preferred housing type, and complete a living survey that helps match compatible roommates. New transfer students should submit the housing application as soon as possible after accepting admission to Rutgers. Preferences for campus and housing type will be considered on a first-come-first-served basis.

General Questions: Phone: 848-932-4371; Email: [resident@rutgers.edu](mailto:resident@rutgers.edu)  
Busch Campus/ Family Housing: Phone: 848-445-2561  
Website: <http://ruoncampus.rutgers.edu>



### **Off-Campus Student Association (O.C.S.A)**

O.C.S.A. is a volunteer student organization whose primary interest is to advocate and fulfill the needs and interests of commuters and off-campus students through:

- Involvement with governing boards throughout the University in order to assist in the implementation of policies that affect the off-campus population and the community at large.
- Collaboration with other student organizations and committees throughout the Rutgers community.
- Programming to promote student integration into the Rutgers community.
- Recruitment and retention of members to ensure the longevity and vitality of the O.C.S.A.

Lounge Location: Busch Campus Center, Room 171  
Lounge Phone: 848-445-2055  
Email: [ruocsa@gmail.com](mailto:ruocsa@gmail.com)  
Website: <https://ruocsa.wordpress.com>

### **Rutgers University Student Life**

Rutgers University Student Life seeks to enhance students' undergraduate education through leadership initiatives; campus-based and university-wide programs; employment opportunities; multicultural initiatives; new student orientation programs; class-year programs and traditions; community service activities; clubs & student organizations; and student government.

Student Life serves over 400 student organizations and their student leaders through advisement, organizational development programs and support services. These groups range from academic to social action organizations and include the student government of the University, Rutgers University Student Assembly (R.U.S.A.). To find an organization go to <http://getinvolved.rutgers.edu/organizations/find-an-organization> or <https://rutgers.collegiatelink.net/>

Other programs and events coordinated by Student Life include:

- Alternative Spring Breaks
- Community Service/Student Volunteer Council
- Dance Marathon
- Student Involvement Fairs
- New Student Orientations (NSO)
- Rutgers University Programming Association (RUPA)
- Fraternities and Sororities
- Leadership 360

Email: [getinvolved@echo.rutgers.edu](mailto:getinvolved@echo.rutgers.edu)  
Website: <http://getinvolved.rutgers.edu>

# **School of Engineering**

## **T. J.P.: Transfer Integration Program**

### **Program Model**

In spring 2015, three enrolled transfer students approached the Dean of Transfer Services about starting a mentorship program for new transfer students. The purpose is to connect new students with current students and help them transition into Rutgers – School of Engineering. It is difficult to come into a new school halfway through a four-year curriculum and make new friends, learn the school culture, and access available resources. With the support of an upperclassmen mentor, T. J.P. hopes to ease the transition for new transfer students and facilitate their full integration and participation into the Engineering community.

New students will have the option of applying to be a part of T. J.P. and to be matched with a mentor. The commitment will be for one academic semester. Participants will be asked to meet with their mentors one hour per week and attend monthly social events. Mentors will receive up to two mentees.

### **How to Apply**

New Transfer Students will receive information about T. J.P. during their Transfer Orientation session. An application link will be emailed to them, along with the biographies of the available mentors for the upcoming academic semester. Applications will be due two weeks after orientation and students will be notified of their match by the end of January.

For more information, please contact:

Robert Ciervo  
Dean of Transfer Services  
[rciervo@soe.rutgers.edu](mailto:rciervo@soe.rutgers.edu)  
848-445-2212

Jasmine Bundy  
Transfer Advisor  
[jasbundy@soe.rutgers.edu](mailto:jasbundy@soe.rutgers.edu)  
848-445-2212

**ONLINE here:** <http://soe.rutgers.edu/Transfer-Integration-Program>