



Rutgers Business School
Newark and New Brunswick

Academic Advisement Syllabus

Rutgers Business School: Undergraduate—Newark offers a challenging curriculum designed to provide a strong foundation for students to be competitive in a corporate environment. The rigorous coursework requires strong dedication and careful academic planning.

Academic advisement is not an event, but a process, with the student taking the lead and responsibility for their academic career, while the advisor provides the student with the tools, direction and appropriate referrals to assist students in meeting those goals.

The Rutgers Business School’s academic advisors look forward to collaborating with you as you navigate your undergraduate career. We have created this syllabus to help you prepare for your academic planning at Rutgers Business School.

Rutgers Business School: Undergraduate—Newark
Office of Student and Academic Services
1 Washington Park, Suite 324



RUTGERS BUSINESS SCHOOL-NEWARK

UNDERGRADUATE ADVISING SYLLABUS



PHILOSOPHY OF ACADEMIC ADVISING

The Rutgers Business School-Newark (RBS-Newark) Academic Advisement Team utilizes a Teaching/Learning Academic Advising Model. This means advisors help students learn the purpose of college while fostering strategies for success. Advisors help students understand the curriculum and the purpose of their academic program, while encouraging problem solving, critical thinking and decision making skills.

MISSION

Academic advisement is a collaborative educational process; students and their advisor are partners in meeting the essential learning goals that support student success. The student is responsible for taking the lead and guiding their academic career, while the advisor provides the student with tools, direction and appropriate referrals to assist students in meeting those goals. Advisors assist students with identifying objectives, while considering alternatives, to arrive at informed decisions regarding their academic endeavors.

CONTACT INFORMATION

Rutgers Business School-Newark Undergraduate Program Office

1 Washington Park, Suite 324

Newark, New Jersey 07102-3122

Phone: 973-353-5169

Fax: 973-353-5782

ADVISOR AND ADVISEE RESPONSIBILITIES

ADVISOR RESPONSIBILITIES:

- * Develop a thorough knowledge of degree requirements and a working knowledge of academic options and resources throughout the University.
- * Provide students with clear and accurate information regarding university policies, procedures, deadlines and services to students.
- * Assist students with making educational plans that are consistent with their goals, abilities, and interests.
- * Clarify core requirements and major/minor requirements.
- * Offer recommendations and strategies for academic success.
- * Refer students to the appropriate support services and departments as needed.
- * Be professional, courteous, and respectful.
- * (Council for the Advancement of Standards in Higher Education)

ADVISEE RESPONSIBILITIES:

- * Accept responsibility for your decisions and actions (or inactions) that affect your educational progress and goals
- * Become self-reliant regarding academic and procedural matters.
- * Schedule an appointment with your assigned [RBS Academic Advisor](#) at least once a year
- * Arrive to appointments on time and prepared. Come to your scheduled appointment with a list of questions.
- * Use the RBS Undergraduate Program-[Newark Website](#), Rutgers-Newark Catalog and [Academic Calendars](#) to learn all policies, procedures and deadlines.
- * Check your Rutgers email account regularly and read all messages from official university offices.
- * Seek assistance from your assigned [RBS Academic Advisor](#) whenever you have questions or concerns.
- * Use campus resources and services to assist you in achieving your academic, personal and career goals.
- * Follow through when referred to other administrative offices and resources.
- * Rectify any academic or financial holds

PLEASE VISIT OUR WEBSITE FOR A COMPLETE LIST OF ASSIGNED ADVISORS:

- * <https://myrbs.business.rutgers.edu/undergraduate-newark/meet-advisor>

ACADEMIC ADVISING POLICIES AND PROCEDURES

Academic Advising Appointments

All students are assigned an academic advisor upon their matriculation into RBS-Newark. **Academic advisors are seen by appointment only.** Appointments are scheduled for 30 minutes and must be scheduled in advance via [Navigate](#). Please arrive on time and prepared for your advisement appointment. Students arriving more than 15 minutes late to their advisement appointment will be required to reschedule. If you need to cancel or reschedule your appointment, please do so via [Navigate](#). Students cancelling the day of their appointment should also email their advisor. Preparation is key to a successful advisement session. Please review Degree Navigator prior to your scheduled appointment and prepare a list of questions/concerns that you would like to discuss with your advisor.

Front Desk

Students may visit the office during Regular Business Hours to ask questions, pick up forms and receive information regarding referrals. Advisors are not available during this period. If you need to meet with your advisor, please schedule an appointment via [Navigate](#).

Email Protocol

Your academic advisor is available to answer routine questions through email. Emails to advisors should be considered professional communication; please include your full name and RUID. When emailing your advisor, please use your official Rutgers email account **ONLY**. Your email will be answered within 48 hours of receipt. If you have an immediate concern (health issue, emergency, etc.), please contact the office at 973-353-5169.

Communication to Students

Communication to students will be done using email whenever possible; this will include all general information and other information specific to an individual student (i.e. probation notification, dismissal notification, denial of graduation, etc). All RBS students are

required to [register](#) a Net-ID and password, as well as, an official email address. To obtain a Rutgers email address, [please click here](#). **All RBS students are expected to check their email at least twice a week during the academic year.**

Withdrawal from the Institution

A student who wishes to withdraw from all courses must obtain a [Notification of Withdrawal form](#) from the RBS-Newark Undergraduate Program Office. The form must be signed by a student's assigned advisor or dean, business office, financial aid office (if the student receives financial aid), and housing office (if the student lives in university housing). The completed form then must be submitted to the Office of the Registrar. A withdrawal form may be submitted by mail if illness prevents a student from presenting it in person. The date on which the student signs and submits the form is considered the official withdrawal date. A student who leaves the university without officially withdrawing in this manner receives a failing grade in each course. A student is not eligible for any refund of tuition unless the withdrawal is formally reported to the registrar according to the proper procedure. A student who officially withdraws from college prior to the end of the ninth week of instruction receives grades of W for all courses. A student who leaves college during the final four weeks of instruction receives grades of F in all courses.

Official Documents

All final documentation AP, CLEP, official transcripts, final transcripts, etc. are to be sent to the university in a timely fashion. Official documents are to be sent to:

Rutgers University
Office of Undergraduate Admissions
65 Davidson Road
Piscataway, NJ 08854-8097

Students Yearly Expectation:

1ST-YEAR (0-30 credits)

- Make an appointment with your academic advisor. All first-year (freshmen) students must meet with their advisor in order to register for Fall 2020.
- Acquire the information needed to assume responsibility for course scheduling, program planning, and the successful completion of all degree requirements.
- Use the [RBS Website](#), [Schedule of Classes](#), [Degree Navigator](#) and [WEBREG](#) to understand NCAS Core requirements as well as major/minor requirements and to check prerequisites for courses.
- Use the RBS Website, Rutgers-Newark Catalog and [Academic Calendars](#) to learn all policies, procedures and deadlines.
- Be aware of your rights under the [Family Educational Rights and Privacy Act \(FERPA\)](#).
- Have a thorough understanding of [RBS Scholastic Standing Policy](#).
- If necessary, complete English Composition I, II and Applied Calculus or Calculus I.
- Attend the mandatory RU Prepared Workshop.
- Review and understand [University Code of Student Conduct](#).
- Familiarize yourself with the campus and surrounding neighborhood. Attend and participate in campus events and programs

2ND YEAR: (31– 60credits)

- Begin to connect your educational plan to your long-term goals. Make use of academic advising services regarding long-term goals.
- Start researching study abroad, community service, volunteering and undergraduate research opportunities.
- If you have not already done so, declare your major.
- Complete all required pre-requisite courses for your major
- Research information regarding job descriptions, educational requirements, entry-level jobs, status of job market, and future predictions for your area of interest.
- Become an active member of a [student club or organization](#).

3RD YEAR: (61-90 credits)

- Reevaluate and solidify your decision regarding your major and second concentration
- Begin applying for [internships or co-ops](#).
- Make an appointment with your Academic Advisor to finalize your expected date of graduation.
- Are you interested in attending graduate school? If so, begin researching schools, program, and admissions criteria. Does your intended program of study require [GRE](#), [GMAT](#) or [LSAT](#)?

4TH YEAR: (91+ credits)

- Schedule an appointment with your advisor the semester prior to your intended graduation date.
- Attend the mandatory graduation workshop the semester prior to your expected graduation date.
- Complete and submit the [Online Diploma Application](#).
- Secure any recommendations from faculty if you plan on apply to graduate school.
- Rectify any academic or financial holds

RESOURCES:

Degree Navigator: <https://cas.rutgers.edu/login?service=https://dn.rutgers.edu/Default.aspx>

Schedule of Classes: <http://sis.rutgers.edu/soc/>

WebReg: <https://sims.rutgers.edu/webreg/>

Advising Appointments: <https://run4success.navigate.eab.com/>

Covid-19 Resources: <https://myrbs.business.rutgers.edu/undergraduate-newark/resources>

General Registration Guidelines: <https://registrar.newark.rutgers.edu/registration-undergrad>