

The words and phrases associated with attending college are often unfamiliar to new students. This glossary of terms, grouped in thematic areas, provides general definitions, as well as some Rutgers-specific definitions, to familiarize students with the words and terms used in regular communications.

ACADEMIC

- Associate's Degree: An undergraduate degree awarded by a college or university upon successful
 completion of a program of study, usually requiring two years of full-time study and typically awarded
 by community colleges.
- Bachelor's Degree: An undergraduate degree awarded by a college or university upon successful
 completion of a program of study, typically requiring at least four years (or the equivalent) of full-time
 study.
- **Co-Op:** Cooperative education programs allow students to work, often full time, to gain skills and experience in their chosen field and earn credit for doing so.
- **RU-NB Core Curriculum**: The set of general education requirements that all RU-NB students, except those in the School of Engineering, the School of Pharmacy, and the fine arts programs (BM; BFA) at Mason Gross, must complete regardless of their major.
- Curriculum: The set of courses and/or requirements of a particular school or academic department.
- **Declared:** When a student has officially been accepted into a major.
- Doctorate (e.g., Ph.D./Ed.D.): The highest academic degree awarded by a university upon successful completion of an advanced program of study, typically requiring at least three years of graduate study beyond the master's degree, including new research and a dissertation. Note: not all doctoral programs require a master's degree.
- **Externship**: An experiential learning opportunity for students, sometimes referred to as job shadowing. This can be similar to an internship, but for a shorter period of time
- **Fellowship**: An amount of money awarded by a college or university to support a student usually during their graduate study, and often based on academic achievement. Fellowship funding generally does not need to be repaid.
- First Generation College Student: A student whose parents/guardians did not complete a four-year college degree; or a student who, prior to the age of 18, regularly resided with and received support from only one parent/guardian and whose supporting parent/guardian did not receive a baccalaureate degree.
- Grade Point Average (GPA): One measure of a student's overall academic performance (also referred to as cumulative average), which is calculated as a numerical average of grades earned in all courses. See also Term Average
- Graduate Review and Graduation Date: For most schools at Rutgers-New Brunswick, it takes 120 credits to graduate. The Schools expect students to take an average of 15 credits a semester or 30 credits a year to complete the degree in 4 years. Hence, students' graduation dates are set at the time of admission as being four years (eight semesters) from their first semester at Rutgers. It is critical for a student to regularly review their progress to graduation including successful completion of credit hours, required courses, major courses, etc. with an advisor. For students who transfer to Rutgers, the graduation date will be determined by the student's individual transcript and credits.



- Internship: A short-term work experience offered by a company or other organization to provide entry
 level exposure to an industry or field; in some cases, students may earn pay and/or academic credit
 for the experience. Internships are different from a part-time job in that they often are related to a
 student's career interests, have an assigned mentor on site, and address specific learning objectives
 devised by the employer, the intern, and the academic department, if awarding credit.
- Liberal Arts and Sciences: Academic studies of subjects in the humanities, social sciences and the sciences, with a focus on general knowledge, critical thinking, and civic engagement, in contrast to a professional or technical emphasis. At Rutgers-New Brunswick, this is often referred to as Arts and Sciences.
- **Major**: The field or discipline that the student choses to be a primary academic focus of their degree. Students generally take more credits in their major than in any other discipline, but the major is only one component of the academic degree.
- Master's Degree: A graduate degree awarded by a college or university upon successful completion
 of an advanced program of study, typically requiring one or two years of full-time study beyond the
 bachelor's degree.
- **Minor**: A secondary specialization in a subject of study, required at some schools but not all, which students complete in addition to their major.
- NJ Educational Opportunity Fund (EOF): Academic and support services (e.g., counseling, tutoring, developmental course work and financial assistance) program for NJ residents from educationally and economically disadvantaged backgrounds who attend participating institutions of higher education in the State of New Jersey.
- Nontraditional Student: Includes veterans, active duty service members, undergraduate parents and/or legal guardians, adult learners returning to formal education after an extended interruption, post-baccalaureate students pursuing a second undergraduate degree or major, and nonmatriculating students.
- **School**: The academic unit to which a student is admitted and which determines the requirements for graduation.
- Second Degree Student: A student that has already completed a bachelor's degree at an accredited
 college or university and now chooses to complete a BA or BS degree in a major area entirely
 different from their previous major.
- Still Deciding/Undecided/Undeclared and Exploring: When a student is exploring possible major
 options and has not yet declared a major. Some schools have different timelines for when a student
 must declare. There are many assessments a student can take through the Office of Career
 Exploration and Success to help with identifying and clarifying their interests.
- **Term Average**: One measure of a student's academic performance for the semester (or term), which is calculated as a numerical average of grades earned in all courses.
- **Transcript**: A document that lists all the classes and grades that a student has attempted or completed. Official transcripts can be either paper or electronic and can be used for official purposes such as applications, whereas unofficial transcripts cannot.
- **Unofficial Transcript**: A document that does not bear the seal of the university and is only available to current enrolled students. Former students and alumni must request an official transcript.



FINANCIAL INFORMATION

- Award Letter (now called "Offer Letter"): A document that displays the estimated costs of attending school and the estimated financial aid a student may be eligible for, based on the completion of all required documents.
- **Data Change Form (DCF)**: This allows students to make changes to federal loans, enrollment or housing information, and federal work study offer.
- Disbursement: The payment of student aid funds to the student by the school. Disbursed funds are
 applied to student term bills after student aid eligibility is confirmed (generally upon or around attendance
 confirmation RU Here) at the beginning of a semester.
- FAFSA (Free Application for Federal Student Aid): An application that students complete each year to determine their financial aid eligibility.
- **Federal Pell Grant**: Awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.
- Financial Aid: Assistance to help pay for college, including grants, loans, and scholarships.
- Food Pantry: Provides students experiencing food insecurity with access to food.
- **Grant**: A type of financial aid, often based on financial need, which is provided to a student and does not need to be paid back. Often given by the federal or a state government, a company, a school or a charity.
- Health Insurance Waiver: A waiver students must complete and submit if they already have health insurance.
- Higher Education Student Assistance Authority (HESAA): The New Jersey State agency whose
 mission is to provide eligible New Jersey students with financial assistance and resources. The agency
 oversees The New Jersey Tuition Aid Grant (NJTAG) and NJ STARS/NJ STARS II.
- Loan: A type of financial aid that consists of an amount of money that is given to someone for a period of
 time, with an agreement that it will be repaid later with interest. Subsidized loans are need-based loans
 that do not accrue interest for students who attend school at least half-time, whereas unsubsidized loans
 are non-need-based loans that begin accruing interest upon disbursement.
- **Meal Plan**: A pre-paid account for a student's on-campus meals, specifically for use in dining halls and other designated campus locations.
- Meal Swipes: How students pay for their meals at dining halls and other designated locations; one swipe
 provides access for the full meal and students are not charged for individual items.
- Merit-Based: Financial aid awarded by a college or university to students who have demonstrated special academic ability or talents, regardless of their financial need.
- Need-Based: Financial aid that is awarded to students due to their financial inability to pay the full cost of attending a specific college or university.
- New Jersey Tuition Aid Grant (NJTAG): These awards are provided to full-time undergraduate New
 Jersey residents who are enrolled in an approved degree or certificate program and meet financial need
 criteria established by the New Jersey Higher Education Student Assistance Authority (HESAA).
- **RU Express**: The official university debit account. It offers a convenient cash-free alternative that allows students, faculty and staff to use their Rutgers ID card like a debit card.
- Satisfactory Academic Progress (SAP): The successful completion of coursework toward a student's degree. To maintain eligibility for financial aid, students must maintain a certain GPA and completion rate.
- **Scarlet Promise Grant**: Need-based financial aid award that closes the gap between aid from federal and state sources and what Rutgers families can afford.



- **Scholarship**: A type of financial aid that is provided to a student and does not need to be paid back. Typically, scholarships are not financial need-based but awarded based on other criteria such as academic performance, leadership skills, etc.
- Verification: Rutgers University is required to verify the data supplied on the FAFSA (Free Application for Federal Student Aid) in cases where an application is selected for verification – typically through random selection by the federal government.
- **Work-Study**: A federally-funded employment program where students are placed in part-time jobs on campus to earn funds and gain work experience.

OFFICE RESOURCES

- Advising: Guidance provided by various university advisors to help students reach their educational and
 career goals; advisors may be faculty or staff and often have specialty advising knowledge about
 academic options, career and postgraduate planning, financial issues, and organization and student
 success. Each School has an <u>Advising or Academic Services</u> office that houses advisors. There are also
 advisors available through many other offices.
- Career Mentoring: A resource, offered through the Office of Career Exploration and Success, which
 provides students the opportunity to connect with other students and alumni for the purpose of career
 exploration.
- Academic Coaching: A service, offered through the Learning Centers and other programs that provides support for students looking to improve their academic skills, such as time management, organizational, and study skills.
- **Disability Services**: An office that works with students with documented disabilities to ensure that they receive appropriate accommodations and services to promote their academic success.
- Learning Centers: Service offices that provide academic support, such as tutoring, academic coaching, writing assistance, asynchronous online learning modules, and study groups for students on campus and online.
- Learning Community: A community where students can interact with faculty, students, and staff focused on a particular interest area; learning communities can be organized in residence halls, online, and through student organizations.
- OIT Help Desk: An office that provides technical support to the Rutgers campus and community.
- One Stop Student Services Center: The "One Stop": located at Dr. Samuel Dewitt Proctor Hall, on Busch Campus across from the Campus Center: is an integrated and coordinated cross-functional service in the areas of financial aid, student accounts, and registration.
- **Student Affairs**: A division within the university that provides students with opportunities for involvement, personal development, and support.
- Study Groups: Small group study sessions that meet regularly to review and practice course materials.
- **Tutoring**: A service, often offered through the Learning Centers, that provides assistance with content-based information in a specific class or subject at no charge to the student.



POLICIES

- **Academic Integrity**: Students' commitment to displaying honest and moral behavior in the academic setting. See <u>academicintegrity.rutgers.edu for policy information</u>.
- Academic Sabotage: Deliberately impeding the academic progress of others.
- **Cheating**: The use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them.
- HIPAA: (Health Insurance Portability and Accountability Act): Protects patient rights regarding personal health information. Student Health records are considered treatment records under FERPA and are held to a much higher standard of privacy than other educational records.
- **Fabrication**: The invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise.
- Facilitation of Dishonesty: Deliberately or carelessly allowing one's work to be used by other students
 without prior approval of the instructor or otherwise aiding others in committing violations of academic
 integrity.
- FERPA (Family Educational Rights and Privacy Act): Legislation that protects the privacy of student education records.
- **Honor Pledge:** A pledge Rutgers students make to abide by the Academic Integrity Policy "On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment)."
- **Plagiarism**: The use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit.
- **Title IX**: Federal legislation that protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.
- Violation of Research or Professional Ethics: Violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication.
- Violations Involving Potentially Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty.

REGISTRATION

- Add/Drop: A period of time during the first two weeks of classes when students can freely change the classes on their schedule to add course that are still "open" and /or drop courses for which they are already registered.
- Co-Requisite: A class that must be taken in the same semester as another related class.
- **Credit Load:** The total amount of credits a student is registered for in a semester.
- Degree Credits: Recognition for having taken a course that can be applied to completing a degree.
- **Double-Dipping/Overlaps**: A class that could count toward more than one requirement. Some majors and minor allow overlaps; others do not. Check with the specific department.
- **Enroll**: To register for courses.
- **ID Card**: This photo ID card serves as the primary form of identity verification throughout the university. It also provides access to many campus facilities.
- Index #: A 5 digit number assigned to a specific section of a course that is used when registering for classes.



- Leave of Absence and Withdrawal: In some cases students may need to take a leave of absence (one semester or more) from Rutgers or withdraw from all their classes. In such cases, students are required to notify their School's Advising Office and submit a completed Leave of Absence/Withdrawal form.
- Net ID: The username students are assigned and use to log into Rutgers websites and is part of students'
 official Rutgers email address: [netID]@scarletmail.rutgers.edu.
- **Placement Tests**: Tests students take prior to the first semester to determine their preparation and course placement in English, Math and World Language, if required.
- Prerequisite: A class you must take before taking another related course.
- **Re-Enroll**: Students who were previously undergraduates working toward a degree and who wish to return to Rutgers should submit the online re-enrollment application.
- RUID/Student ID Number: The 9 digit Rutgers ID number assigned to each student (XXX-00-XXXX), with 00 always being the fourth and fifth digit.
- **Special Permission Number (SPN)**: A 6 digit number provided by a professor or department that will allow a student to register for a class under special circumstances.
- **Temporary Grade**: An indicator of "T" such as TB, TC, TD, TF, and TZ is used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when the student has not completed properly the course work requirements (i.e., major assignments or examinations). Temporary grades become permanent if the work is not completed by the end of the subsequent semester. TZ is only assigned when the student is unable to complete coursework due to a verified emergency situation and will convert to an F if not completed.
- **Term Bill**: Rutgers' official billing statement that includes all tuition, fees, financial aid and other credits for a specific term.
- Withdrawal "W": A letter notation that appears on a student's transcript when they withdraw from a class after the Add/Drop period; the W is not calculated into the GPA. Reasons for the withdrawal are not included and an individual W is generally viewed without judgement.

SCHEDULE/COURSES

- Academic Calendar: An official, full-year calendar with important dates and deadlines.
- Accommodations: Resources provided to students with documented disabilities.
- Asynchronous: An online class format where a class does not meet at a specific day/time each
 week. Instead of having a specific day or time listed, these courses will be labeled "Asynchronous
 content".
- **By Arrangement**: Courses that are "By Arrangement" will have a regular schedule of meetings coordinated by the instructor and the students after registration.
- **Campus:** The physical grounds that make up Rutgers–New Brunswick, of which there are five: Busch, College Avenue, Cook/Douglass, Downtown New Brunswick, and Livingston.
- Course Number: The number preceding each course title 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. (Example: 01:830:101 SAS:Psychology:General Psychology)
- Cross-listed Cross-listed courses are the same course taught under more than one course name, course number, and index number. It's all one course, but some students may be registered under one course number and others under another.



- Cross-Registration: Taking one or more courses at one of the other Rutgers campuses, with permission from academic deans from both schools. For example, an SoE student taking a course at Rutgers-Newark. Cross-registration is seldom allowed.
- **Degree Requirements**: The components that students must complete as part of their academic program.
- **Elective:** A class students can take that may not specifically be required by major or minor, and may not meet their schools' general education requirements. All students must take elective courses to reach the required number of degree credits needed to graduate, as determined by the school. In addition, some majors will refer to the courses that are not required, but may be selected to complete the major, as "electives."
- **Exempt**: Not required to do something other students may have to do. Examples can include being exempt from an exam based on current grades.
- **Final**: An exam or assignment at the end of the semester that is the culminating assignment of a class.
- **Graduate Student**: A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, for a master's degree, doctorate, or graduate certificate.
- **Independent Study**: A course that awards credit for work done outside of the normal classroom setting, often through a research assignment created with a faculty member.
- **Learning Assistant**: A student (usually an undergraduate student) who works directly with professors to assist in a class and serve as supplemental support for other students
- Matriculate: A matriculated student is admitted to a degree program and registered for classes.
- **Midterm**: An exam or assignment that is administered about halfway through the semester. Some courses have two midterms, which are held roughly one third and two thirds through the semester.
- Non-Matriculating: A student who takes courses but is not pursuing a degree. Non-matriculated
 enrollment allows a student who has already earned a BA/BS to complete courses for admission to
 graduate or professional programs or for career advancement and personal enrichment.
- Office Hours: Designated times for students to meet with professors to discuss material presented in class, ask questions, present concerns, and to connect with the professor.
- Online Class: A class format that does not meet in person.
- Pass/No-Credit: A grading system in which students receive either a "pass" or "no-credit" grade, rather than a specific letter grade. A "pass" is earned by getting a "C" or higher in the course.
 Anything lower earns a "no credit." With the exception of Spring 2020 through Summer 2021 when there was a pandemic-related Pass/No Credit policy in place, Schools limit the number and type of courses students can take for Pass/No Credit.
- **Recitation**: A smaller class that meets to supplement the work in a large lecture course; attendance at recitations is required.
- **Schedule**: A list of classes a student takes during a semester.
- **Semester**: The time span that courses traditionally are offered. Fall semester is September to December; spring semester is January to May. Rutgers also offers a Winter Session and a Summer Session.
- **Syllabus**: A document that communicates information about a specific course and outlines faculty expectations, important dates, and assignments.
- **Synchronous**: Class format where the class meets online at the same designated time weekly, just as an in-person class would. If a course has a day and a time associated with it in the schedule of courses and indicates "Online", this means students are expected to participate at those specific times via whatever platform the instructor designates.



- **Teaching Assistant (TA)**: A student (usually a graduate student) who works directly with professors to teach a class and serve as supplemental support for other students.
- **Turnitin**: A system that reviews assignments for plagiarism, usually attached to assignments in Canvas or other learning management systems (LMS).

STAFFING

- Academic Advisor: Usually operating through either a School-level advising office or department/program, academic advisors assist students in developing and implementing individualized academic paths and help students to understand their options, determine resources and, when necessary, identify alternatives.
- **Academic Dean:** A university employee who provides advising and oversight of academic policies and procedures at a specific Rutgers school.
- Chancellor: The executive head of the university, responsible for fulfilling the university's mission;
 Rutgers has four, campus-specific chancellors who oversee Camden, Newark, New Brunswick, and the
 Biomedical and Health Sciences. The chancellors each report to the University president and are part of
 the president's executive team. See Chancellor-Provost for more information on the New Brunswick
 campus structure.
- Chancellor-Provost: Rutgers-New Brunswick has a Chancellor-Provost who serves as the chief operating officer for the campus, while the President of Rutgers University serves as the chief executive officer of the New Brunswick campus. The merged Chancellor-Provost position was established to further emphasize the centrality of academics to the student overall experience.
- Dean of Students (DOS): New Brunswick-wide office that provides solutions, services, and support to
 help students navigate Rutgers when personal issues are affecting their academic performance and
 progress. DOS staff focus on educational, social, and personal development.
- Dean of the School: Person responsible for overseeing all academic departments within the school, including the faculty of the School, graduate and undergraduate programs, school budget, and student services.
- Faculty Member: Academic personnel with responsibilities for teaching, research and service.
- **Graduate Assistant (GA)**: A person who serves in a support role (assistantship) at a university while completing post-graduate education.
- **Hall Director**: A university employee who is responsible for the management of a particular residence hall on campus.
- **Instructor**: A general term for the person in charge of a class, and also sometimes referred to as professor.
- **President**: The chief executive officer for the entire university with responsibilities for all strategic operations and policies set forth by the governing boards.
- **Professor:** The formal title given to members of the faculty. It is also used as a general term for the person in charge of a class.
- Provost: The senior academic officer of a college or university who typically oversees all academic
 policies and curriculum-related matters. See Chancellor-Provost for more information on the New
 Brunswick campus structure.
- **Registrar**: The custodian of student academic records, providing registration, transcripts, changes in residency and graduation information.
- Resident/Apartment Assistant (RA/AA): A student responsible for supervising and supporting other students in a specific residence hall or apartments.



SYSTEMS/ TECHNOLOGY

- **Canvas**: A learning management system students use for their classes where they can view course information and submit assignments; access Canvas at <u>canvas.rutgers.edu</u>
- **Course Schedule Planner (CSP)**: A system that students can use to create a variety of possible schedules in preparation for registration; access CSP at sims.rutgers.edu/csp.
- Email (Rutgers Official): The Rutgers Official Email Service for students is ScarletMail. This can be accessed on myRutgers. School of Nursing students' email can be accessed through Rutgers Connect. Information for managing email accounts can also be found at netd.rutgers.edu
- **Degree Navigator**: The degree audit system that students use to view their degree requirements and progress to graduation; access at nbdn.rutgers.edu.
- Handshake (or Rutgers Handshake): A platform for all things related to career exploration and success.
 Can be used to access thousands of job and internship listings, schedule appointments with career advisors, access exclusive online resources, register for programs and recruiting events, and more.
 Access Handshake starting in your first year on campus.
- Learning Management System (LMS): Websites where students can view their course requirements; some examples of common Rutgers LMS are Canvas and Sakai.
- Modules: Group of lessons and materials that may pertain to a certain subject ("How to be Successful in an Online Course" or "Not Anymore") or how information is organized within Canvas; professors may use modules in Canvas to organize course content chronologically/by week or course meeting.
- myRutgers: A dashboard where students can view most of their important personal information including academics, financial, email, and technology help.
- **myGuest access:** An online platform for students to authorize a guest (parent, guardian, etc,) access to view and/or make payments on their behalf. Students may also make arrangements for a guest to view academic information (available on the myRutgers dashboard).
- RAMS: Rutgers Automated Mass-mailing System is how the University distributes official emails to all students, faculty, and staff. Students should check spam filters and settings to make sure they receive these official communications that often include policy notices and deadlines. Official communications sent by each school may be sent via separate services.
- RUHere: Required confirmation process for attendance each semester. Students will receive a "pop-up" message when they log-in to any university system with their NetID. Students must participate by the deadline or classes and financial aid will be cancelled.
- <u>Scarlet Hub</u>: Provides student information regarding financial aid, billing and payment, registration, records, admissions, and upcoming deadlines.
- **Sakai**: A learning management system students use for their classes where they can view course information and submit assignments; access Sakai at <u>sakai.rutgers.edu</u>.
- **Schedule of Classes**: Online listing of all of the courses offered in a particular semester. Students can look at the current semester as well as upcoming and previous semesters.
- Webreg: Online system that students use to register for and drop classes; access at webreg.rutgers.edu.
- Official Student Newsletter ("One Stop Weekly"): Distributed via the RAMS email list every Tuesday
 during the semester and contains timely academic and non-academic student information (formerly
 referred to as the NBOSL or New Brunswick Official Student Listserv).



Rutgers Lingo: Commonly Used Acronyms

- AACC: Asian American Cultural Center
- CAC: College Avenue Campus
- CAPS: Counseling, ADAP(Alcohol and other Drug Assistance Programs) and Psychiatric Services
- CES: Career Exploration & Success
- CLAC: Center for Latino Arts and Culture
- DICE: Diversity, Inclusion and Community Engagement
- **DM**: Dance Marathon (also RUDM)
- DOS: Dean of Students
- DOTS: Department of Transportation Services (Buses and Parking)
- DRC: Douglass Residential College
- EJBPPP: Edward J. Bloustein School of Planning and Public Policy
- EMSOP: Ernest Mario School of Pharmacy
- IAM: Identity Access Management
- ISSS: International Student and Scholar Services
- MGSA: Mason Gross School of the Arts
- ODS: Office of Disability Services
- OFA: Office of Financial Aid
- OFSA: Office of Fraternity and Sorority Affairs
- OIT: Office of Information Technology
- OSC: Office of Student Conduct
- PRCC: Paul Robeson Cultural Center
- RAMS: Rutgers Automated Mass-mailing System
- RHA: Residence Hall Association
- RSH: Rutgers Student Health
- RU-NB: Rutgers University: New Brunswick
- RUPA: Rutgers University Programming Association
- **RUPD**: Rutgers University Police Department
- RUSA: Rutgers University Student Assembly
- **SAC**: Student Activities Center (College Avenue)
- SAS: School of Arts and Sciences
- SJE and LGBT: Center for Social Justice Education and LGBT Communities
- **SCI**: School of Communication and Information
- SEBS: School of Environmental and Biological Sciences
- **SOE:** School of Engineering
- SON: School of Nursing
- SMLR: School of Management and Labor Relations
- VCSA: Vice Chancellor for Student Affairs
- VPVA: Violence Prevention and Victim Assistance