

# Pathways to Success: A Guide for University College Students @ Rutgers-Camden

## Registering for classes:

You can register for classes online, but should be sure to consult with your academic advisor to be sure that you are selecting courses that are appropriate for your academic progress. Advance registration takes place in November for the spring term and in early April for the fall term - this is the best time to register for courses for the next semester. To register for classes online, go to: <https://webreg.rutgers.edu/>.

## Schedule of classes:

The schedule of classes offered for each semester is available online at:

<http://www.acs.rutgers.edu/soc>. You can see what courses are available at various times and obtain the information you need to register.



## Academic Calendar 2008-2009:

September 2, 2008: Fall semester begins

November 27-November 30, 2008: Thanksgiving break

December 10, 2008: Last day of class (fall semester)

December 11-December 12, 2008: Reading day

December 15-December 22, 2008: Exam period

December 23, 2008-January 19, 2009: Winter break

January 20, 2009: Spring semester begins

March 14-March 22, 2009: Spring break

May 4, 2009: Last day of class (spring semester)

May 7 and 6, 2009: Reading days

May 7-May 13, 2009: Exam period



## Course Catalog:

The Rutgers-Camden Undergraduate Catalog 2006-2008 can be found online at the address below. The catalog is designed to help you choose courses for each semester. In addition, the catalog contains multiple links for various departments on campus for easy access to information.

[http://catalogs.rutgers.edu/generated/cam-ug\\_0608/index.html](http://catalogs.rutgers.edu/generated/cam-ug_0608/index.html)



## Degree Navigator:

Degree Navigator is an online system that allows students to track their progress toward their degree. You can check whether you have met general education and major requirements. Degree Navigator is a helpful tool, but students should still meet with their academic adviser to discuss their academic career. Degree Navigator requires a NetId for use.

<http://www.camden.rutgers.edu/degreenavigator/>

## Academic Advising:

University College students can work with academic advisors to register for classes, discuss majors and minors, change schedules, and stay on schedule to complete the course requirements for their degree programs. Once students in University College have **confirmed** their enrollment to Rutgers-Camden and selected their major, they should seek advice from an advisor.

NOTE: Advising is only available to students who have confirmed and paid their matriculation fee to Rutgers-Camden. Students who declare a business major are advised by an academic advisor in the School of Business.

The Office of Academic Advising for Arts and Sciences is located on the second floor of Armitage Hall. You can make an appointment with an advisor by calling 856/225-6043.

The Office of Academic Advising staff includes:

*Nancy Gulick* — Assistant Dean for Academic Advising

*Danyelle Thurman* — Assistant Dean for Academic Advising

*Krista Wehlen* — Administrative Assistant

Check this website for important information for current Arts and Sciences students: <http://www.camden.rutgers.edu/RUCAM/index.php>. Use the Current Students drop-down menu.

## A Bachelor's Degree includes the following:

1. **General Requirements (often referred to as General Education or gen eds)** - these are a set of courses covering a broad array of courses and subjects, designed to give students a well rounded education and to expose them to many areas of the curriculum - include writing, math, foreign language, social science, humanities, science and diversity requirements. NOTE: for Business students these are included in the pre-business and general education requirements. Usually about 16 courses or 48 credits.
2. **Major requirements** - these are the courses that are required for your major. They will be made up largely of the subject of your major, but may include some required courses in related subjects as well. There also may be some pre-major requirements (courses needed before you can take some of your major courses, also called prerequisites). This is especially common in nursing, business, and some of the sciences. Usually about 10-14 courses, or 30+ credits. Students can major in one or more subjects.
3. **Electives** - there are courses that do not fill a specific requirement, but rather add to the breadth of your education. Many students select a minor in one or more fields. This option allows students to study an additional area without taking as many courses as are required for a major. We offer minors within departments and in interdisciplinary programs. Usually about 6 courses or 18 credits.
4. **Total number of credits/courses** — The minimum number of credits needed to graduate is 120 - which is about 40 courses.



NOTE: Some courses can count for multiple requirements above, but the credits count only once and you must earn at least 120 credits to graduate. Information about various requirements and checklists for general education, majors, and minors can be found at: [http://www.camden.rutgers.edu/RUCAM/studentaffairs/studserv\\_checklist.html](http://www.camden.rutgers.edu/RUCAM/studentaffairs/studserv_checklist.html).

## Checking Grades and Dean's List:

In order to check grades, you must have your NetID and your password. You can then log on to the system found at: <https://www.acs.rutgers.edu/grades> and check your grades and schedule.

The Dean's List recognizes current academic achievement. The list is published at the end of each term for full-time students and in August for part-time students. Full-time students are eligible if they have completed 12 or more credits for numerical grade credit with a term grade-point average of 3.5 or better. Part-time students are eligible if during the previous academic year they have completed 12 or more credits for numerical grade credit with a grade-point average of 3.5 or better.

## Declaring a Major:

Once you have explored a variety of academic subjects, you can begin to focus on the one area in which you'd like to concentrate your studies and declare your major in that field. To declare a major, go to Registrar's Office (first floor of Armitage Hall) and complete the appropriate form. If you had indicated a major at the time of application, it is indicated in your academic record; if you wish to change your major, you can do this at the Registrar's Office.

Please note that once you have declared a major, you should see your departmental advisor for guidance about what courses to take and other academic matters.

### Programs of Study:

At **University College** we offer a broad range of majors as well as minors in departments and interdisciplinary programs. Majors highlighted in bold can be completed on an evening schedule. To view specific courses and requirements go to: <http://www.camden.rutgers.edu/RUCAM/departAS.php>.



### Majors:

African American Studies  
Art – Electronic Arts  
Art – Studio Art  
Art History  
Biochemistry  
Biology  
Biomedical Technology  
Chemistry  
Childhood Studies  
**Computer Science \***  
Criminal Justice  
Economics  
**English \***  
French  
General Science  
German  
**History \***

### **Liberal Studies \***

Mathematics  
Music  
Music – Musical Theater  
Nursing  
Philosophy  
Physics  
**Political Science \***  
**Psychology \***  
Religion  
Social Work  
Sociology  
Spanish  
Theater



### Minors:

African American Studies  
American Studies  
Anthropology  
Art – Animation  
Art – Electronic Arts  
Art – Graphic Design  
Art – Studio Art  
Art History  
Biology  
Chemistry  
Childhood Studies  
Classical Studies  
Computer Science

Criminal Justice  
Economics  
English – American Literature  
English – Communication  
English – English Literature  
English – Irish Literature  
English – Journalism  
English – Linguistics  
English – Writing  
Ethics  
European Studies  
Film Studies  
French  
General Science  
German  
History  
Justice and Society  
Latin American Studies  
Mathematics

Museum Studies  
Music  
Music – Musical Theater  
Philosophy  
Philosophy and Religion  
Physics  
Political Science  
Psychology  
Religion  
Social Work  
Sociology  
Spanish  
Student Proposed Minor  
Theater  
Urban Studies  
Women's Studies

### Transfer Credit Evaluations:

Transcript evaluations are conducted as part of the admissions and enrollment process. Transfer credit evaluations can take up to 30 days after you receive your offer of admission. If you have any questions about the results of your evaluation, you should contact Megan Zeller in the Registrar's office (856/225-6053).

The Registrar's office is located on the lower level of Armitage Hall.



### Internships:

Internships provide a means to apply the knowledge and skills you have learned in a classroom setting to a work environment. Many of our departments offer internship or service learning courses. In addition, we offer an Arts and Sciences internship course. Recent interns have been placed in research labs, the county prosecutor's office, the Rachel Ray show, and Marvel Entertainment. More information about internships can be found at the Career Center website:

<http://cc.camden.rutgers.edu/studentsNEWfinding/Internships.html>.



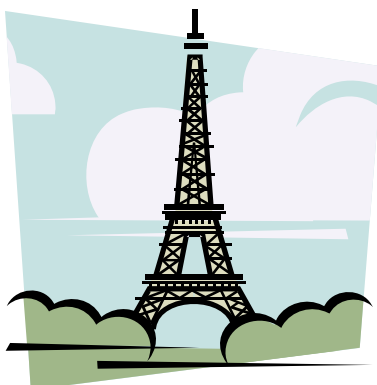
### Undergraduate Research and Creative Activity:

At Rutgers-Camden, undergraduates can take advantage of multiple opportunities to conduct research or engage in creative activity with our faculty. Our faculty members willingly include students in their own research or creative projects or serve as mentors for independent projects. Faculty members frequently invite students to work with them in the discovery or creative process, so students have the chance to develop ideas that will shape the 21st century.

We offer grants to support undergraduate research and creative activity. As you are taking classes, you should think about whether you might wish to engage in a research or creative project under the guidance of our faculty. Further information about our undergraduate research programs can be found at:

<http://ugresearch.camden.rutgers.edu/index.html>.

### International Studies:



Rather than spending a semester or year abroad, many students at Rutgers-Camden can take classes on our campus, then travel abroad during spring break or in early summer to apply what they have learned in a new cultural setting. Information about planned study trips is available at the International Studies Program website:

<http://int-studies.camden.rutgers.edu/>.

## Academic Integrity:

Academic integrity is a hallmark of higher education. It means that any work submitted by an individual is that student's own work and that work informed by the efforts of others gives appropriate credit to them.



There are several possible violations of academic integrity. The descriptions below are excerpted directly from the *Policy on Academic Integrity for Undergraduate and Graduate Students*, which can be found at the website below along with an explanation of the consequences of violating this policy. Academic integrity is taken very seriously by our faculty and administration, so you should be sure that you do not violate this policy; doing so can have serious consequences. Always ask your professors or the reference librarians if you are not sure how to proceed.

See: <http://www.camden.rutgers.edu/RUCAM/Academic-Integrity-Policy.php>.

**A. Cheating** — Cheating is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Assistance from other people is restricted or forbidden unless explicitly authorized by the instructor for particular assignments. ... Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them or use work or research prepared by others.

**B. Fabrication** — Fabrication is the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. ... The student must also acknowledge reliance upon the actual source from which cited information was obtained.

**C. Facilitating Academic Dishonesty** — Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

**D. Plagiarism** — Plagiarism is the representation of the words or ideas of another person or source as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is also required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words. ... Plagiarism can, in some cases, be a subtle issue. Any questions or doubts about what constitutes plagiarism should be discussed with the faculty member.

**E. Denying others access to information or material** — It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

From: <http://www.camden.rutgers.edu/RUCAM/Academic-Integrity-Policy.php>.

### Learning Center:

The Learning Center is available to assist you with a variety of services including tutoring, peer-led study groups, academic coaching, and writing assistance. It can be found on the second floor of Armitage Hall.

Phone Number: 856-225-6642  
See: <http://learn.camden.rutgers.edu/>.

### Bookstore:

The bookstore is the official source for required textbooks and also sells study aids, reference materials, faculty publications, clothing, computer supplies, greeting cards, snack food, and Rutgers memorabilia. You can order books for classes online; you will need to supply information like what classes you are taking and the semester in which you are taking them and the website will show you both required and recommended materials for each class.

See: <http://www.bkstr.com/Home/10001-10454-1?demoKey=d>  
Phone: 856/968-1200



### Library:

The Paul Robeson Library is the main library on the Rutgers-Camden campus. Rutgers-Camden students can use materials located in this library as well as those found in other libraries in the Rutgers system. The library provides access to extensive online resources. Students can access many of these online materials from off-campus locations.



See: [http://www.libraries.rutgers.edu/rul/libs/robeson\\_lib/index.shtml](http://www.libraries.rutgers.edu/rul/libs/robeson_lib/index.shtml).  
Phone: 856/225-6033

### Computing Services:

Camden Computing Services provides computing services and assistance for students on the Rutgers-Camden campus. Information about the specific services they offer can be found at:

<http://computing.camden.rutgers.edu/students.php>.



You can create your NetId by going to the Computing Services website and following the instructions there. Remember that your Rutgers email account name cannot be changed, so chose it wisely. You may be using that account to correspond with potential employers or graduate schools, so don't choose a name that could be embarrassing.

<http://oit.rutgers.edu/services/account/quick.html>

If you don't plan to use your Rutgers email account as your primary email, you can set up the account to forward to an alternate email address of your choosing. It is very important to check your email regularly for important announcements. Click on the "Set up Email Forwarding" link on this page: [http://clam.rutgers.edu/account\\_tools.html](http://clam.rutgers.edu/account_tools.html).

### Student Computer Labs:

Rutgers-Camden offers multiple computer labs for student use. They can be found in the following locations:

- Campus Center, Lower Level
- Business and Science Building, First Floor
- Paul Robeson Library, First Floor
- Armitage Hall, Lower Level (B2) — Language Lab

### Financial Aid:

The financial aid website includes detailed information about such things as work study, the types of aid that exist, and paperwork deadlines. You can contact the Camden financial aid office by calling 856/225-6039; the office is located on the lower level of Armitage Hall.

See: <http://studentaid.rutgers.edu/>.

### Paying Your Bills:

The Bursar's Office is located in the Artis Building (329 Cooper Street). Use their website to find answers to questions about payment options, payment plans, online payments, term bill information, and office hours. You can contact them by phone at 856/225-6021.



See: <http://www.studentabc.rutgers.edu/>.

### Scholarships:

Scholarships are available for current students. These scholarships are usually awarded at the departmental level but there is also a Scholarship Committee to award scholarships that are not program specific. Scholarship information is posted on the first floor of Armitage Hall, across from room 121; the Office of Financial Aid alerts students of various scholarship opportunities throughout the year.

See: <http://www.camden.rutgers.edu/scholarships/>.

### Work Study Program and Other On-Campus Employment:

The federally funded work study program enables students to work in a wide variety of jobs on campus. It is administered for eligible students through the Financial Aid Office (see above). Information about this program can be found online. Questions about these jobs can be directed to the Camden Financial Aid Office. See: <http://studentaid.rutgers.edu/aid/employ.htm>.

In addition, other opportunities to work on campus exist. These can be found through the Career Center (see above).

### Career Center:

The Career Center provides a wide range of services to help students obtain jobs and internships. They sponsor on campus recruiting fairs, resume critiques, workshops, and many other events. The Career Center is located on the lower level of the Campus Center.



### Parking:

Parking in on-campus lots is by permit. Permits can be purchased at the Bursar's Office. Information about parking options and rates as well as lot locations can be found online. A shuttle service is available to the parking lots, if needed.

See: <http://www.camden.rutgers.edu/~rupdcamd/parktran/students.htm>.

Phone: 856/225-6137

### Public Transportation:



The campus is well served by public transportation, including PATCO. New Jersey Transit, and the Riverline. The parking and transportation website has links to all of these services.

See: <http://www.camden.rutgers.edu/~rupdcamd/parktran/students.htm>.



### Summer Session:



The Summer Session Program offers courses during the summer months. Several sessions are offered to fit a variety of schedules. Classes are offered during

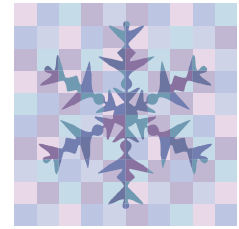
the day and in the evening.

See: <http://summer.camden.rutgers.edu/>.  
Phone Number: 856/225-6098

### Winterim:

The Winterim Program offers courses during the winter break. Courses are offered on an intensive schedule.

See: <http://winterim.camden.rutgers.edu/>.  
Phone Number: 856/225-6098



### Students with Disabilities:

Rutgers is committed to providing fair treatment and reasonable accommodations for students with disabilities. Information about disability services can be obtained from Nathan Levinson, Associate Dean of the Business School (phone 856/225-6219).

### Housing:

Our two residence halls offer on-campus housing for students in suites and apartments.

Information about how to apply for housing, rates, and facilities is available online.

See: <http://housing.camden.rutgers.edu/>.  
Phone: 856/225-6471



### Student Health Services:

The Student Health Services staff provides health care and educational services. They are located on the second floor of the Campus Center. Information about services provided, the staff, and insurance can be found online.

See: [http://healthservices.camden.rutgers.edu/general/gen\\_info.html](http://healthservices.camden.rutgers.edu/general/gen_info.html).  
Phone: 856/225-6005



### Useful websites:

**Academic Calendars:** <http://scheduling.rutgers.edu/academic.htm>

**Admissions:** <http://admissions.rutgers.edu>

**Dining:** <http://campuscenter.camden.rutgers.edu/dining/index.html>

**EOF program:** <http://eof.camden.rutgers.edu>

**Financial Aid:** <http://studentaid.rutgers.edu>

**Libraries:** <http://www.libraries.rutgers.edu>

**Parking:** <http://www.camden.rutgers.edu/~rupdcamd/parktran/students.htm>

**Tuition and Fees:** <http://www.studentabc.rutgers.edu>



### Campus Center:

The Campus Center houses a variety of offices and services related to student life. Information about services provided and hours of facilities can be found on the website.

See: <http://campuscenter.camden.rutgers.edu/>.

Dining facilities are found in the Campus Center. The Corner, a convenience store, and Starbucks are also located in the Campus Center. In addition, there are snack bars in Armitage Hall and in the law school.

See: <http://dining.camden.rutgers.edu/>.

### Impact Booth:

The Impact Booth, located in the lobby of the campus center, is a resource for information about events on campus. It also sells tickets to local concerts and sporting events as well as to events sponsored by the Office of Campus Involvement.

See: [http://campuscenter.camden.rutgers.edu/impact\\_booth.html](http://campuscenter.camden.rutgers.edu/impact_booth.html).

Phone: 856/225.6161

### ID Card:

You can obtain your university ID card at the Impact Booth. This card also serves as your library card and your meal plan card. All students must have an ID card.

### Athletics and Recreation:

Rutgers-Camden competes in Division III of the NCAA and offers several intercollegiate teams for women and men. In addition, the recreational services program offers classes and intramural sports.

See: <http://athletics.camden.rutgers.edu/>.

Phone: 856/225-6197

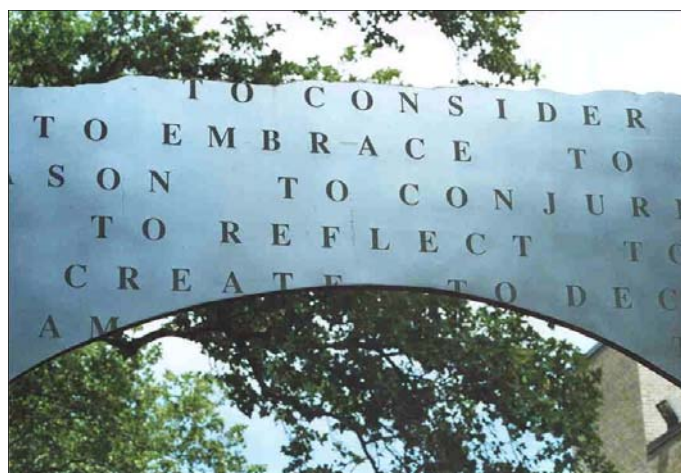


### Campus Activities:

Activities for students are coordinated by the Office of Campus Involvement, which plans many events throughout the semester, including films, workshops, lectures, trips, and concerts. This office also oversees the wide variety of student clubs and organizations, which also sponsor many activities during the year.

See: <http://activities.camden.rutgers.edu/index.html>.

Phone: 856/225.6161



## NOTES

**RUTGERS**  
Faculty of Arts and  
Sciences | Camden

Office of the Dean  
Armitage Hall  
Rutgers University—Camden