

Academic Services Office Frequently Asked Questions (FAQ)

Academic Concerns

What's the Academic Services Office?

The Academic Services Ofc (ASO) is designed to provide a wide array of services, beginning with the initial registration through to graduation certification for RSBC students. Simply put, the ASO's goal is to help students create the conditions which will lead to their optimal performance. We're located in the Students' Reception area on the 2nd floor of the BSB.

Why should I use its services?

The ASO provides a "one stop shop" approach to address students' academic related concerns. The ASO provides academic advisement, course selection, registration assistance, graduation planning, senior reviews, graduation certification and much more. Students are best served when they can successfully plan, and implement a comprehensive graduation action plan to meet their academic, personal and career goals.

What is a curriculum worksheet?

Curriculum worksheets list all the courses needed to successfully graduate with a business major. They are available in the Students' Reception area and online at: <http://camden-sbc.rutgers.edu/ProspectiveStudent/ugrad/worksheets2.htm>

Why do I need to have my curriculum worksheet to see someone?

Your worksheet is designed to provide you with accurate & timely information about your progress. It is both a record of what you've done, but also a guide to what's needed for graduation. Your worksheet informs you and helps you to think strategically about your educational goals.

How do I know my class year status?

Students are classified in the following manner:

0-22 credits	Freshmen	23-57 credits	Sophomores
58-89 credits	Juniors	90+ credits	Seniors

How do I declare or change my major/minor?

Majors are often declared at the time of application. Students should make an appointment to meet with an Academic Services staff member to select or change their majors and/or minors. .

How do I declare a double major?

Students should meet with an Academic Services Office staff member to add a second major and learn of the requirements.

What's the difference between a double major and a dual major?

A double major is two majors within the same school (RSBC). A dual major is 1 major in two different schools (RSBC and CCAS). Double majors will complete a single set of "gen ed" requirements and 2 different major requirements. Dual majors must complete the "gen ed" and major requirements for each individual school.

What is the process to take a class at another school, while enrolled at Rutgers or during the summer?

You must receive approval from the Academic Services Office prior to course enrollment. Interested students should complete and submit a Transfer Course Request form to the Academic Services Office at least 30 days before the class starts <http://camden-sbc.rutgers.edu/AcademicServices/forms2.htm>

Admissions

How do I get detailed information for admission to the Rutgers, School of Business-Camden (RSBC)?

Interested students should proceed to the Rutgers-Camden Admissions website for the most detailed up to date information, deadlines and an application. <http://www.camden.rutgers.edu/prospective.htm>

As a current RU student, how can I be admitted to the RSBC?

Interested students should proceed to the School to School (S2S) Admission website for information, deadlines and an application for an internal Rutgers University transfer to the RSBC. Applicants should apply while they are enrolled in their final major prerequisite course(s). Please refer to the deadlines on the S2S website: <http://admissions.rutgers.edu/schooltoschool/>

I previously attended Rutgers and want to re-enroll.

Interested students should complete and submit an online reenrollment application. <https://www.ugadmissions.rutgers.edu/reenrollment/>

I have already earned a college degree and want to earn a second degree.

Students should apply to re-enroll and submit an online reenrollment application. <https://www.ugadmissions.rutgers.edu/reenrollment/>

Why do I need a placement test?

State law mandates that all newly admitted students are required to participate in a math placement exam, in the absence of an approved college level math course. Exams may also be required in a foreign language and English, dependent on the level of student achievement. The Admissions Office or a Transfer Summary Report will inform students of the need to be tested.

I have been accepted to Rutgers, how do I find out if I need placement testing?

Information about placement testing will be contained in your Transfer Summary Report, an evaluation of your transfer credits.

Transfer Credit/Evaluation Process

Why doesn't my transfer evaluation include all my transfer work?

The most common reasons are:

- 1 Your initial evaluation did not include courses in which you enrolled at the time of your application.
- 2 Your most recent transcript has not been received and/or processed.
- 3 You may have courses which may need to be reviewed by an academic department (departmental evaluation) to determine the proper equivalency.

What if I have a dispute with my Transfer Summary Report?

Students should contact the Transfer Evaluation Coordinator in the Office of New Students Programs at: <http://newstudents.camden.rutgers.edu/>

How does a departmental evaluation work?

You must submit a copy of the course syllabus to the Office of New Students Programs. Based on the information provided, a determination will be made for the course equivalency. That determination will be processed and your transcript will be updated accordingly.

How long do I have to resolve disputes about my transfer credits?

Students have one (1) year from the date of enrollment (1st day of classes) to initiate a dispute regarding the transfer of credits.

Registration Concerns

What is a full time "load?"

Full time registration is twelve (12) credits per semester.

Why do I need a prerequisite override?

A "pre-req" override is needed, if the registration system is unable to or improperly determines, if the required prerequisite course is completed. The form is available at: <http://registrar.camden.rutgers.edu/PreReqOverrideW.html>

What is a registration overload?

A semester registration of more than 18 credits is considered an overload which must receive proper approval from the Academic Services Office. <http://camden-sbc.rutgers.edu/AcademicServices/forms2.htm>

Why do I need a Special Permission Number (SPN?)

If the instructor adds you to a closed course, the registration system requires an SPN to authenticate your approval to enroll in the course. The Academic Services Office provides SPN's for RSBC courses only.

Do I have to wait to be accepted to the RSBC in order to take business I courses?

There are a limited number of RSBC courses available to non-business students. **Registration for upper level RSBC courses is restricted to current RSBC students.** Students should contact the Academic Services Office, if they have concerns/questions. For more information about course selection and registration, students should make an appointment to meet with an Academic Services Office staff member.