RUTGERS

Office of the Registrar

School of Nursing Graduate Orientation

Office of the Registrar
Stanley Bergen Building Room 618
Phone: 973-972-5531
E-mail: registrar@sn.rutgers.edu

SN Website: nursing.rutgers.edu
Registrar Staff

Yvonne McClendon, Registrar

Genesie Burgos, Assistant Registrar

Tiana Perez, Registration Coordinator

Office of the Registrar
Stanley Bergen Building Room 618
Phone: 973-972-5531
E-mail: registrar@sn.rutgers.edu
Academic Calendar

School of Nursing follows the Rutgers University Academic Calendar

Academic Calendar may be found:
http://nursing.rutgers.edu/calendar/index.html
https://scheduling.rutgers.edu/scheduling/academic-calendar

- Additional important dates will be distributed for specific programs by your Specialty Directors and/or School
## Academic Calendar 2020 - 2021

<table>
<thead>
<tr>
<th>Event</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2020</strong></td>
<td></td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>Tuesday, September 1</td>
</tr>
<tr>
<td>Regular Saturday Classes Start</td>
<td>Saturday, September 5</td>
</tr>
<tr>
<td>Changes in Designation of Class Days</td>
<td>Tuesday, September 8 (Monday Classes)</td>
</tr>
<tr>
<td></td>
<td>Wed, November 25 (Friday Classes)</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thurs, November 26 - Sunday, November 29</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Thursday, December 10</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Friday, December 11</td>
</tr>
<tr>
<td></td>
<td>Monday, December 14</td>
</tr>
<tr>
<td>Fall Exams Begin</td>
<td>Tuesday, December 15</td>
</tr>
<tr>
<td>Fall Exams End</td>
<td>Tuesday, December 22</td>
</tr>
<tr>
<td>Winter Session Begins</td>
<td>Tuesday, December 22</td>
</tr>
<tr>
<td>Winter Session Ends</td>
<td>Friday, January 15</td>
</tr>
<tr>
<td><strong>Spring 2021</strong></td>
<td></td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>Tuesday, January 19</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Saturday, March 13</td>
</tr>
<tr>
<td>Spring Recess Ends</td>
<td>Sunday, March 21</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Monday, May 3</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Tuesday, May 4</td>
</tr>
<tr>
<td></td>
<td>Wednesday, May 5</td>
</tr>
<tr>
<td>Spring Exams Begin</td>
<td>Thursday, May 6</td>
</tr>
<tr>
<td>Spring Exams End</td>
<td>Wednesday, May 12</td>
</tr>
<tr>
<td>University Commencement</td>
<td>Sunday, May 16</td>
</tr>
<tr>
<td><strong>Summer 2021</strong></td>
<td></td>
</tr>
<tr>
<td>Summer Session Begins</td>
<td>Tuesday, May 25</td>
</tr>
<tr>
<td>Summer Session Ends</td>
<td>Wednesday, August 11</td>
</tr>
</tbody>
</table>
RU Here and FIRS (Financial Responsibility Statement)

- RUHere – students will be prompted to let us know if they intend to be here for their registered courses during a period (to be determined by Financial Aid) prior to the start of each registered term. This will be prompted in the my.rutgers.edu portal and any other CAS authentication dependent systems.
RU Here and FIRS (Financial Responsibility Statement)

• FRS (Financial Responsibility Statement) - this will be presented to students on a schedule to be determined by Financial Aid to be tied with disbursement of aid dates. In effect, after a student self-registers or after a student has been block registered for an upcoming term, the request to accept FRS will be presented in the my.rutgers.edu portal or any other RU system requiring CAS authentication.
Student Health Insurance

- Rutgers is pleased to present you with information about the Rutgers University Student Health Insurance Plan. The Student Injury and Sickness Insurance Plan is serviced by University Health Plans and underwritten by UnitedHealthcare Insurance Company (UHC). You may review the Plan benefits by going to http://www.universityhealthplans.com and click on Rutgers, The State University of New Jersey.
Student Health Insurance

- RBHS initially charges all Full-Time students for the Student Health Insurance Plan $2,247 during Fall semester. The coverage period is from **August 15, 2020 to August 14, 2021**. Students who have other health insurance coverage may opt out by submitting the online waiver form. Please contact University Health Plans at 1-800-437-6448 for assistance.

- RBHS Full-Time students are required to submit an online waiver form prior to the posted deadline each academic year. The Fall waiver deadline is **September 30, 2020**. **Students who do not respond by the deadline will be automatically enrolled in the Fall plan and will be responsible for paying the premium.** Students who do not pay the assessed premium and who have not properly waived coverage will have a hold placed on their account until it is paid in full.
Student Health Insurance

RBHS Part-Time Students Only

- RBHS Part-Time students who participate in clinical experience are required to have health insurance coverage. RBHS initially charges all Part-Time students in clinical rotation for the Student Health Insurance Plan $2,247 during Fall semester. The coverage period is from August 15, 2020 to August 14, 2021. If you are Part-Time student and do not participate in clinical experience, you will NOT be automatically charged for the Student Health Insurance Plan. If you would like to purchase the coverage, you may do so by submitting the online enrollment form no later than September 30, 2020.
Schedules and Registration
http://nursing.rutgers.edu/students/index.html

Click on “Information for Current Students and select “Schedules and Registration”
Schedules and Registration

http://nursing.rutgers.edu/students/schedule.html

All Graduate Students (Except PhD in Nursing)

- The Fall 2020 course schedule is available for viewing. Please note that the schedule is subject to change.
- Registration dates for RBHS SN Fall 2020 will start Thursday, July 9, 2020 at 10:00 a.m. Registration pins are not required.
- The add/drop period for Fall 2020 semester begins on September 1, 2020. Students who wish to change their course registration must submit an add/drop form signed by their specialty director/assistant dean. Students must obtain the signature on the add/drop form before forwarding to the Registrar’s Office for processing. All registration changes must be accompanied by a completed and signed add/drop form. The last day to drop a course is September 8, 2020. The last day to add a course is September 9, 2020.
- Waitlist Process: For Fall 2020 the waitlist form is available to streamline the waitlist process. Requests will be honored on a first come, first serve basis.
- Course Schedule (available for viewing only)
- Registration Instructions
- Registration & Advisement Contacts
- Withdrawal Schedule
- RBHS Current Students Transcript Request Process
- RBHS Alumni/Former Students Transcript Request Process

Graduate students receive course advisement from members of the graduate education faculty and specialty directors. Students should seek advisement by faculty advisors prior to registering for each semester.
# Add/Drop & Withdrawal Schedule

## School of Nursing Fall 2020 Add/Drop & Withdrawal Schedule

All students, regardless of program, are required to speak with their Course Faculty and Faculty Advisor/or Specialty Director prior to course withdrawal to ensure there is complete understanding regarding its effect on their academic plan of study and a new plan can be developed. For graduate students, prerequisite courses will not be waived in the absence of an established plan developed in collaboration with the Specialty Director prior to course withdrawal. Because all courses are not offered every semester, it is possible a student will have to wait more than one semester to reenroll in the course. For some students this may delay academic progression and anticipated program completion.

<table>
<thead>
<tr>
<th>Add/Drop &amp; Withdrawal</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop Period</td>
<td>Sep. 1 to 8</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Sep. 9</td>
</tr>
<tr>
<td>W100 (100% refund) with a W grade *only tuition (excluding fees)</td>
<td>Sep. 9 to 15</td>
</tr>
<tr>
<td>W80 (80% refund) with a W grade *only tuition (excluding fees)</td>
<td>Sep. 16 to 22</td>
</tr>
<tr>
<td>W60 (60% refund) with a W grade *only tuition (excluding fees)</td>
<td>Sep. 23 to 29</td>
</tr>
<tr>
<td>W40 (40% refund) with a W grade *only tuition (excluding fees)</td>
<td>Sep. 30 to Oct. 6</td>
</tr>
<tr>
<td>W20 (20% refund) with a W grade *only tuition (excluding fees)</td>
<td>Oct. 7 to 13</td>
</tr>
<tr>
<td>W0 (0% refund) with a W grade *only tuition (excluding fees)</td>
<td>Oct. 14 to Nov. 2</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course with a W grade</td>
<td>Nov. 2</td>
</tr>
</tbody>
</table>

This schedule applies to all graduate students from September 1, 2020 through December 22, 2020.
Resources

All forms may be found on the School of Nursing website
http://nursing.rutgers.edu/students/forms.html

Forms for Graduate Students
Resources
All forms may be found on the School of Nursing website
https://nursing.rutgers.edu/students/forms/graduate/

Forms for Students
Graduate
Resources

All Graduate forms may be found on the School of Nursing website [https://nursing.rutgers.edu/students/forms/graduate/](https://nursing.rutgers.edu/students/forms/graduate/)

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Forms for Graduate Students

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Contact

Office of the Registrar
65 Degan St, Room 622
Newark, NJ 07102
Phone: (973) 972-2513
Fax: (973) 972-2743
registrar@son.rutgers.edu
Resources

- **Application for Graduation**
  
  **Deadlines to apply:**
  (Only students who have completed all degree requirements and have officially graduated will be eligible to walk in the May convocation ceremony)
  
  - **For January:** November
  - **For May:** February 1st
  - **For October:** August 1st

- **Change of Major Form**
  Change of Major requests for graduate students are reviewed twice a year and students have until the below deadlines to submit the required request form. ALL decision notifications will be communicated by email shortly after the corresponding deadline date.
  - Fall: **April 15th**
  - Spring: **October 15th**
Transcripts

- Transcripts/eTranscripts can be ordered by visiting:
  - transcripts.rutgers.edu
  - 7-10 business day turnaround
Contact Information

Office of the Registrar
65 Bergen Street, SSB 618
Newark, NJ 07102
Phone: (973) 972-5531
Fax: (973) 972-2743
Email: registrar@sn.rutgers.edu
Any Questions?
Step 1: Log on to http://my.Rutgers.edu

Step 2: Click on the “LOGIN” and type in your NetID and password
Dashboard

Select “Banner Self Service”
Step 5: Click on “Student Enrollment Services” tab and then “Registration”

Step 6: Click on “Check Eligibility to Register”
Step 7: If there is no hold then select “Registration Menu”

Step 8: Select the term and click on “Submit”
Student Holds

• IMPORTANT ANNOUNCEMENT REGARDING HOLDS: Students should log on to the portal my.rutgers.edu before registration to check the status of their student account. If you have a hold please contact the appropriate office. Students with holds will not be able to register until all holds are resolved.

• SH – Health and Immunization Hold: Students who have classroom or clinical components must be compliant with their immunization and health requirements. Students with immunization holds will not be able to register for classes*.
  • Graduate Students: If you are uncertain about your requirements, you may find your program and corresponding packet at this link. Any questions about Health/Immunization and Flu Vaccination requirements please contact Student Health Services, via secure message through the Patient Immunization Portal at https://patient-rbhs.medicatconnect.com/ with your Rutgers NETID and password.

• AR – Accounts Receivable Hold: Students with an AR hold should contact the Office of Student Accounting, Billing, and Cashiering. Please review the following for the tuition payment instructions: http://www.studentabc.rutgers.edu/payment-instructions-rbhs-students Please contact the cashier’s/student accounting office (973) 972-4379 (Cashier’s Office) / (848) 445-8204/(848) 445-3745 if you have any questions.

• FA – Financial Aid Hold: If you have a Financial Aid hold please contact Financial Aid at (973) 972-4376.

• RA – Registrar Hold: If you have a Registrar’s hold please contact (973) 972-5331.

• Please contact the Registrar’s Office via email if you have any questions registrar@sn.rutgers.edu or 973-972-5531.
Step 9: Select ALL in the “Subject” and click on “Course Search”

Step 10: Search for the course
Step 11: Click on the “View Sections” to view sections for the course
Step 12: Search for the section of the course

To register for courses, check the box in front of the CRN (Course Reference Number). A "C" in front of the CRN indicates a closed course. If the "WL Rom" number is greater than 1, you may be waitlisted by writing down the CRN for the class you want to waitlist, click Add to Waitlist, Type in the CRN you wrote down in the CRN box, then click Submit Changes. The screen will say "Registration Add Cron" from the Action Dropdown menu, choose "wait list", click Submit Changes. "RM" in front of the CRN indicates you are not allowed to register. "SR" in front of the CRN indicates a student restriction. And no box indicates you have previously registered for that course. To submit your course selections, click on the REGISTER button at the bottom of the page. DO NOT USE THE WORKSHEET.

You will be prompted for a Registration PIN.

If you have forgotten your Registration PIN, see the help page.

Review any error messages by scrolling through the page.
Step 13: Click on course ‘CRN’ to view course comments

Campus reference:
N: Newark
W: Web-based

Step 14: Once you have reviewed the course comments, syllabus, professor, dates and times. If it is the course that you wish to take and this course is available, there will be a box next to the course. Select ‘Register’ at the bottom of the page. You have now been registered for courses, repeat the steps for each course that you wish to register for.
Step 15: Final confirmation

The word "None" in the Action column means that no further action needs to be taken unless you wish to drop the course.

When all add/drops are completed, click Submit Changes.

Scroll through the page to review any error messages. Review your charges by clicking on Fee Assessment.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered*</td>
<td>None</td>
<td>13392</td>
<td>5145E 001</td>
<td>3.00 Normal</td>
<td></td>
<td>DISEASE PROCESSES &amp; SYSTEMS</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 9999999.999
Date: Jun 14, 2016 12:58 pm

Add Classes Worksheet

CRN

Submit Changes  Class Search  Reset
Any Questions?