



Welcome!

New Student Orientation



The Department of Student Engagement

Rutgers School of Nursing

Delores Sarfo-Darko, EdD, MSW
Assistant Director of Graduate Student Engagement

Office of Student Engagement

- Mehtap Ferrazzano, MSW
 - Assistant Dean for Student Engagement
- Mike Varano, M.B.A.
 - Assistant Director of Student Engagement
- Delores Sarfo-Darko, Ed.D, MSW
 - Assistant Director of Graduate Student Engagement
- Laura Stone, MSW
 - Senior Student Program Coordinator
- Shakira Adams, MPA
 - Undergraduate Student Counselor
- Angelic Forde
 - Unit Administrator
- Ashley Gregory, MA
 - Program Assistant

We guide you to. . .

- Clinical Clearance
- Disability Accommodations
- Scholarships and Financial Aid
- Student Governance
- Policy Compliance
- General Resource Referral
- Graduation and Special Events
- Grade Grievances
- Academic Integrity
- Admission/Progression
- Marketing/Conference Attendance/Special Events
- Student Life and Academic Services

Policy Compliance

Not knowing does not excuse non-compliance!

- Policies are published in the university catalogs
 - Undergraduate
 - Graduate

<http://catalogs.rutgers.edu/current.shtml>
- Policies also published on various university websites
- Pay special attention to the following policies:
 - Grading Policy
 - Decorum and presentation during clinicals
 - Minimum GPAs for progression and graduation



Academic Integrity Violations

- Non-Separable versus Separable Violations
- Plagiarism
- Cheating
- Fabrication
- Facilitation of Dishonesty
- Academic Sabotage
- Violation of Research of Professional Ethics
- Violations Involving Potentially Criminal Activity

Trends

- Sharing Work
- Use of electronic devices
- Misuse/Lack of attention to APA style
 - Poor writing skills
 - Lack of practice in writing
- Recording lectures without permission

Acronyms!

- RUSON
- RBHS
- DNP
- MSN
- SD

School of Nursing Scholarships/Financial Aid

- FAFSA
 - Must submit in order to be considered for scholarships from the School of Nursing
- School of Nursing scholarships and fellowships
 - Awards generally made in the summer for the following fall semester
- Applications available on our website
 - <http://nursing.rutgers.edu/finaid>



Student Resources

- Public Safety
- Nursing Simulation Labs:
 - Stanley S. Bergen Building
- Health Services:
 - 90 Bergen Street, Doctor Office Center (DOC), Suite 1750
Newark, 973-972- 8219
- Counseling Services:
 - Rutgers UBHC-The Student Wellness Program
- Health Insurance:
 - All full-time students must have health insurance
 - Plans available for all part-time students
 - –Questions? Contact the Office of Students Insurance: insure@rutgers.edu

Student Resources

- Information Technology
 - Financial Aid
 - RBHS Office, Administrative Complex Building Room 1208, 30 Bergen Street
Rbhs.nwk@ofa.rutgers.edu
 - Student I.D. Cards
 - Medical Science Building, Room B644, 185 South Orange Ave, Newark
 - Registration
 - Ms. Yvonne McClendon
 - Libraries
 - George F. Smith Library
 - Parking at Rutgers University
 - With a Permit: Lot 1, 1A, 1B, 4A, 5, 5A, 5B, 6, 7, 8, 9, 10, 11, 12, ACC Lot, P1, P2, P3
and the CRC Lot
- School of Nursing

Getting around campus is a breeze!



Stay Connected! Newsletter and Calendar



RUTGERS
School of Nursing

Volume 14, Issue 1
Spring 2019

Department of Student Engagement

RUSON Welcomes our New Peer Mentors!

Written By: Cassie Harrington



Monday, March 11th, marks a wonderful day for Rutgers School of Nursing Peer Mentors. On this day the newly recruited Peer Mentors of all three campuses (New Brunswick, Newark, and Camden) all came together to go through a day of Peer Mentor Training.

The Peer Mentor Program at the Rutgers School of Nursing has developed to help incoming students with the adjustment to college when they may feel like an outsider for many reasons. Some students may not have an advisor for a long time and others may never have an advisor at all. The incoming students are paired with a peer mentor before their orientation class. This peer mentor acts as a guide for living/learning. For help, the peer mentor will become the strong foundation of their experience at the school of nursing. Peer mentors are mentors of all genders, orientations, and racial/ethnic cultures.

At the training day on March 11th, the peer mentors learned about how to manage their thoughts in their student leadership roles. The session was led by a student in their second semester for her Global Health Institute. The course was held from April through to June. The course has a lot of great resources, but knowing about how to best utilize them within the role of a peer mentor was a fun challenge they all took in the excitement of the role that the peer mentor position would be through their own and excellent experiences to give their own advice.




Rutgers, The State University of New Jersey

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- 6. **APRIL EVENTS, CAMDEN CAMPUS**
- 7. **APRIL EVENTS, BLACKWOOD CAMPUS**
- 8. **APRIL EVENTS, NEW BRUNSWICK CAMPUS**



RUTGERS
School of Nursing

APRIL EVENTS 2019

Presented by the Department of Student Engagement

NEWARK CAMPUS		
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Graduation – It will happen!



School of Nursing



Follow Us!



RUSON Student Engagement



@ru_engagedson



@ru_engagedson

Enjoy the Rutgers Experience!!



Let us know how we can assist you!

Academic Calendar 2019 - 2021

Event	2019-2020	2020-2021
	Fall 2019	Fall 2020
Fall Semester Begins	Tuesday, September 3	Tuesday, September 1
Regular Saturday Classes Start	Saturday, September 7	Saturday, September 5
Changes in Designation of Class Days	Tuesday, November 26 (Thursday Classes)	Tuesday, September 8 (Monday Classes)
	Wed, November 27 (Friday Classes)	Wed, November 25 (Friday Classes)
Thanksgiving Recess	Thurs, November 28 - Sunday, December 1	Thurs, November 26 - Sunday, November 29
Regular Classes End	Wed, December 11	Thursday, December 10
Reading Days	Thursday, December 12 Friday, December 13	Friday, December 11 Monday, December 14
Fall Exams Begin	Monday, December 16	Tuesday, December 15
Fall Exams End	Monday, December 23	Tuesday, December 22
Winter Session Begins	Monday, December 23	Tuesday, December 22
Winter Session Ends	Friday, January 17	Friday, January 15
	Spring 2020	Spring 2021
Spring Semester Begins	Tuesday, January 21	Tuesday, January 19
Spring Recess Begins	Saturday, March 14	Saturday, March 13
Spring Recess Ends	Sunday, March 22	Sunday, March 21
Regular Classes End	Monday, May 4	Monday, May 3
Reading Days	Tuesday, May 5 Wednesday, May 6	Tuesday, May 4 Wednesday, May 5
Spring Exams Begin	Thursday, May 7	Thursday, May 6
Spring Exams End	Wednesday, May 13	Wednesday, May 12
University Commencement	Sunday, May 17	Sunday, May 16
	Summer 2020	Summer 2021
Summer Session Begins	Tuesday, May 26	Tuesday, May 25
Summer Session Ends	Wednesday, August 12	Wednesday, August 11

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.

The screenshot shows a web interface for Rutgers University. At the top, there is a dark red header with the Rutgers logo on the left and the text 'Welcome Matthew Miller' on the right. Below the header, the text 'ACTION REQUIRED' is centered. A message states: 'You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials'. The main heading is 'RU HERE: COURSE ATTENDANCE'. Below this, it says 'You are registered for Spring 2019. Please confirm your enrollment below'. There are two light blue rectangular buttons. The first button contains the text 'I confirm my attendance for Spring 2019.' and a sub-button labeled 'Yes, I am attending'. The second button contains the text 'I will not attend Spring 2019 and understand that I must complete the formal withdrawal process.' and a sub-button labeled 'No, I am not attending'. At the bottom left, there are small links for campus web sites and help desks. At the bottom right, the Rutgers logo is displayed.

RUTGERS

Welcome Matthew Miller

ACTION REQUIRED

You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials

RU HERE: COURSE ATTENDANCE

You are registered for Spring 2019. Please confirm your enrollment below

I confirm my attendance for Spring 2019.

Yes, I am attending

I will not attend Spring 2019 and understand that I must complete the formal withdrawal process.

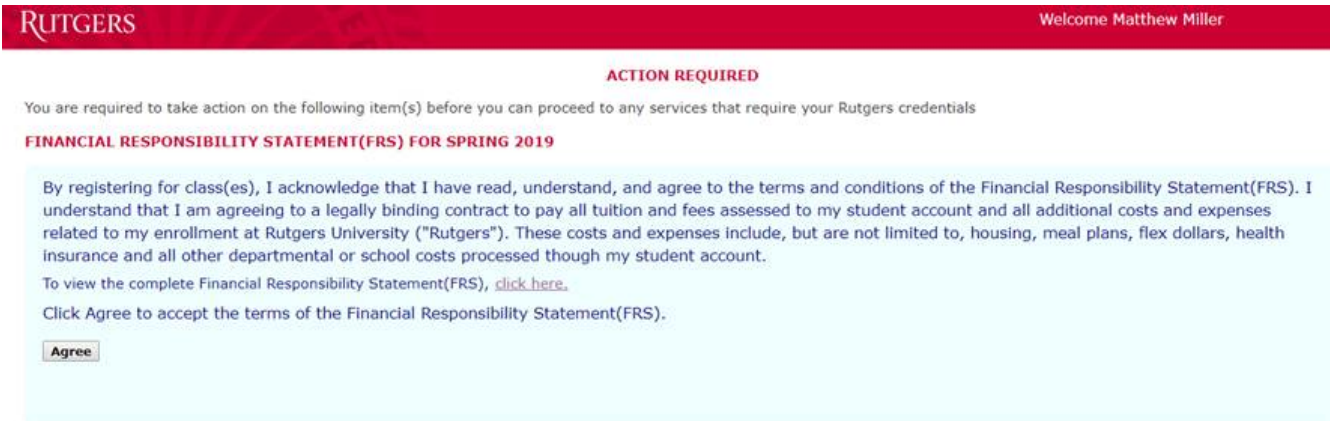
No, I am not attending

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

RUTGERS

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.

- 

The screenshot shows a notification from Rutgers University. At the top left is the Rutgers logo, and at the top right is the text "Welcome Matthew Miller". Below this is a red banner with the text "ACTION REQUIRED". Underneath the banner, it says "You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials". The main heading of the notification is "FINANCIAL RESPONSIBILITY STATEMENT(FRS) FOR SPRING 2019". The body of the notification contains the following text: "By registering for class(es), I acknowledge that I have read, understand, and agree to the terms and conditions of the Financial Responsibility Statement(FRS). I understand that I am agreeing to a legally binding contract to pay all tuition and fees assessed to my student account and all additional costs and expenses related to my enrollment at Rutgers University ("Rutgers"). These costs and expenses include, but are not limited to, housing, meal plans, flex dollars, health insurance and all other departmental or school costs processed through my student account. To view the complete Financial Responsibility Statement(FRS), [click here](#). Click Agree to accept the terms of the Financial Responsibility Statement(FRS)." At the bottom of the notification is a button labeled "Agree".

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.

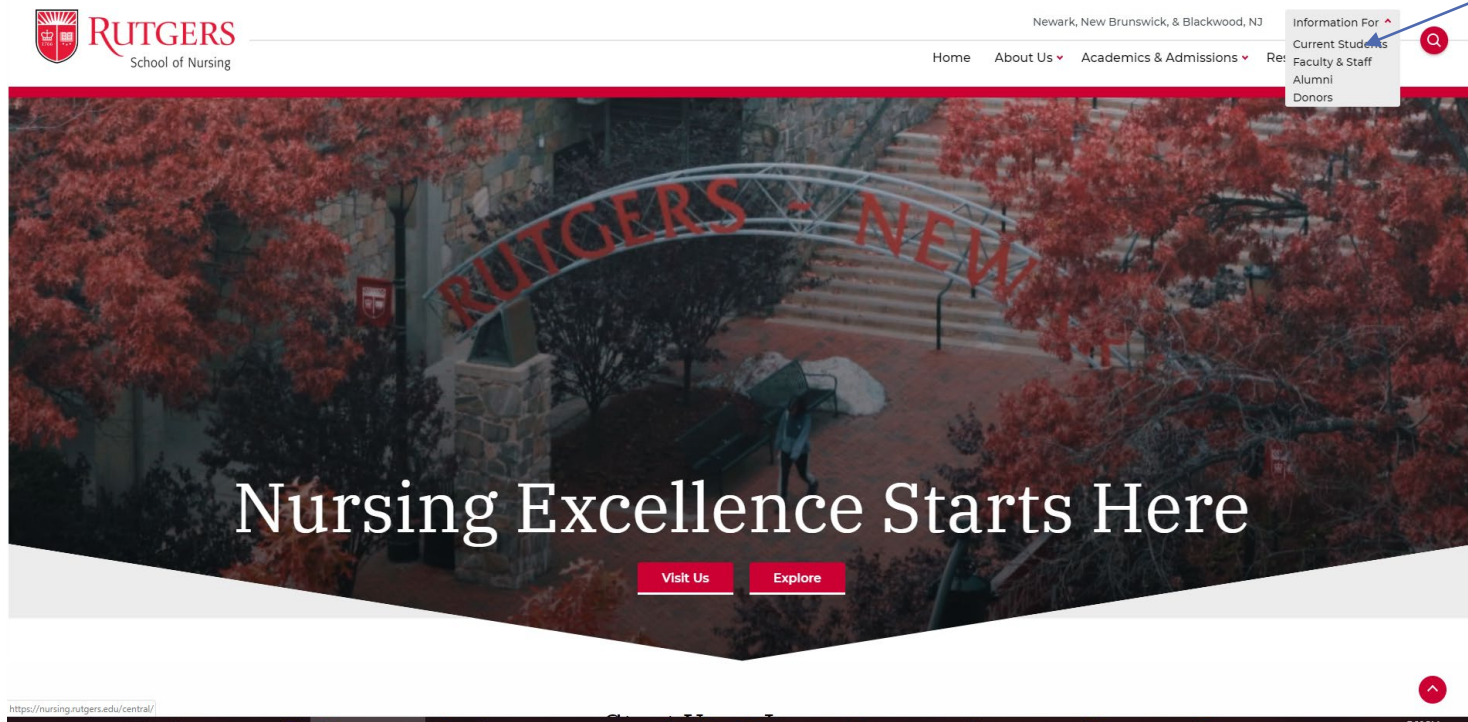
Student Health Insurance

RBHS Incoming Anesthesia Students Only

- **RBHS charges all incoming Full-Time students for the Student Health Insurance Plan \$ 672 during the Summer semester.** The coverage period is from **May 1, 2020 – August 14, 2020.** Students who have other health insurance coverage may opt out by submitting the online waiver form. For Summer admits 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 Summer waiver deadline is **May 31, 2020.** **Students who do not respond by the deadline will be automatically enrolled in the Spring 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.

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/index.html>



Newark, New Brunswick, & Blackwood, NJ

Information For ▾

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Current Students

In This Section ▾

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Tools

- [myRutgers](#)
- [Rutgers Connect](#)
- [DataRUN](#)
- [Typhon Login | Info](#)
- [Canvas](#)
- [DNP Toolkit](#)

Quick Links

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- [Catalog and Academic Policies](#)
- [Student Forms](#)
- [Schedules & Registration](#)
- [Student Computing](#)
- [Room Schedules](#)
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Catalogs & Academic Policy

Schedules and Registration

Schedules and Registration

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



Newark, New Brunswick, & Blackwood, NJ

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Traditional Bachelor's, RN to BS in Nursing, School Nurse, Second Degree Degree (Level 1 as of Summer 2019), and Students who register through the Newark/New Brunswick campus registrar

- [Waitlist for Non-Nursing Students](#)
- [Registration & Advisement Contacts](#)

All graduate students (except PhD)

- The Fall 2019 course schedule will be available for viewing on Wednesday, June 26, 2019. Please note that the schedule is subject to change.
- Registration dates for RBHS Fall 2019: Tuesday, July 9, 2019 at 10 a.m. Registration pins are not required.
- The add/drop period for the Fall 2019 semester begins on September 3, 2019. Students who wish to change their course registration must submit an [add/drop form](#) signed by their specialty direction/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 9/10/2019. The last day to add a course is 9/11/2019.
- New Waitlist process: For Fall 2019, a [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](#)

Add/Drop & Withdrawal Schedule

School of Nursing Summer 2020 Add/Drop & Withdrawal Schedule

Summer 2020: 5/26/2020 – 8/12/2020 (All Graduate Students(Except PhD in Nursing))	
Add/Drop Period	5/26/2020 - 06/02/2020
Last Day to Add	5/26/2020 - 06/02/2020
W100(100% refund) with a W grade *only tuition(excluding fees)	6/3/2020
W80(80% refund) with a W grade *only tuition(excluding fees)	6/03/2020 - 6/9/2020
W60(60% refund) with a W grade *only tuition(excluding fees)	6/10/2020 - 6/16/2020
W40(40% refund) with a W grade *only tuition(excluding fees)	6/17/2020 - 6/23/2020
W20(20% refund) with a W grade *only tuition(excluding fees)	6/24/2020 - 06/30/2020
W0(0% refund) with a W grade *only tuition(excluding fees)	7/01/2020 - 7/07/2020
Last Day To Withdraw from a Course with a W grade	7/8/2020 - 7/27/2020

Resources

All forms may be found on the School of Nursing website

<http://nursing.rutgers.edu/students/forms.html>



Newark, New Brunswick, & Blackwood, NJ [int](#)

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Student Forms

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Nursing Programs

Throughout your time at Rutgers School of Nursing, you'll need to complete forms associated with your program. If for any reason you're unable to find a form that you need, please contact the [Office of Student Services](#).

Program	Link
Traditional Bachelor's RN to BS in Nursing School Nurse Certificate Incoming Second Degree (Level 1)	Student Forms
Second Degree (Levels 2 & 3)	Student Forms
Graduate	Student Forms
PhD in Nursing	Student Forms

Forms for Graduate Students

Residency Policy

The [residency policy](#) determines your NJ residency status to qualify you for in-state tuition rates and an application for a change to in-state residence if you were previously classified as out-of-state.

Rutgers University Transcript Request

The Rutgers University Transcript Request application allows you as a [current](#) or [former](#) Rutgers student to submit an online application for your official transcript.

If your official transcript must be accompanied by a form (that is, licensing verification or

Resources

All forms may be found on the School of Nursing website

<https://nursing.rutgers.edu/students/forms/graduate/>

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Home > Current Students > Student Forms > Graduate Program Forms

Resources

- [Accepted Applicant/Enrolled Student Disclosure Form](#)
- [Compliance with Student Immunizations & Health Requirements](#)
- [Health Forms](#) for every new student to submit written documentation of their health status.
- [Change of Major Form](#) – Requests for graduate students are reviewed twice a year. You have until April 15 for fall semester and October 15 for spring semester. All decision notifications will be communicated by email shortly after the given deadlines.

Forms for Students
Graduate

Forms

Clinical

- [Clinical Placement Information Form](#)
- [Drug Testing Information](#)

Admissions

- [Admission Deferral](#)

Resources

All Graduate forms may be found on the School of Nursing website

<https://nursing.rutgers.edu/students/forms/graduate/>

Newark, New Brunswick, & Blackwood, NJ

Information For

[Home](#) [About Us](#) [Academics & Admissions](#) [Research & Centers](#)

Registrar

- [Add/Drop Form](#)
- [Change of Name Request](#)
- [Course Waiver and Substitution Form](#)
- [Duplicate Diploma Request Form](#)
- [Education Verification Request Form](#)
- [Rutgers Exchange Registration Application](#)
- [Application for Graduation](#)
- [Change of Student Data Form](#)
- [Program Withdrawal Form](#) – You may withdraw from Rutgers School of Nursing as long as you have signed permission to do so from the associate/assistant dean, division of advanced nursing practice. If you're withdrawing but wish to return at a later date, you'll need to reapply. Re-admission is not guaranteed.
- [Course Withdrawal Form](#) – This form is for withdrawing from a course after add/drop period. You must speak with your course faculty and faculty advisor or specialty director prior to course withdrawal to make sure you understand how withdrawing will affect your academic plan. The form must be approved and signed by your special director, program director, or dean. If you're withdrawing from all your coursework for any given semester, you must complete a maintaining matriculation form as well. Before you drop or withdraw from a course, please contact Financial Aid to find out how doing so will affect your financial aid eligibility. [View the Withdrawal Schedule](#).
- [Maintaining Matriculation](#)
- [Registration Form](#)
- [Graduate Transfer Credit](#) – Students requesting credits earned outside of SON must submit official transcripts, course descriptions, and any additional documentation like syllabus, research papers, and so forth.
- [Rutgers Exchange Registration Application](#)
- [Program Reinstatement Form](#)
- [Waitlist Form](#)

Contact

Office of the Registrar
65 Bergen St., Room 622
Newark, NJ 07102
Phone: (973) 972-5531
Fax: (973) 972-2743
registrar@sn.rutgers.edu

Forms for Graduate
Students

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 can be ordered by visiting:
 - transcripts.rutgers.edu
 - 7-10 business day turnaround

The screenshot shows the top navigation bar of the Rutgers University Transcript/Enrollment Certification & Term Grade Report System. The bar is red with the Rutgers logo and the text 'RUTGERS Transcript/Enrollment Certification & Term Grade Report System'. Below the bar are links for 'HOME' and 'LOG OUT'. The main content area is white and features the heading 'RUTGERS UNIVERSITY TRANSCRIPT, VERIFICATION and TERM GRADE REQUEST APPLICATION'. There are two main sections, each with a black header and a white content area. The first section is 'All Rutgers Students' and contains links for 'Current Student (Please Log in using Net ID)' and 'Alumni/Former Students'. The second section is 'Rutgers Administration' and contains a link for 'Registrar's Office Staff (Please Log in using Net ID)'.

RUTGERS Transcript/Enrollment Certification & Term Grade Report System

[HOME](#) | [LOG OUT](#)

RUTGERS UNIVERSITY TRANSCRIPT, VERIFICATION and TERM GRADE REQUEST APPLICATION

All Rutgers Students

[Current Student](#) (Please Log in using Net ID)

[Alumni/Former Students](#)

Rutgers Administration

[Registrar's Office Staff](#) (Please Log in using Net ID)

RUTGERS

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

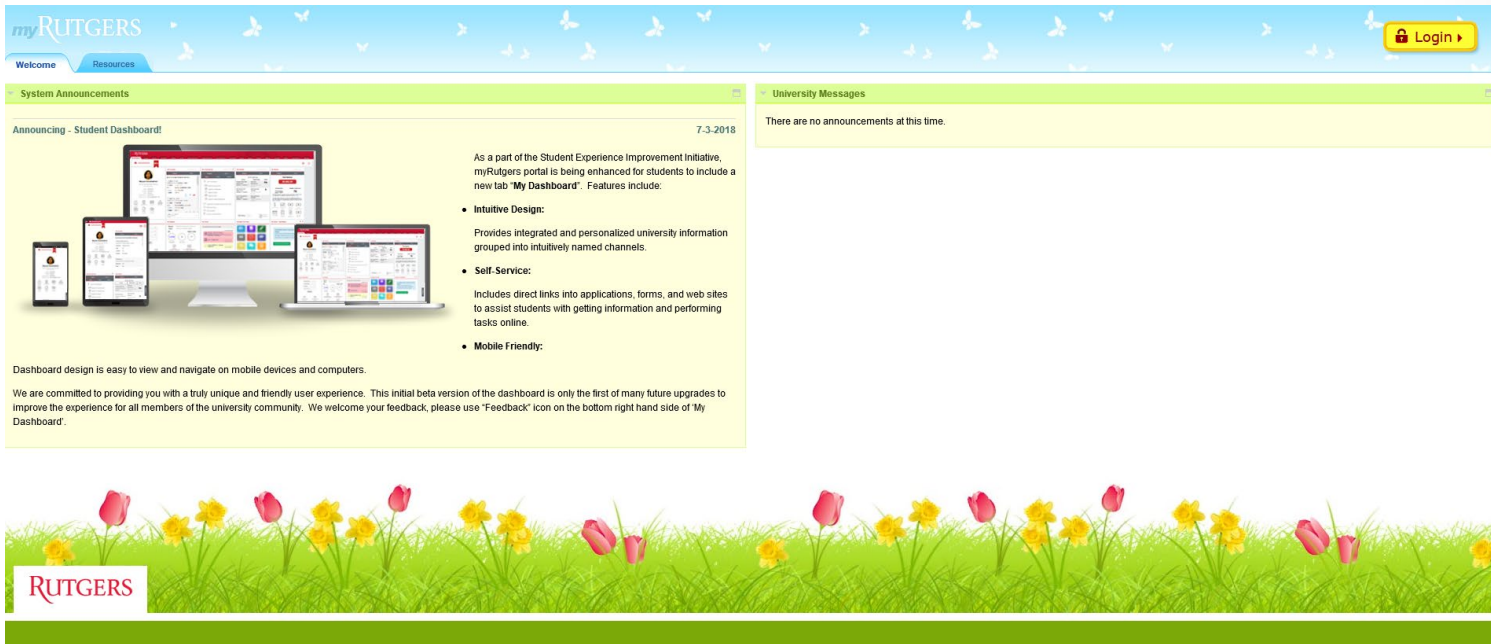
Any Questions?

RUTGERS

**School of Nursing
Office of the Registrar**

Banner Self- Service Registration

Step 1: Log on to <http://my.Rutgers.edu>



The screenshot shows the myRutgers website interface. At the top, there is a navigation bar with "myRUTGERS" and "Resources" tabs. A "Login" button is visible in the top right corner. Below the navigation bar, there are two main sections: "System Announcements" and "University Messages". The "System Announcements" section is active, displaying an announcement titled "Announcing - Student Dashboard!" dated 7-3-2018. The announcement includes an image of a desktop monitor, a tablet, and a smartphone, all displaying the dashboard interface. The text of the announcement describes the Student Experience Improvement Initiative and lists features: Intuitive Design, Self-Service, and Mobile Friendly. The "University Messages" section is currently empty, stating "There are no announcements at this time." At the bottom of the page, there is a decorative banner with a field of tulips and the Rutgers logo.

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

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

Forgotten [NetID](#) or [password](#)? First-time users, [activate your NetID](#).

Dashboard

Select "Banner Self Service"

myDashboard **BETA**

My Courses as of 07/16/18 9pm

My Current and Future RBHS Schedule

SCI WRIT INTER FOR NUT DIET PR
Course #:HG:NUTR:0100E Section:00W Credit: 3

Instructor: Rena Zelig
Time: N/A
Location: N/A
Campus: Web-based Course

My Grades as of 07/16/18 9pm

Fall 2010 (SHRP)

Course	Dept/School	Grade
Weight Manag. & Dis Eating Course #:0100E Section: 00W Credits: 3	Nutrition SHP - Graduate	

Registration ... Fall 2010 (SHRP) Unofficial Transcript Transcript

My Money

Total Balance:

My Financial Aid

Apply Track Award

My Alerts

You currently do not have any alerts.

Feedback

Step 5: Click on “Student Enrollment Services” tab and then “Registration”

The screenshot shows the Rutgers myRutgers Portal interface. At the top left is the Rutgers logo. Below it are navigation tabs: "Employee Services", "Personal Information", and "Student Enrollment Services". A search bar is located below the tabs. The "Student Enrollment Services" tab is active. Under this tab, the "Registration" link is highlighted with a red box and a red arrow pointing to it. Other links visible include "Student Records", "Admissions", and "Pay Your Bill".

Employee Services Personal Information **Student Enrollment Services**

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Student Enrollment Services

Registration

Students in schools for which Web Registration has been activated may register for classes and calculate tuition and fees online. Any student previously registered may review his/her course schedule.

Student Records
Review your course schedule; view your holds; review course work and grades; Review charges and payments via Account Summary info; Review your ID# Form 1099-T information.

Admissions
Apply for admission.

Pay Your Bill
View your account and pay your bill online.

Take a Survey
Review and complete available surveys.

RELEASE: 8.7

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Step 6: Click on “Check Eligibility to Register”

The screenshot shows the Rutgers myRutgers Portal interface, specifically the "Registration" page. The "Registration" link is highlighted with a yellow bar. Below the link, there is a red box containing the text: "Registration is **not** complete until tuition is paid in full or there is evidence of financial aid or installment plan." Below this, there are instructions for registration steps. A red box highlights the "Check Eligibility to Register" link, with an arrow pointing to it from a larger red box containing the text: "Select 'Check Eligibility to Register'. If there is no hold then select 'Select Term and Courses'".

Banner Self-Service

Personal Information

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update Postal Status
- View and Update Emergency Contacts
- Online Course Information
- Social Security Number Change Information

Employee Services

- Benefits and Deductions
- Disability
- Tax and Payroll Forms
- Electronic Payment/Admission Center
- Current and Past Jobs
- Take Off Current Balances and Pensions

Student Enrollment Services

- Registration
- Student Records
- Admissions
- Financial Aid
- Apply for Admission
- Class Schedule

Take a Survey

ellucian.

Employee Services Personal Information **Student Enrollment Services**

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

Only those students who have alternate PIRs are allowed to register on the web. If you have not been given an alternate PIN you may not register on the web at this time. All registrations are subject to final review and approval.

Registration is **not complete until tuition is paid in full or there is evidence of financial aid or installment plan.**

To register for courses complete the following steps in order:
If you are adding or dropping classes begin with Step 2.

Step 1: Check Eligibility to Register

Step 2: Select Term & Courses

Step 3: Calculate Tuition and Fees

Step 4: Review Course Schedule

RELEASE: 8.7

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Step 7: If there is no hold then select "Registration Menu"

The screenshot shows the 'my Rutgers Portal' interface. On the left, there are navigation menus for 'Personal Information', 'Employee Services', and 'Student Enrollment Services'. The main content area is titled 'View Holds' and includes a search bar and a list of holds. A callout box with an arrow points to the 'Registration Menu' link, with the text: "If there is no hold then select 'Registration Menu'".

Step 8: Select the term and click on "Submit"

The screenshot shows the 'my Rutgers Portal' interface. On the left, there are navigation menus for 'Personal Information', 'Employee Services', and 'Student Enrollment Services'. The main content area is titled 'Select Term' and includes a search bar and a list of terms. A callout box with an arrow points to the 'Fall 2017 (SN)' term, with the text: "Select the term: e.g. Fall 2017 (SN)".

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"

myRutgers Portal

Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Summer 2016 (SN)
Jun 14, 2016 10:16 am

Highlight all the subject codes you wish to search by holding down the control key and clicking on each subject area. You may choose any combination of additional fields displayed below to narrow your search, **but you must select at least one subject.** For the Course Number field, enter the Subject's Course Number (Cnw) - not the CRN (i.e. for course: BHE-5055, you would enter: 5065).

When your selection is complete, click Class Search button at the bottom of the page.

Subject: All-ADIS
Mental Health Psych
HHS-ANESTHESIA
New Mobility & Women's Health
Nurse Anesth
Nursing Education & Services
Nursing Informatics
Podiatric Nurse Practitioner
Public Health Core
Public Health Regulatory Course

Course Search | Advanced Search

Step 10: Search for the course

Select Course Search

myRutgers Portal

Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Summer 2016 (SN)
Jun 14, 2016 10:22 am

Look-Up Classes to Add:

Summer 2016 (SN)
Acute/Critical Care
53083 ADL GER ACU/CRIT CR TH PRA III [View Sections](#)

Summer 2016 (SN)
Adlt/Gero Acute
63600 PATHOPHARMACOLOGY [View Sections](#)

Summer 2016 (SN)
Adult Gerontology Primary Care
5307G ADLT GERONTOLOGY PRIM CARE III [View Sections](#)

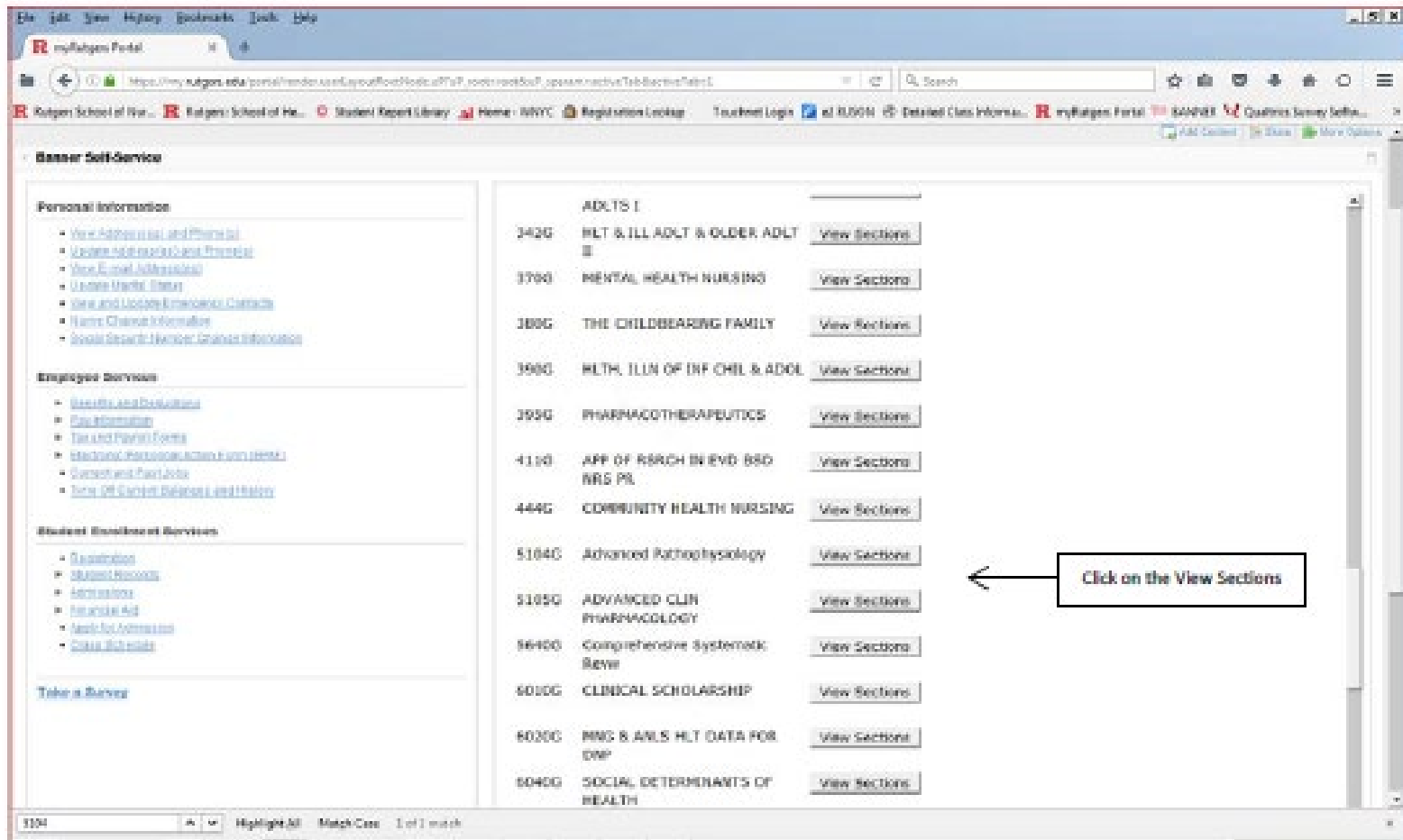
Summer 2016 (SN)
Advanced Health Assessment
5107G ADVANCED HEALTH ASSESSMENT [View Sections](#)

Summer 2016 (SN)

Helpful tip for searching for a course on a PC: Hold down CTRL and F. A find box should appear on the bottom or top right. Type in the course number and hit enter

1/20 Highlight All Match Case 1 of 1 match

Step 11: Click on the “View Sections” to view sections for the course



The screenshot shows the my Rutgers Portal interface. On the left, there are sections for 'Banner Self-Service' (Personal Information, Employee Services, Student Enrollment Services) and 'Take a Survey'. The main content area displays a list of nursing courses under the heading 'ADULTS I'. Each course entry includes a course number, a title, and a 'View Sections' button. An arrow points from a text box labeled 'Click on the View Sections' to the button for course 51040.

Course Number	Course Title	Action
342G	HLT & ILL ADLT & OLDER ADLT II	View Sections
3700	MENTAL HEALTH NURSING	View Sections
380G	THE CHILDBEARING FAMILY	View Sections
3900	HLTH, ILLN OF INF CHIL & ADOL	View Sections
393G	PHARMACOTHERAPEUTICS	View Sections
4110	APP OF RESCH IN EVD BSD BRS PR	View Sections
444G	COMMUNITY HEALTH NURSING	View Sections
51040	Advanced Pathophysiology	View Sections
5105G	ADVANCED CLIN PHARMACOLOGY	View Sections
5640G	Comprehensive Systematic Review	View Sections
6010G	CLINICAL SCHOLARSHIP	View Sections
6020G	MNG & ANLS HLT DATA FOR DNP	View Sections
6040G	SOCIAL DETERMINANTS OF HEALTH	View Sections

Step 12: Search for the section of the course

The screenshot shows the Rutgers Banner Self-Service portal. The main navigation bar includes links for Banner Self-Service, Home, Banner, and various services. The left sidebar contains sections for Personal Information, Employee Services, and Student Enrollment Services. The main content area is titled 'Look-Up Classes to Add:' and includes a search bar and a list of course sections.

Look-Up Classes to Add: Summer 2016 (SN)
Jun 14, 2016 11:42 am

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" (Wait List) number is greater than 1, you may be waitlisted by writing down the CRN for the class you want to waitlist, click Add to Worksheet. Type in the CRN you wrote down in the CRN box, then Click Submit Changes. The screen will say "Registration Add Cross" from the Action Dropdown menu, choose "wait list", click Submit Changes. "NR" 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.

Sections Found
Nursing Education & Services

Select	CRN	Subj	Crse	Sec	Cap	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	Inst
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem

134 Highlight All View Case 1 of 1 match

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.

The screenshot shows the Rutgers Banner Self-Service portal. The URL in the browser is https://my.rutgers.edu/portal/vendor/userLayoutFastTrackLFTAP_prost-rootBuP_sparameactiveTab&activeTab=1. The page title is "Banner Self-Service". On the left, there are navigation menus for "Personal Information", "Employee Services", and "Student Enrollment Services". The main content area is titled "Sections Found" and "Nursing Education & Services". It contains a table with columns: Select, CRN, Subj, Crse, Sec, Cmp, Cred, Title, Days, Time, Cap, Act, Rem, WL, WL, WL, XL, XL, XL, Inst. Two rows are visible in the table:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Inst
<input type="checkbox"/>	76020	NURS	5104G	00W	W	3.000	Advanced Pathophysiology	TBA	20	19	1	0	0	0	0	0	0	0	Gerti Heide Merck Echer, Patti Marth
<input type="checkbox"/>	76125	NURS	5104G	01W	W	3.000	Advanced Pathophysiology	TBA	20	19	1	0	0	0	0	0	0	0	Brian Thom Hegga (P), Merck Echer, Patti Marth

Annotations on the screenshot include:

- A callout box pointing to the CRN "76020" with the text: "Click on course 'CRN' to view course comments".
- A callout box pointing to the checkbox next to CRN "76125" with the text: "Click on the box and select register".

At the bottom of the page, there is a status bar showing "5114" and "1 of 1 match".

Step 15: Final confirmation

Banner Self-Service

Personal Information

- [View Addresses and Phone\(s\)](#)
- [Update Addresses and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update Marital Status](#)
- [View and Update Emergency Contacts](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)

Employee Services

- [Benefits and Deductions](#)
- [Pay Information](#)
- [Tax and Payroll Forms](#)
- [Electronic Personnel Action Form \(EPAF\)](#)
- [Current and Past Jobs](#)
- [Time Off Current Balances and History](#)

Student Enrollment Services

- [Registration](#)
- [Student Records](#)
- [Admissions](#)
- [Financial Aid](#)
- [Application Admission](#)
- [Class Schedule](#)

[Take a Survey](#)

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

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Jun 14, 2016	None	13392	5145E 001		3.000	Normal	DISEASE PROCESSES & SYSTEMS

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: Jun 14, 2016 12:58 pm

Add Classes Worksheet

CRNs

5000 Highlight All Match Case 1 of 2 matches Reached end of page, continued from top

Any Questions?

RUTGERS

THE STATE UNIVERSITY
OF NEW JERSEY

Lunch