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
Alyssa Cross, Office Assistant

Office of the Registrar
Stanley Bergen Building Room 618
E-mail: registrar@sn.rutgers.edu Preferred
Phone: 973-972-5531 Voicemail Only
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
<table>
<thead>
<tr>
<th>Event</th>
<th>2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2021</strong></td>
<td></td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>Wednesday, September 1 (No Class: Mon. 9/6)</td>
</tr>
<tr>
<td>Regular Saturday Classes Start</td>
<td>Saturday, September 4</td>
</tr>
<tr>
<td>Changes in Designation of Class Days</td>
<td>Wednesday, September 8 (Monday Classes)</td>
</tr>
<tr>
<td></td>
<td>Monday, November 29 (Wednesday Classes)</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Wednesday, November 24 -November 28</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Tuesday, December 14</td>
</tr>
<tr>
<td></td>
<td>Wednesday, December 15</td>
</tr>
<tr>
<td>Fall Exams Begin</td>
<td>Thursday, December 16</td>
</tr>
<tr>
<td>Fall Exams End</td>
<td>Thursday, December 23</td>
</tr>
<tr>
<td>Winter Session Begins</td>
<td>Thursday, December 23</td>
</tr>
<tr>
<td>Winter Session Ends</td>
<td>Friday, January 14</td>
</tr>
<tr>
<td><strong>Spring 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>Tuesday, January 18</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Saturday, March 12</td>
</tr>
<tr>
<td>Spring Recess Ends</td>
<td>Sunday, March 20</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Monday, May 2</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Tuesday May 3</td>
</tr>
<tr>
<td></td>
<td>Wednesday, May 4</td>
</tr>
<tr>
<td>Spring Exams Begin</td>
<td>Thursday, May 5</td>
</tr>
<tr>
<td>Spring Exams End</td>
<td>Wednesday, May 11</td>
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<tr>
<td>University Commencement</td>
<td>Sunday, May 15</td>
</tr>
<tr>
<td><strong>Summer 2022</strong></td>
<td></td>
</tr>
<tr>
<td>Summer Session Begins</td>
<td>Tuesday, May 31</td>
</tr>
<tr>
<td>Summer Session Ends</td>
<td>Wednesday, August 17</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
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.

- Summary of Benefits 2021 – 2022
Student Health Insurance

RBHS Incoming Students Only

• RBHS charges all incoming Full-Time students for the Student Health Insurance Plan $2,347.00 during the Summer semester. The coverage period is from **August 15, 2021 – August 14, 2022**. 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 FALL waiver deadline is **September 30, 2021**. 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.
Student Health Insurance

RBHS Incoming Students Only

• RBHS initially charges all Full-Time students for the Student Health Insurance Plan during Fall semester. The cost for the health insurance plan will be $2,347.00. The coverage period is from **August 15, 2021 to August 14, 2022.** Students who have other health insurance coverage may opt out by submitting the online waiver form.

• **Waiver Deadline:** The FALL waiver deadline is **September 30, 2021.** Visit [https://www.universityhealthplans.com/letters/letter.cgi?group_id=275](https://www.universityhealthplans.com/letters/letter.cgi?group_id=275).

• **Part-Time students:** 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.

• **Purchase Insurance:** If you would like to purchase the coverage, you may do so by submitting the online enrollment form no later than **September 30, 2021.**

• **Questions?**
  • If you have questions about benefits or claims, please contact UnitedHealthcare StudentResources at 866 5994427, [customerservice@uhcsr.com](mailto:customerservice@uhcsr.com) or [claims@uhcsr.com](mailto:claims@uhcsr.com).
  • If you have questions about the waiver/enrollment process, dependents, and or optional plans, please contact University Health Plans at 833-251-1142 or via email [info@univhealthplans.com](mailto:info@univhealthplans.com).
Student Health Insurance

RBHS Incoming Students Only

• **Questions?**
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• If you have questions about the waiver/enrollment process, dependents, and or optional plans, please contact University Health Plans at 833-251-1142 or via email info@univhealthplans.com.
Schedules and Registration
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/
Schedules and Registration

https://nursing.rutgers.edu/students/schedules-registration/

All Graduate Students (Except PhD in Nursing)

- The Fall 2021 course schedule will be available for viewing on Wednesday, May 26, 2021. **Please note that the schedule is subject to change.**
- Registration for Fall 2021 School of Nursing Graduate students will start on Tuesday, June 8, 2021 at 10:00AM. Registration pins are not required.
- The add/drop period for the Fall 2021 semester begins on September 1, 2021. 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 September 8, 2021. The last day to add a course is September 9, 2021.
- Waitlist Process: For Fall 2021 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**
- **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.
## Fall 2021
### 09/01/2021 – 12/23/2021
(All Graduate students with the exception of PhD in Nursing)

*Subject to change*

<table>
<thead>
<tr>
<th>Add/Drop Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop Period</td>
<td>9/1/2021 – 09/08/2021</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>9/09/2021</td>
</tr>
<tr>
<td>W100(100% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>9/9/2021 - 9/15/2021</td>
</tr>
<tr>
<td>W80(80% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>9/16/2021 - 9/22/2021</td>
</tr>
<tr>
<td>W60(60% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>9/23/2021 - 9/29/2021</td>
</tr>
<tr>
<td>W40(40% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>9/30/2021 – 10/6/2021</td>
</tr>
<tr>
<td>W20(20% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>10/7/2021 - 10/13/2021</td>
</tr>
<tr>
<td>W0(0% refund) with a W grade <em>only tuition (excluding fees)</em></td>
<td>10/14/2021 - 11/02/2021</td>
</tr>
<tr>
<td>Last Day To Withdraw from a Course with a W grade</td>
<td>11/2/2021</td>
</tr>
</tbody>
</table>
Resources
Resources

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

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Forms for Students Graduate

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

Clinical

- Clinical Placement Information Form
- Drug Testing Information

Admissions

- Admission Deferral
Resources (FORMS)

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

Forms for Graduate Students
Resources

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

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 a 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) 972-5537
Fax: (973) 972-5743
registar@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 1st*
  - 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
Contact Information

Office of the Registrar
65 Bergen Street, SSB 618
Newark, NJ 07102
Email: registrar@sn.rutgers.edu
Phone: (973) 972-5531
Fax: (973) 972-2743
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](http://www.studentabc.rutgers.edu/payment-instructions-rbhs-students) Please contact RBHS Billing and Collections billingandcollections@sa.rutgers.edu (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 RBHS Newark Financial Aid rbhs_nwk@ofa.rutgers.edu at (973) 972-4376.

- **RA – Registrar Hold:** If you have a Registrar’s hold please contact SN Registrar registrar@sn.rutgers.edu

- Please contact the Registrar’s Office via email if you have any questions registrar@sn.rutgers.edu
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
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.

https://nursing-sms.rutgers.edu/students/
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</th>
<th>Grade Mode</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td><em>Web Registered</em> on Jun 14, 2016</td>
<td>None</td>
<td>13392</td>
<td>5145E 001</td>
<td>3.00</td>
<td>Normal</td>
<td>DISEASE PROCESSES &amp; SYSTEMS</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.00
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 99999999.999
Date: Jun 14, 2016 12:58 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
Any Questions?