



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

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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

Academic Calendar 2012 - 2022

Event	2021-2022
	Fall 2021
Fall Semester Begins	Wednesday, September 1 (No Class: Mon. 9/6)
Regular Saturday Classes Start	Saturday, September 4
Changes in Designation of Class Days	Wednesday, September 8 (Monday Classes)
	Monday, November 29 (Wednesday Classes)
Thanksgiving Recess	Wednesday, November 24 -November 28
Regular Classes End	Monday, December 13
Reading Days	Tuesday, December 14
	Wednesday, December 15
Fall Exams Begin	Thursday, December 16
Fall Exams End	Thursday, December 23
Winter Session Begins	Thursday, December 23
Winter Session Ends	Friday, January 14
	Spring 2022
Spring Semester Begins	Tuesday, January 18
Spring Recess Begins	Saturday, March 12
Spring Recess Ends	Sunday, March 20
Regular Classes End	Monday, May 2
Reading Days	Tuesday May 3
	Wednesday, May 4
Spring Exams Begin	Thursday, May 5
Spring Exams End	Wednesday, May 11
University Commencement	Sunday, May 15
	Summer 2022
Summer Session Begins	Tuesday, May 31
Summer Session Ends	Wednesday, August 17

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 page with a dark red header. On the left is the 'RUTGERS' logo, and on the right is the text 'Welcome Matthew Miller'. 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 is the Rutgers University logo.

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.

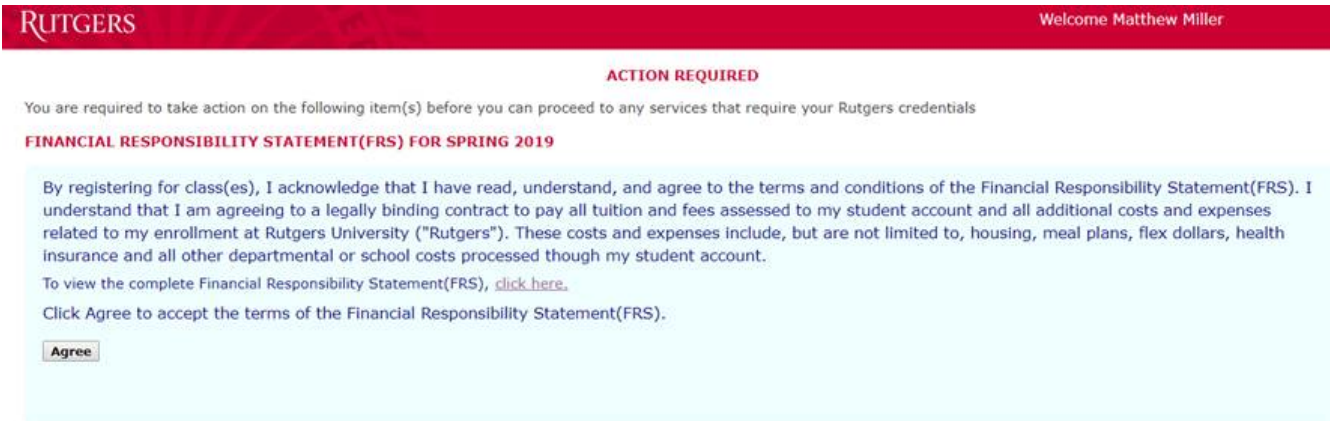
No, I am not attending

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
UNIVERSITY

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.

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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 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

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
- **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 or 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.

Student Health Insurance

RBHS Incoming Students Only

- Questions?

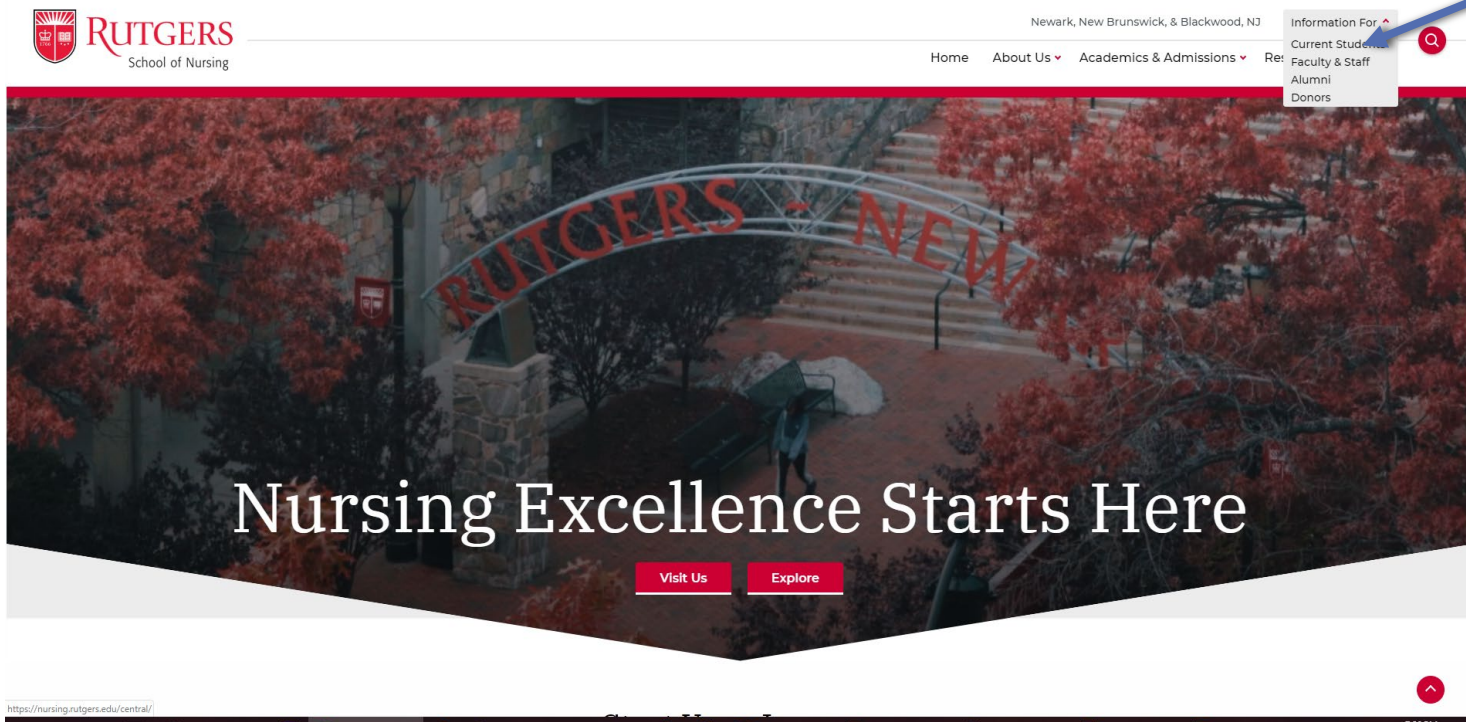
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Schedules and Registration

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/>



Newark, New Brunswick, & Blackwood, NJ

Information For

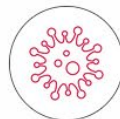
Home About Us Academics & Admissions Research and Centers Alumni



Current Students

In This Section

Home > Current Students



COVID-19 Resources



Orientation



Scholarships



Student Leadership



Graduation



Student Resources



Catalog, Handbooks, and Policies



Student Clinical Clearance

Catalogs & Academic Policy

QUICK LINKS

Quick Links



Schedules and Registration



**COVID-19
Resources**



Orientation



Scholarships



**Student
Leadership**



Graduation



**Student
Resources**



**Catalog,
Handbooks,
and Policies**



**Student
Clinical
Clearance**

Quick Links

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

- [University Academic Calendar](#)
- [Health Sciences Libraries](#)
- [Rutgers University Libraries](#)
- [Bursar, Tuition & Fees](#)

- [Student Forms](#)
- [Schedules & Registration](#)
- [Room Schedules and Support](#)
- [Clinical Clearance](#)
- [Center for Clinical Learning](#)

- [Alumni Job Board](#)
- [Career Development](#)
- [Off Campus Housing Resource by Afito](#)
- [More University Resources](#)

Schedules and Registration

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.

Add/Drop & Withdrawal Schedule

School of Nursing Fall 2021 Add/Drop & Withdrawal Schedule

Fall 2021	
09/01/2021 – 12/23/2021	
(All Graduate students with the exception of PhD in Nursing)	
*Subject to change	
Add/Drop Period	9/1/2021 – 09/08/2021
Last Day to Add	9/09/2021
W100(100% refund) with a W grade *only tuition (excluding fees)	9/9/2021 - 9/15/2021
W80(80% refund) with a W grade *only tuition (excluding fees)	9/16/2021 - 9/22/2021
W60(60% refund) with a W grade *only tuition (excluding fees)	9/23/2021 - 9/29/2021
W40(40% refund) with a W grade *only tuition (excluding fees)	9/30/2021 – 10/6/2021
W20(20% refund) with a W grade *only tuition (excluding fees)	10/7/2021 - 10/13/2021
W0(0% refund) with a W grade *only tuition (excluding fees)	10/14/2021 - 11/02/2021
Last Day To Withdraw from a Course with a W grade	11/2/2021

Resources

Resources

All forms may be found on the School of Nursing website

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

In This Section ▾

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 (FORMS)

All forms may be found on the School of Nursing website

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



Newark, New Brunswick, & Blackwood, NJ

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

Student Forms

In This Section

[Home](#) > [Current Students](#) > [Student Forms](#)

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 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 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

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

Email: registrar@sn.rutgers.edu

Phone: (973) 972-5531

Fax: (973) 972-2743

Any Questions?

RUTGERS

**School of Nursing
Office of the Registrar**

Banner Self- Service Registration

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

myRUTGERS

Welcome Resources

System Announcements

Announcing - Student Dashboard! 7-3-2018

As a part of the Student Experience Improvement Initiative, myRutgers portal is being enhanced for students to include a new tab "My Dashboard". Features include:

- **Intuitive Design:**
Provides integrated and personalized university information grouped into intuitively named channels.
- **Self-Service:**
Includes direct links into applications, forms, and web sites to assist students with getting information and performing tasks online.
- **Mobile Friendly:**

Dashboard design is easy to view and navigate on mobile devices and computers.

We are committed to providing you with a truly unique and friendly user experience. This initial beta version of the dashboard is only the first of many future upgrades to improve the experience for all members of the university community. We welcome your feedback, please use "Feedback" icon on the bottom right hand side of "My Dashboard".

University Messages

There are no announcements at this time.

RUTGERS

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 ...

My Money

Total Balance:

My Financial Aid

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. Underneath, there are several links: "Registration" (highlighted with a red box and an arrow), "Student Records", "Admissions", and a large red button labeled "Pay Your Bill". Below these are links for "Take a Survey" and "RELEASE: 8.7". At the bottom, there is a copyright notice: "© 2017 Ellucian Company L.P. and its affiliates."

Step 6: Click on “Check Eligibility to Register”

The screenshot shows the Rutgers myRutgers Portal interface, specifically the "Registration" page. The page has a header with the Rutgers logo and navigation tabs: "Employee Services", "Personal Information", and "Student Enrollment Services". A search bar is located below the tabs. The "Registration" link is highlighted with a red box and an arrow. Below the link, there is a red warning message: "Registration is **not** complete until tuition is paid in full or there is evidence of financial aid or installment plan." Below this, there is a list of steps to register for courses. The first step, "Step 1: Check eligibility to Register", is highlighted with a red box and an arrow. Below the steps, there is a link for "Take a Survey" and a "RELEASE: 8.7" notice. At the bottom, there is a copyright notice: "© 2016 Ellucian Company L.P. and its affiliates."

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 message: 'Listed below are the holds on your record. If you have a registration hold you will not be able to register. If you have a grades hold you will not be able to view your grades. A transcript hold will prevent you from viewing your web transcript. Administrative holds can only be removed by the office that placed them. Continue Registration by clicking the Registration Menu link.' Below this message, it states 'No holds exist on your record.' A callout box with an arrow points to the 'Registration Menu' link in the top navigation bar, with the text: 'If there is no hold then select "Registration Menu"'. The page footer includes 'RELEASE: 6.7.1' and '© 2016 Ellucian Company L.P. and its affiliates.'

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 message: 'Select Term' with a date of Jun 14, 2016 10:10 am. Below this, there is a 'Search by Term:' dropdown menu. A callout box with an arrow points to the 'Fall 2017 (SN)' term in the list, with the text: 'Select the term: e.g. Fall 2017 (SN)'. The list of terms includes: 'None', 'Continuing Education - NDS (View only)', 'Summer (I) 2017 (SPH) (View only)', 'Spring 2017 (S7) (View only)', 'Spring 2017 (S5) (View only)', 'Fall 2016 (BIDPHARM)', 'Fall 2016 (37)', 'Fall 2016 (16) (View only)', 'Fall 2016 (SHRP)', 'Fall 2016 (32) (View only)', 'Academic Year 2016-2017 (View only)', 'Default Payment Term 2016 (View only)', 'Summer 2016 (BIDPHARM) (View only)', 'Summer (I) 2016 (SPH) (View only)', 'Summer 2016 (SN) (View only)', 'Summer 2016 (SHRP) (View only)', 'Summer 2016 (72) (View only)', 'Spring 2016 (BIDPHARM) (View only)', 'Spring 2016 (S7) (View only)', and 'Spring 2016 (SN) (View only)'. The page footer includes 'RELEASE: 6.7.1' and '© 2016 Ellucian Company L.P. and its affiliates.'

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 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"

The screenshot shows the myRutgers Portal interface. On the left is a navigation menu with sections like Personal Information, Employee Services, Student Enrollment Services, and Take a Service. The main content area features the ellucian logo and navigation tabs for Employee Services, Personal Information, and Student Enrollment Services. Below these is a search bar and a 'Course Search' section. The 'Course Search' section includes instructions: '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 (ie: for course: 5107G-005SE, you would enter: 5107G). When your selection is complete, click Class Search button at the bottom of the page.' A dropdown menu labeled 'Subject:' is open, showing a list of subject codes with 'All' selected. Below the dropdown are 'Course Search' and 'Advanced Search' buttons.

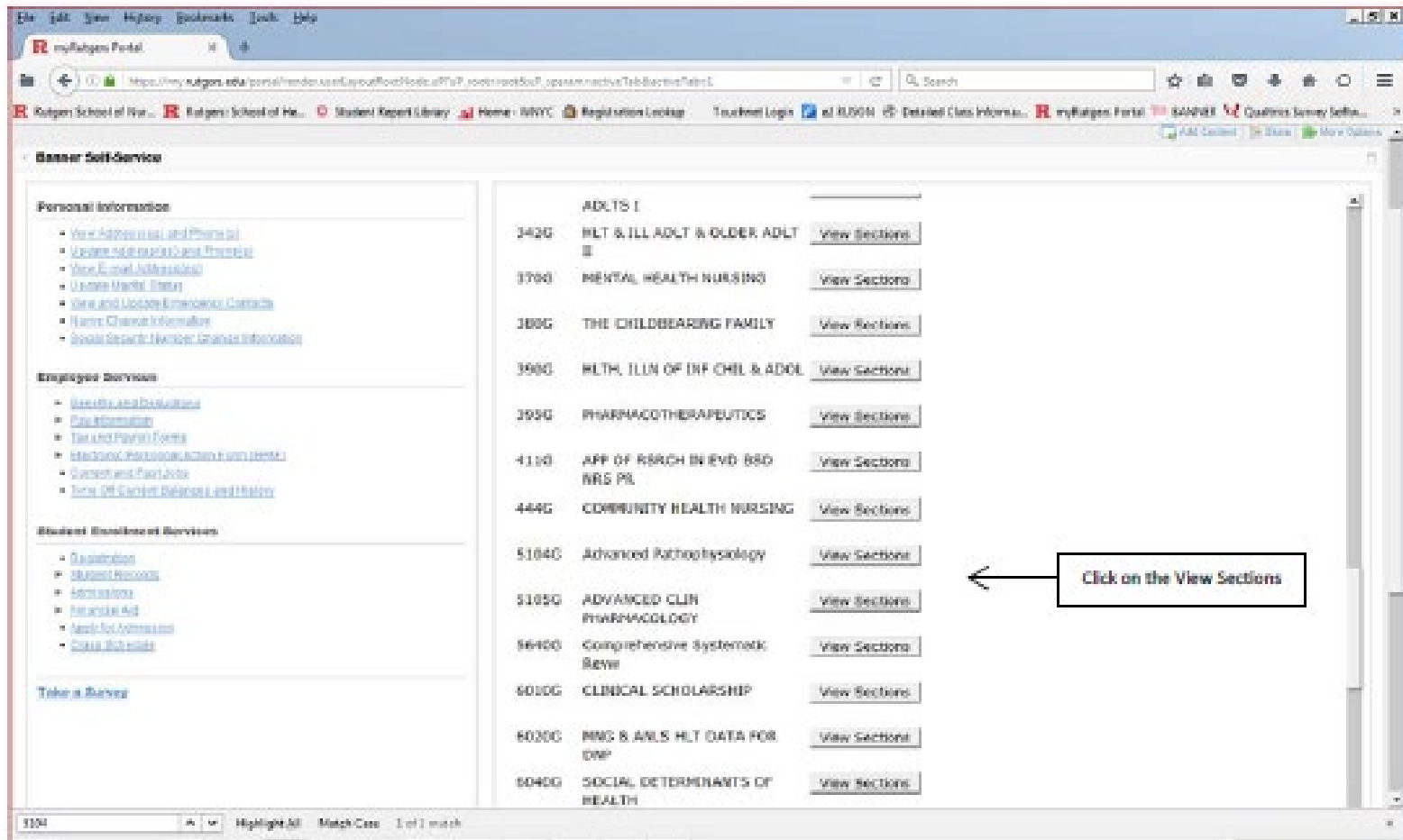
Step 10: Search for the course

The screenshot shows the myRutgers Portal interface after a search. A callout box labeled 'Select Course Search' points to the 'Course Search' button from the previous step. The main content area is titled 'Look-Up Classes to Add:'. It displays a list of courses for Summer 2016 (SN). The courses listed are:

- Acute/Critical Care**
53083 ADL GER ACU/CRIT CR TH PRA III [View Sections](#)
- Adlt/Gero Acute**
63600 PATHOPHARMACOLOGY [View Sections](#)
- Adult Gerontology Primary Care**
5307G ADLT GERONTOLOGY PRIM CARE III [View Sections](#)
- Advanced Health Assessment**
5107G ADVANCED HEALTH ASSESSMENT [View Sections](#)

A callout box on the right provides a helpful tip: '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.'

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 description, and a 'View Sections' button. An arrow points to the 'View Sections' button for course 51040, with a text box containing the instruction 'Click on the View Sections'.

Course Number	Course Description	Action
3420	HLT & ILL ADLT & OLDER ADLT II	View Sections
3700	MENTAL HEALTH NURSING	View Sections
3800	THE CHILDBEARING FAMILY	View Sections
3900	HLTH, ILLN OF INF CHIL & ADOL	View Sections
3930	PHARMACOTHERAPEUTICS	View Sections
4110	APP OF RESCH IN EVD BSD BRS PR	View Sections
4440	COMMUNITY HEALTH NURSING	View Sections
51040	Advanced Pathophysiology	View Sections
51050	ADVANCED CLIN PHARMACOLOGY	View Sections
56400	Comprehensive Systematic Review	View Sections
60100	CLINICAL SCHOLARSHIP	View Sections
60200	MNG & ANLS HLT DATA FOR DNP	View Sections
60400	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 top navigation bar includes links for Banner Self-Service, Home, Banner, and various services. The main content area is titled "Look-Up Classes to Add:" and includes a search bar and a "RETURN TO MENU" link. Below the search bar, there is a section for "Sections Found" with a sub-heading "Nursing Education & Services". A table of course sections is displayed, with columns for Select, CRN, Subj, Crse, Sec, Cap, Cred, Title, Days, Time, Cap, Act, Rcm, WL, WL, WL, XL, XL, XL, Inst, and Cap, Act, Rcm, Cap, Act, Rcm.

Banner Self-Service

Personal Information

- View Address and Phone(s)
- Update Address and Phone(s)
- View Email Address(es)
- Update Mail Status
- View and Update Emergency Contact
- Change Change Information
- Special Research Number Change Information

Employee Services

- Benefits and Deductions
- Pay Information
- Second Parent Payroll
- Electronic Personal Information Form (EPIF)
- Current and Past Jobs
- Time Off Request, Balances and History

Student Enrollment Services

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

Take a Survey

Look-Up Classes to Add: Summer 2016 (SR)
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 Rcm" 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	Rcm	WL	WL	WL	XL	XL	XL	Inst	Cap	Act	Rcm	Cap	Act	Rcm

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.

<https://nursing-sms.rutgers.edu/students/>

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instr
Nursing Education & Services																			
Cap Act Rem Cap Act Rem																			
<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 Hega (P), Merck Echer, Patti Marth

Step 15: Final confirmation

myRutgers Portal

https://my.rutgers.edu/portal/index.jspx?rootNodeP_sparam=activeTab&activeTab=1

Rutgers School of Bus... Student Report Library Home - WNYC Registration Lookup Touchnet Login i2 RUSON Detailed Class Informa... myRutgers Portal BANNER Quabrics Survey Softw... Registry - Rutgers Uni...

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?