

RUTGERS

School of Business | Camden

# Advising Syllabus for Undergraduate Freshman Students



Academic Services Office  
Business & Science Building  
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[business.camden.rutgers.edu/academicservices](https://business.camden.rutgers.edu/academicservices)

### **Advising Philosophy**

Academic Advising is a collaborative process that, by intention and design, involves students taking initiative and responsibility for their academic career while advisors provide students with the tools, direction, and appropriate referrals to assist in realizing their goals.

Academic Advising is not an event and should be ongoing throughout a student's college career. Good Academic Advising goes beyond the clerical functions of scheduling classes and preparing degree plans and includes the process of assisting students in clarifying personal and career goals, developing educational goals consistent with their skills, interests and abilities, *and* evaluating progress toward the goals identified.

## ACADEMIC SERVICES OFFICE

**Address:** 227 Penn St., 2<sup>nd</sup> Floor, Camden, NJ 08102

**Phone:** (856) 225-6216

**Email:** [acadsvcs@camden.rutgers.edu](mailto:acadsvcs@camden.rutgers.edu)

**Website:** <http://business.camden.rutgers.edu/academicservices>

**General Office Hours:** Monday-Friday 8:30am – 4:30pm

*Please contact our office by phone or in-person to schedule an appointment during general office hours. \*\*\*Do not email appointment requests – this delays processing your request\*\*\**

## MISSION

The goal of the Academic Services Office is to assist students in the creation of the conditions that will lead to their optimal performance.

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## ADVISING OUTCOMES

Through engagement in the shared relationship that defines the academic advising partnership at Rutgers-Camden, students will demonstrate learning, engagement, and achievement in the following areas:

### ***Personal Development***

- Set realistic goals consistent with their strengths, values, and interests
- Understand strengths as they relate to their academic, career, and life goals
- Become independent, self-directed learners with ability to advocate for oneself

### ***Educational Planning***

- Develop a realistic educational plan
- Explore connections between academic and career interests
- Become knowledgeable about and responsible for relevant university policies, procedures, expectations, and deadlines

### ***Campus and Community Resources***

- Learn to successfully navigate the Rutgers-Camden campus and its processes
- Become familiar with and use campus and community resources effectively

### ***Relationship Building***

- Understand and respect the roles of advisor and advisee in the advising relationship
- Actively connect with faculty, staff, and students in and outside the classroom
- Be involved in campus and community activities as a way to build and sustain lasting personal and professional relationships

### ***Experiential Learning and Opportunities***

- Explore ways to incorporate experiential learning in your academic plan
- Apply classroom knowledge through engagement in campus and community-based learning experiences
- Participate in enrichment activities that increase understanding of diversity in a local and global context

## FIRST-YEAR STUDENT SUCCESS OUTCOMES MARKERS

### *First Year*

- Meet with an advisor to make sure all relevant coursework is transferred and to create a preliminary GRADUATION PLAN
- Use the ASO website, schedule of classes, and WebReg to understand curriculum requirements and course prerequisites
- Use the ASO website to learn deadlines and policies and procedures (i.e. RSBC Scholastic Standing Policy)
- Become familiar with double/dual major or minor options
- Familiarize yourself with the campus by attending and participating in campus events/programs

### *Second Year*

- Begin searching and applying for internships (can be used for degree credit)
- Begin researching study abroad/learning abroad, community service, volunteering, and undergraduate research opportunities
- Become an active member of a student club or organization
- Set up an appointment for a PRE-SENIOR REVIEW to map out the remaining courses in your curriculum and determine your expected graduation date

### *Third Year*

- Make an appointment to confirm final semester schedule and graduation certification process
- Take advantage of our INTERNSHIP COURSE
- Research information regarding job descriptions, educational requirements, status of job market, and future predictions for your area of interest
- If planning on attending graduate school, begin researching schools, programs, and admission criteria and inquire if your intended program of study requires the GRE, GMAT, or LSAT

### *Fourth (if Final) Year*

- Complete and submit the online DIPLOMA APPLICATION
- Submit any necessary forms needed to help certify you for graduation (declaration of major/minor form if a 2<sup>nd</sup> major or a minor was never added, CCAS minor completion form for those who completed a CCAS minor)
- Attend a graduation seminar to discuss graduation ceremony, cap and gown, how to obtain your diploma, honor conferrals, etc.



## ADVISOR-ADVISEE EXPECTATIONS FOR PROFESSIONAL ADVISORS AND STUDENTS

Academic advising is a two-way street. Your professional advisor has responsibilities to you, but you must also fulfill expectations.

### You can expect your advisor to:

- Listen to your interests and concerns and respect your values and decisions
- Provide accurate, clear, and timely information about degree requirements, policies, procedures, and deadlines
- Be knowledgeable about current campus resources, services, and opportunities and make appropriate referrals to support your success
- Work with you to monitor your success and progress toward meeting your educational plan
- Offer advice on how to make the most of your educational experience, strengthen your learning, and develop skills to help you in the classroom and the workplace
- Encourage you to build and maintain relationships with faculty and staff on campus
- Empower you to be an active participant in your own education, make informed decisions, and develop short- and long-term goals

### Your advisor expects you to:

- Schedule and attend advising appointment at least once per semester before advance registration
- Read and check your Rutgers email regularly
- Come prepared and on-time to each advising appointment having reviewed your degree requirements, educational plan, and course options
- Take responsibility for and ownership of your own educational plan
- Work with your advisor to develop an educational plan consistent with your academic and career interests, abilities, and goals
- Explore your academic and career interests by seeking advice and information from individuals, offices, and experiential learning opportunities
- Monitor your own learning, academic success, and progress toward degree completion each semester

## ADVISING APPOINTMENT EXPECTATIONS

- ✓ Be On Time
  - Arrive approximately 5 minutes before your scheduled appointment time
- ✓ Be Prepared
  - Have a fully updated curriculum worksheet (*emailed, or printed, or on a USB*)
  - Have all forms filled out correctly (*i.e. major/minor declaration, prerequisite override, registration overload, drop/add, transfer course request forms*)
  - Create preliminary course list for registration ([i.e. Course Schedule Planner](#))
- ✓ Be Engaged
  - Establish a targeted graduation date
  - Have a list of questions/topics you would to discuss
  - Be open to advice and discussion
- ✓ Be Accountable
  - Follow-up referrals & Follow-through on next steps toward your goals
  - Take ownership of your decisions & related consequences (positive or negative)

*If you do not have your curriculum worksheet or are going to be more than 10 minutes late to an advising appointment, you will need to reschedule.*

## **APPOINTMENTS VS. WALK-INS**

### When to Schedule an Appointment

*Students need to make appointments with an academic advisor for the following reasons:*

1. Academic Progress Checks
2. Senior Review (1-year prior to graduation)
3. Change of major/minor/graduate school plan
4. General course registration
5. Creating a graduation plan
6. Students who have received an academic warning or are placed on probation
7. Re-Enrollment (return after more than a semester of non-enrollment)
8. Financial Aid (SAP Plans)

### When to Walk-In

*Walk-in advising is designed for short questions and discussions only, 5-10 minutes max.*

*Appropriate situations for walk-in hours:*

1. Requesting forms not available on webpage
2. Obtain signature on a form (i.e. overrides, overloads, drop/add, withdrawal from a course(s)/term, change major/minor etc.)
3. Personal/family issues that directly affects ability to attend classes or to complete course work
4. Referral to another academic department or administrative office

## **EMAIL PROTOCOL**

Your academic advisor is available to answer routine questions through email. Emails to advisors should be considered professional communication; please include your full name and RUID. When emailing your advisor, please use your official Rutgers email account.

## **FERPA**

[FERPA](http://erm.rutgers.edu/departments/FERPA/index.html) is the federal law that governs the rights of students and institutional responsibilities with respect to student records. With only a few exceptions, student educational records are considered confidential and may not be released without the written consent of the student. <http://erm.rutgers.edu/departments/FERPA/index.html>

## **ADVISOR ASSIGNMENTS**

All students are assigned an academic advisor by major as follows:

*Genesis Alves, Student Counselor*

[genesis.alves@rutgers.edu](mailto:genesis.alves@rutgers.edu)

Management Areas (533, 620, 623) & Pre-Business (006) majors, Non-Business Students with Business Minors

*Shannon Traum, Student Counselor*

[shannon.traum@rutgers.edu](mailto:shannon.traum@rutgers.edu)

Finance (390) & Marketing (630) majors, BABA (135) majors who wish to transfer to a Bachelor of Science major on-campus

*Kandace Diedrick, Assistant Dean*

[kandace.diedrick@rutgers.edu](mailto:kandace.diedrick@rutgers.edu)

Accounting (010) majors – includes double majors with Accounting, Seniors with 90+ completed credits, Re-Enrolling and Re-Instated students

## STUDENT'S RESPONSIBILITY TO BE INFORMED

Students are responsible for keeping themselves informed of the policies, procedures, and changes announced in RSBC, Campus and University publications, mailings and emails to students. Below are frequently used forums where policies & other guidelines are shared.

**RSBC homepage:** <http://camden-sbc.rutgers.edu/>

- Upcoming events, new initiatives, RSBC in the news

**Academic Services Webpage:** <http://business.camden.rutgers.edu/academicervices/>

- Curriculum worksheets, forms, advising contacts, upcoming programs, deadlines

**Undergraduate Newsletter** (emailed monthly)

- Course/curriculum updates, new initiatives & opportunities, student spotlights

**My Rutgers Portal:** <https://my.rutgers.edu/>

- Check email at least twice a week!
- View unofficial transcript, schedule of classes, financial aid resources
- Add/drop courses, pay term bill etc.

## A Quick Note on Deadlines

Why deadlines matter and their impact:

- a. Could determine if you pass or **fail a course**
- b. Could determine if you **lose your financial aid** (Standards of Academic Progress)
- c. Could determine if you **do not graduate** (diploma application)

How to avoid missing deadlines:

- d. **Read** your *Rutgers email*
- e. **Read** all *course syllabi*
- f. **Download and refer** to the *Academic Calendar*

## RESOURCE LINKS

### Academics

- [Academic Integrity](#)
- [Curriculum Worksheets](#)
- [Dean's List](#)
- [Forms](#)
- [My Rutgers Portal](#)
- [Scholastic Standing & Academic Policies](#)

### Catalog/Grades/Transcript

- [Catalog \(Undergraduate\)](#)
- [Course Schedule Planner](#)
- [Online Registration](#)
- [Registrar's Office](#)
- [Schedule of Classes](#)
- [Transcripts](#)

### Experiential Learning

- [Business Leader Development Program \(BLDP\)](#)
- [Dual BA/BS-MBA Program](#)
- [Financial Markets Lab](#)
- [Honors Thesis Research](#)
- [Independent Study Research](#)
- [Ragone Center for Excellence in Accounting](#)
- [RSBC Internship Course](#)
- [RU-Camden Learning Abroad \(10-12 day travel\)](#)
- [Rutgers Study Abroad \(semester-based travel\)](#)
- [Student Experience Center](#)

### Other Resources

- [Academic Calendars](#)
- [Bookstore](#)
- [Career Center](#)
- [Dean of Students](#)
- [Disability Services](#)
- [Financial Aid](#)
- [International Students](#)
- [Learning \(Tutoring\) Center](#)
- [Libraries](#)
- [NetID Management](#)
- [New Student Orientation](#)
- [Online Bill Pay](#)
- [Online Learning](#)
- [Placement Testing](#)
- [Student Tech Guide](#)