Advancing Syllabus for Undergraduate Bachelor of Science Students

Academic Services Office
Business & Science Building
2nd floor
(856) 225-6216
acadsvcs@camden.rutgers.edu
Advising Philosophy

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

What is Academic Advising?

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.

Contacting the ASO:

Address: 227 Penn St., 2nd Floor, Camden, NJ 08102
Phone: (856) 225-6216
Email: acadsvcs@camden.rutgers.edu
Secretary: Maya Cook - mayacook@rutgers.edu
Web: http://business.camden.rutgers.edu/academicservices
General Office Hours: Monday-Friday 9:00am – 4:30pm
Evenings by arrangement
Summer hours: Monday-Thursday 9:30am – 3:30pm

To Schedule Appointments:
→ CALL
→ DROP BY
→ ONLINE at rucamden.campus.eab.com
→ NOT by e-mail!
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.

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
  - Develop a personal connection with the campus and community

- **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
Student Success Outcomes

Freshman Term 1
- 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)
- Get involved in the Rutgers-Camden community by attending and participating in campus events and programs

Freshman Standing = 0-22 completed credits

Freshman Term 2
- Focus on meeting prerequisites, especially calculus and statistics
- Develop your professional writing skills - utilize the writing lab
- Refine study habits to make sure you are allowing enough time for a balanced life and meeting your academic goals
- Visit the Career Center to help clarify any uncertainty about major
- Discover & try out different campus involvement opportunities

Sophomore Term 1
- Explore experiential opportunities such as, Civic Engagement, student professional organizations, learning abroad, etc.
- Meet with an advisor to revise your goals and develop action plans to strengthen problem areas
- Know common campus procedures and where to find important information
- Continue refining your resume & make sure to take classes that qualify you for an internship

Sophomore Standing = 23-57 completed credits

Sophomore Term 2
- Attend career fairs and search RaptorLink for internship opportunities, meet with Internship Coordinator
- Explore ways to take a leadership role in student professional organizations going into Junior year and beyond
- Connect with faculty outside of classroom
- Look into adding professional certifications, such as Bloomberg
Student Success Outcomes

Junior Term 1
- Transfer Students who entered as Juniors: meet with an advisor to make sure all relevant coursework is transferred and to create a GRADUATION PLAN
  - Meet with Career Center to update resume & incorporate all relevant experience
  - Focus on finishing math prerequisites
  - Become familiar with double/dual major or minor options
  - Look into BLDP or undergraduate research options
- Junior Standing = 58-89 completed credits

Junior Term 2
- 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/leader of a student club or organization
- At the end of the term, schedule a SENIOR REVIEW to map out the remaining courses in your curriculum and determine your expected graduation date

Senior Term 1
- 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
- Senior Standing = 90+ completed credits

Final Term
- 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 2nd 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.

120 minimum credits to graduate (must also meet all other degree requirements)
Advisor-Advisee Expectations

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

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<thead>
<tr>
<th>You can expect your advisor to:</th>
<th>Your advisor expects you to:</th>
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<tbody>
<tr>
<td>• Listen to your interests and concerns and respect your values and decisions</td>
<td>• Schedule and attend advising appointment at least once per semester before advance registration</td>
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<tr>
<td>• Provide accurate, clear, and timely information about degree requirements, policies, procedures, and deadlines</td>
<td>• Read and check your Rutgers email regularly</td>
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<tr>
<td>• Be knowledgeable about current campus resources, services, and opportunities and make appropriate referrals to support your success</td>
<td>• Come prepared and on-time to each advising appointment having reviewed your degree requirements, educational plan, and course options</td>
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<tr>
<td>• Work with you to monitor your success and progress toward meeting your educational plan</td>
<td>• Take responsibility for and ownership of your own educational plan</td>
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<td>• 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</td>
<td>• Work with your advisor to develop an educational plan consistent with your academic and career interests, abilities, and goals</td>
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<tr>
<td>• Encourage you to build and maintain relationships with faculty and staff on campus</td>
<td>• Explore your academic and career interests by seeking advice and information from individuals, offices, and experiential learning opportunities</td>
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<tr>
<td>• Empower you to be an active participant in your own education, make informed decisions, and develop short- and long-term goals</td>
<td>• Monitor your own learning, academic success, and progress toward degree completion each semester</td>
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Appointment Expectations

Be On Time
- Arrive approximately 5 minutes before your scheduled appointment time
- After 10 minutes late you will be asked to reschedule

Be Prepared
- Have a fully updated curriculum worksheet *(emailed, or printed, or on a USB)*
  - *If you do not have an updated worksheet, you will be asked to reschedule.*
- 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 will be more than 10 minutes late to an advising appointment, you must reschedule.*

Appointments vs. Walk-Ins

**When to Schedule**
*Concerns that need advisor preparation, or take longer than 10 minutes, such as:*
- Academic Progress Checks
- Senior Review (1 year prior to graduation)
- Change of major/minor
- **General course registration**
- Creating a graduation or grad school plan
- Academic Warning or Probation
- Re-Enrollment (return after 1+ semester of non-enrollment)
- Financial Aid (SAP Plans)

**When to Walk-In**
*Single short questions and discussions only, 5-10 minutes max, such as:*
- Requesting forms not available online
- Obtain signature on a form (i.e. overrides, overloads, drop/add, withdrawal from a course(s)/term, change major/minor etc.)
- Personal/family issues that directly affects ability to attend classes or to complete course work
- 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.

Example 1 (the right way):
Subject: Paul Johnson (123001234) – Internship Course Number

Dear Ms. Alves,

I am in the process of completing the application packet to take an internship for credit. I am uncertain which course number to choose. My curriculum worksheet shows that I need a general business elective. Would it make sense to choose 620:497 Management Internship option, or is there a different option I should choose? A copy of my curriculum worksheet is attached.

Thank you for your help.

Warm regards,

Paul Johnson
(609)555-1212
Marketing Major
Graduation: 2021

Example 2 (the wrong way):
Subject:

Hi, the internship form needs a course number & I don't know what it is? i need to know today becuas ecasses start tomorrow n i don't want to start my internship late.

paul

No.

FERPA

FERPA 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
Management Areas (533, 620, 623) & Pre-Business (006) majors, Non-Business Students with Business Minors, EOF/TRiO liaison

**Shannon Traum, Student Counselor**
shannon.traum@rutgers.edu
Finance (390) & Marketing (630) majors, BABA (135) majors who wish to transfer to a Bachelor of Science major on-campus, non-matriculated students, student athlete liaison,

**Kandace Diedrick, Assistant Dean**
kandace.diedrick@rutgers.edu
Accounting (010) majors – includes double majors with Accounting, Seniors with 90+ completed credits, Re-Enrolling and Re-Instated students, Honors College liaison

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/](http://camden-sbc.rutgers.edu/)
- Upcoming events, new initiatives, RSBC in the news

**Academic Services Webpage:** [http://business.camden.rutgers.edu/academicservices/](http://business.camden.rutgers.edu/academicservices/)
- 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/](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**

A missed deadline can have major academic impacts:
1. Could determine if you pass or **fail a course**
2. Could determine if you **lose your financial aid** (Standards of Academic Progress)
3. Could determine if you **do not graduate** (diploma application)

How to avoid missing deadlines:
4. **Read** your **Rutgers email**
5. **Read** all **course syllabi**
6. **Download and refer** to the **Academic Calendar**
7. **Review Advising Reports** on EAB
Resource Links

Links can also be found at http://business.camden.rutgers.edu/academicservices

Academics

- EAB RaptorConnect
- Academic Integrity
- Curriculum Worksheets
- Dean's List
- Forms
- My Rutgers Portal
- Scholastic Standing & Academic Policies

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

Catalog/Grades/ Transcript

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

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