

Advising 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.

You can expect your advisor to: Your advisor expects you 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

- 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

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)



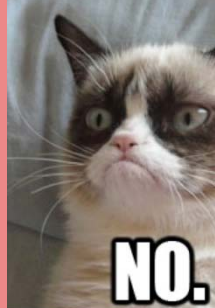
When to Walk-In

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):	Example 2 (the wrong way):
<p data-bbox="203 472 797 535">Subject: <u>Paul Johnson (123001234) – Internship Course Number</u></p> <p data-bbox="203 577 414 609">Dear Ms. Alves,</p> <p data-bbox="519 577 803 640">RUID prevents confusion with other Paul Johnsons</p> <p data-bbox="203 651 797 976">I am in the process of completing the application packet to take an internship for credit. I am uncertain which course number to choose. <u>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.</u></p> <p data-bbox="203 1018 527 1050">Thank you for your help.</p> <p data-bbox="203 1092 397 1123">Warm regards,</p> <p data-bbox="203 1165 430 1312">Paul Johnson (609)555-1212 Marketing Major Graduation: 2021</p> <p data-bbox="552 1060 820 1144">Provides relevant info without asking the advisor to do your leg-work for you</p> <p data-bbox="828 1228 1047 1291">A clearly defined, answerable question</p>	<p data-bbox="824 472 950 504">Subject:</p> <p data-bbox="824 535 1404 724">Hi, the internship form needs a course number & I don't know what it is? i need to know today becuas eclasses start tomorrow n i don't want to start my internship late.</p> <p data-bbox="824 808 885 840">paul</p> <p data-bbox="836 955 1079 1039">Shows you've made an attempt at finding an answer</p> <p data-bbox="1209 724 1518 1029"></p>

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

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/>

- Upcoming events, new initiatives, RSBC in the news

Academic Services Webpage: <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/>

- 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](#)