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Dear Student:

Welcome and congratulations on choosing Rutgers–Camden to help you reach your academic and professional goals. Rutgers University is full of proud traditions dating back to its founding in 1766, as well as new services and growing opportunities. All of these traditions, staff and faculty, services and resources are only valuable and useful if you seek them out and use them to the fullest extent available.

As you begin your career at Rutgers–Camden my advice to you is to explore, learn, try new things, meet new people. Take on at least one new thing each month — whether it be attending an event on a topic that is new, meeting with a professor during office hours, having lunch with a new classmate, joining a fitness class, attending an organizational meeting, or going to an office for services — like the Learning Center, Career Center, Health Services, Academic Advising, Athletics, Financial Aid, EOF, or the Registrar. Most of all, have fun and enjoy.

This handbook is designed to give you information about academic programs and campus services to get you started on your journey toward a graduate degree and beyond. There are links to important websites, important dates to remember, information about processes and policies that you will need to know, and websites and phone numbers to access further information about everything.

I hope that you will take full advantage of everything that the campus and the university have to offer and will get involved, make new friends for life, use valuable services and resources on campus, challenge yourself, learn and grow throughout your time at Rutgers–Camden.

Sincerely,

Mary Beth Daisey
Vice Chancellor for Student Affairs
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for Fall Term Classes Begins</td>
<td>Monday, March 27</td>
</tr>
<tr>
<td>Diploma Application Period for October Graduation</td>
<td>Tuesday, June 1 - Tuesday, August 15</td>
</tr>
<tr>
<td>Last day to DROP ALL CLASSES and receive 100% refund</td>
<td>Friday, September 1</td>
</tr>
<tr>
<td>Diploma Application Period for January Graduation</td>
<td>Friday, September 1 - Tuesday, December 19</td>
</tr>
<tr>
<td>Labor Day—All University Offices Closed—No Classes</td>
<td>Monday, September 4</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>Tuesday, September 5</td>
</tr>
<tr>
<td>Last Day to ADD or DROP a class(es) WITHOUT a W grade</td>
<td>Tuesday, September 12</td>
</tr>
<tr>
<td>Undergraduates—Deadline for completing Incomplete grades from Summer before being converted to &quot;F&quot; grade</td>
<td>Friday, September 15</td>
</tr>
<tr>
<td>Diploma Conferral Date for October Graduates</td>
<td>Sunday, October 1</td>
</tr>
<tr>
<td>Registration for Winter Session Classes Begins</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>Academic Warning Grades Submitted</td>
<td>Monday, October 9 - Friday, October 20</td>
</tr>
<tr>
<td>Last day to withdraw from ALL classes in order to receive tuition refund. For all Refund Policy Information, please see: <a href="http://www.studentabc.rutgers.edu/withdrawals">http://www.studentabc.rutgers.edu/withdrawals</a></td>
<td>TBD</td>
</tr>
<tr>
<td>Registration for Spring Term Classes Begins</td>
<td>Monday, November 6</td>
</tr>
<tr>
<td>Last day to WITHDRAW from a class, or all classes, with a W grade. Deadline 5:00 p.m.</td>
<td>Tuesday, November 14</td>
</tr>
<tr>
<td>Change in Designation of Class Days—Observe THURSDAY Schedule</td>
<td>Tuesday, November 21</td>
</tr>
<tr>
<td>Change in Designation of Class Days—Observe FRIDAY Schedule</td>
<td>Wednesday, November 22</td>
</tr>
<tr>
<td>Thanksgiving Recess—All University Offices Closed—No Classes</td>
<td>Thursday, November 23 - Sunday, November 26</td>
</tr>
<tr>
<td>Spring &amp; Summer &quot;TZ&quot; and &quot;NG&quot; Grades Automatically Convert to &quot;F&quot; after 5:00 p.m</td>
<td>Friday, December 1</td>
</tr>
<tr>
<td>Last Day for Winter Session Registration and bill payment without a late fee</td>
<td>Friday, December 8</td>
</tr>
<tr>
<td>Late Registration for Winter Session begins with $125 late fee</td>
<td>Monday, December 11</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Wednesday, December 13</td>
</tr>
<tr>
<td>Reading Day(s)</td>
<td>Thursday, December 14</td>
</tr>
<tr>
<td>Diploma Application Period for January Graduation Ends</td>
<td>Tuesday, December 19</td>
</tr>
<tr>
<td>Final Exam Period</td>
<td>Friday, December 15 - Friday, December 22</td>
</tr>
<tr>
<td>Winter Recess—All University Offices Closed—No Classes</td>
<td>Saturday, December 23 - Monday, January 1</td>
</tr>
</tbody>
</table>
### Spring 2018 Academic Calendar

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration for Spring Term Classes Begins</td>
<td>Monday, November 6</td>
</tr>
<tr>
<td>Diploma Application Period for May Graduation</td>
<td>Tuesday, January 2 - Sunday, April 1</td>
</tr>
<tr>
<td>Last day to DROP ALL CLASSES and receive <strong>100% refund</strong></td>
<td>Friday, January 12</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day—All University Offices Closed—No Classes</td>
<td>Monday, January 15</td>
</tr>
<tr>
<td>Diploma Conferral Date for January Graduates</td>
<td>Monday, January 15</td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>Tuesday, January 16</td>
</tr>
<tr>
<td>Last day to ADD or DROP a class(es) WITHOUT a W grade</td>
<td>Tuesday, January 23</td>
</tr>
<tr>
<td>Undergraduates—Deadline for completing Incomplete grades from Fall or Winter before being converted to &quot;F&quot; grade</td>
<td>Thursday, February 1</td>
</tr>
<tr>
<td>Registration for Summer Session Classes Begins</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Last day to withdraw from ALL classes in order to receive tuition refund. For all Refund Policy Information, please see: <a href="http://www.studentabc.rutgers.edu/withdrawals">http://www.studentabc.rutgers.edu/withdrawals</a></td>
<td>TBD</td>
</tr>
<tr>
<td>Academic Warning Grades Submitted</td>
<td>Monday, February 26 - Friday, March 9</td>
</tr>
<tr>
<td>Spring Recess—University Offices Open—No Classes</td>
<td>Saturday, March 10 - Sunday, March 18</td>
</tr>
<tr>
<td>Diploma Application Period for May Graduation Ends</td>
<td>Sunday, April 1</td>
</tr>
<tr>
<td>Last day to WITHDRAW from a class, or all classes, with a W grade. Deadline 5:00 p.m</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Registration for Fall Term Classes Begins</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Fall &quot;TZ&quot; and &quot;NG&quot; Grades Automatically Converted to &quot;F&quot; after 5:00 p.m</td>
<td>Tuesday, May 1</td>
</tr>
<tr>
<td>Regular Classes End</td>
<td>Monday, April 30</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Tuesday, May 1 &amp; Wednesday, May 2</td>
</tr>
<tr>
<td>Final Exam Period</td>
<td>Thursday, May 3 - Wednesday, May 9</td>
</tr>
<tr>
<td>Degree Conferral Date for May Graduates</td>
<td>Sunday, May 13</td>
</tr>
<tr>
<td>Rutgers University-Camden Commencement and Convocation Ceremonies</td>
<td>Wednesday, May 16 &amp; Thursday, May 17</td>
</tr>
<tr>
<td>Last Day to Register for First Term Summer Session classes without late fee</td>
<td>Friday, May 18</td>
</tr>
<tr>
<td>Memorial Day—All University Offices Closed—No Classes</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Undergraduates—Deadline for completing Incomplete grades from Spring before being converted to &quot;F&quot; grade</td>
<td>Friday, June 1</td>
</tr>
</tbody>
</table>
The Graduate School–Camden offers master’s degree programs in biology, business and science, chemistry, childhood studies, computational and integrative biology, computer science, creative writing, criminal justice, English, history, liberal studies, mathematical sciences, psychology, public administration, teaching Science, and teaching Spanish. The Graduate School–Camden also offers a certificate program in science and technology and PhD programs in childhood studies, computational and integrative biology, and public affairs. The School of Business–Camden offers the master of business administration degree, the professional master of business administration degree (PMBA), and the professional master of accountancy degree (PMAc).

For information about the specific degree requirements, academic policies, and procedures, please refer to the online Graduate Catalog at: http://catalogs.rutgers.edu/generated/cam-grad_current/index.html. In an effort to support environmentally friendly “go green” initiatives, Rutgers University no longer prints a graduate catalog. If you have any questions about the graduate catalog and what is expected of you as a graduate student, please contact your graduate program director.
<table>
<thead>
<tr>
<th>Graduate Director or Program Coordinator</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. William Saidel</td>
<td>Biology</td>
<td>856-225-6336</td>
<td><a href="mailto:saidel@camden.rutgers.edu">saidel@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Ms. Joan McCracken</td>
<td>Business Administration</td>
<td>856-225-6452</td>
<td><a href="mailto:jbmcc@camden.rutgers.edu">jbmcc@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Hao Zhu</td>
<td>Chemistry</td>
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<td><a href="mailto:hao.zhu99@rutgers.edu">hao.zhu99@rutgers.edu</a></td>
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<tr>
<td>Dr. Sarada Balagopalan</td>
<td>Childhood Studies</td>
<td>856-225-6741</td>
<td><a href="mailto:sarada.balagopalan@rutgers.edu">sarada.balagopalan@rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Sunil Shende</td>
<td>Computer Science</td>
<td>856-225-6122</td>
<td><a href="mailto:shende@camden.rutgers.edu">shende@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Grace Brannigan</td>
<td>Computational and Integrative Biology</td>
<td>856-225-6780</td>
<td><a href="mailto:grace.brannigan@rutgers.edu">grace.brannigan@rutgers.edu</a></td>
</tr>
<tr>
<td>Prof. Patrick Rosal</td>
<td>Creative Writing</td>
<td>856-225-2807</td>
<td><a href="mailto:Patrick.rosal@rutgers.edu">Patrick.rosal@rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Michelle Meloy</td>
<td>Criminal Justice</td>
<td>856-225-2724</td>
<td><a href="mailto:mlmeloy@camden.rutgers.edu">mlmeloy@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Ellen Ledoux</td>
<td>English</td>
<td>856-225-2997</td>
<td><a href="mailto:eledoux@camden.rutgers.edu">eledoux@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Andrew Shankman</td>
<td>History</td>
<td>856-225-6477</td>
<td><a href="mailto:shankman@camden.rutgers.edu">shankman@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Stuart Charme</td>
<td>Liberal Studies</td>
<td>856-225-6700</td>
<td><a href="mailto:scharm@camden.rutgers.edu">scharm@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Haydee Herrera</td>
<td>Mathematical Science/ Business and Science</td>
<td>856-225-2667</td>
<td><a href="mailto:haydeeh@camden.rutgers.edu">haydeeh@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Dan Hart</td>
<td>Psychology</td>
<td>856-225-6438</td>
<td><a href="mailto:hart@camden.rutgers.edu">hart@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Angie McGuire</td>
<td>Public Policy and Administration</td>
<td>732-932-6998</td>
<td><a href="mailto:angm@docs.rutgers.edu">angm@docs.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Richard Harris</td>
<td>Public Affairs</td>
<td>856-225-6339</td>
<td><a href="mailto:richard.harris@rutgers.edu">richard.harris@rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Howard Marchitello</td>
<td>Senior Associate Dean Graduate School</td>
<td>856-225-6149</td>
<td><a href="mailto:marchitello@camden.rutgers.edu">marchitello@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Dr. Julie Ruth</td>
<td>Associate Dean, MBA</td>
<td>856-225-6695</td>
<td><a href="mailto:jaruth@camden.rutgers.edu">jaruth@camden.rutgers.edu</a></td>
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</tbody>
</table>
Understanding School, Subject & Course Codes, and Prefixes

Below is a sample course as it appears in the online schedule of classes with indicators for each area.
Non-degree students (non-matriculated)
Non-degree status is designed for students who wish to pursue courses without enrolling in the degree program. A maximum of 12 credits may be earned as a non-degree student.

Change of Status (non-matriculated to matriculated)
Students currently registered in the Graduate School at Rutgers-Camden as non-matriculated students who wish to change their status to matriculated must complete a Change of Status form and submit it to their Graduate Program Director for approval. Program Directors will then forward the completed form to the Graduate School Office for approval. The application form for Change of Status can be found online at: http://graduateschool.camden.rutgers.edu/forms/.

Dual-Degree Programs
Students enrolled in the Camden College of Arts and Sciences or in University College–Camden may apply during their junior year to enter a dual-degree program in the following programs: B.A./M.A. in Childhood Studies, Criminal Justice, English, History, Liberal Studies and Psychology; B.A./M.S. in Biology, Chemistry, and Mathematical Science; B.A./M.P.A. in Economics, Political Science, and Urban Studies; BA/MAT in Teaching Spanish; and B.S./M.S. in Computer Science. Interested undergraduates who intend to pursue a master’s degree in the Graduate School–Camden must be approved for entry into the dual-degree program by the Director of the Graduate Program in which they wish to study. More information may be found here: https://graduateschool.camden.rutgers.edu/prospective-students/dual-degree-program/

Students enrolled in the School of Business—Camden may apply during their junior year to enter a dual-degree program in the following five year/accelerated dual degree programs in Business, Economics, and Biology.

Re-enrollment
Students who do not continuously register for courses or matriculation continued will need to be approved for re-enrollment when they wish to begin their studies again. Students who are approved for re-enrollment will be retroactively registered for Matriculation Continued status in the semester prior to their re-enrollment. Please note that a fee is associated with the Matriculation Continued status, and you will be issued a bill by the Office of the Bursar. The application form for Re-Enrollment can be found online at: http://graduateschool.camden.rutgers.edu/forms/. This form must be taken to the appropriate graduate director and the Associate Dean for the Graduate School for approval.

Program transfer
Students wishing to transfer programs within the Graduate School of Arts and Sciences or the School of Business-Camden must complete an Application for Program Transfer form, which will need to be approved by the graduate director of the current program, the graduate director of the desired graduate program, and the Associate Dean of the Graduate School. The application form for Program Transfer can be found online at: http://graduateschool.camden.rutgers.edu/forms/.

Transferring Course Credit
Graduate courses taken in previous graduate programs may be considered for transfer credit. No more than one third of the total degree credits required at Rutgers-Camden can be from transfer and/or transient course credit. An application for transfer of credit form must be completed by the student and submitted, along with an official transcript showing the courses for which credit is requested, to the Graduate Program Director. After the Graduate Program Director endorses the application, the form and the transcript will be forwarded for review to the Office of the Graduate School-Camden. Once approved, the documents are sent to the Office of the Registrar for processing. The application form for Transfer of Credit can be found online at: http://graduateschool.camden.rutgers.edu/forms/.
Status and Enrollment

Transient Credit Approval
Graduate students at Rutgers-Camden are expected to take all their courses at Rutgers-Camden, unless they receive permission in advance to take a course at another institution or another school with the Rutgers University system. Exceptions may be granted if the student needs a course that will not be offered prior to their graduation date. Lower tuition, scheduling convenience, or traveling distance are not sufficient cause for taking courses elsewhere. Transient credit approval will not be granted retroactively. If students are taking the transient course at a school outside the Rutgers system, they must have the registrar of the transient school send an official transcript directly to the Graduate School office and the Graduate Program Director upon completion of the work. For students taking a course at another Rutgers campus, this step is not necessary. No more than one-third of the total degree credits required at Rutgers-Camden can be from transfer and/or transient course credit combined. The application form for Permission for Transient Work can be found online at: http://graduateschool.camden.rutgers.edu/forms/.

Pass/No Credit Courses
With permission from the appropriate Graduate Program Director, and subject to the availability of space, a student may take any graduate course on a Pass/No-Credit basis. This decision must be made when the student registers for the course. Courses taken on this basis are graded Pass or No Credit. A Pass grade earns degree credit and is equivalent to an A, B, or C. A No-Credit grade is equivalent to a D or F. In either instance, the cumulative grade-point average is not affected.

Undergraduate Courses/G-Prefix Approvals
Graduate School of Arts and Sciences students may complete a maximum of two 300 or 400 level undergraduate courses for graduate credit, with the permission of the course instructor, graduate program director and Associate Dean of the Graduate School. A Graduate Student G-Prefix Approval form must be completed and approved prior to the start of the course. A Dual Degree G-Prefix Approval form is used by undergraduates in the dual-degree programs to obtain undergraduate credits from graduate courses. The application forms for G-Prefix Approval can be found online at: http://graduateschool.camden.rutgers.edu/forms/.

Matriculation Continued
Enrollment in matriculation continued is for students who wish to have continuous registration while they work on a research project or thesis. Please note that students must be enrolled their final semester. There is a fee for this registration and the Bursar’s Office will send a bill.

Summer Sessions
The Rutgers-Camden Summer Session offers over three hundred day, evening, and online courses in four-to-six-week segments including a wide variety of graduate courses. For more information, please refer to the Summer Session webpage at: http://summer.camden.rutgers.edu/

Auditing Courses
With permission from the course instructor, and subject to the availability of space, full-time students of the school may audit courses without registration. It is understood that no academic credit is earned in this manner. No official record of audited courses is kept.
Incomplete Grades
Students whose work is incomplete at the end of the semester may be assigned a regular grade or, at the discretion of the instructor if there is reason to believe that an extension of time is warranted, a grade of IN. Incomplete work may be made up, and a change of grade may be authorized by the instructor, within 12 months from the time the incomplete was assigned. Students with two or more incompletes are not permitted to register for additional courses without permission of the graduate director. In exceptional cases, where more than one year is required, the student, in conjunction with the instructor, must complete the Graduate Incomplete Grade Extension Form, which must be approved by the program director and the dean. The Incomplete Grade Extension Form can be found online at http://graduateschool.camden.rutgers.edu/forms/.
Funding and Finances

Scholarships and Assistantships
The graduate school offers competitive scholarships to new and returning students. These are determined by the department. In addition, some programs offer graduate or teaching assistantships. No separate application is necessary for either award type. Information may be found online at: https://graduateschool.camden.rutgers.edu/current-students/scholarships-assistantships/

Conference Travel Grants
Limited grants are available from the Dean of the Faculty of Arts and Sciences and the Graduate School-Camden to support graduate student travel to conferences for presentations. The maximum amount available is $500. Application must be made prior to conference travel. The application form for Graduate Student Conference Travel Grants can be found online at: http://research.camden.rutgers.edu/grants/graduate/

Research Grants
Limited grants are available from the Dean of the Faculty of Arts and Sciences and the Graduate School-Camden to support graduate student research expenses. The maximum amount available is $500. The application form for Graduate Student Research Grants can be found online at: http://research.camden.rutgers.edu/grants/graduate/

External Funding
Office of Sponsored Research
Graduate Students are always searching for ways to finance their scholarship for assistance please contact Camie Morrison, Director of Sponsored Research cammor@camden.rutgers.edu (856) 225-2949
http://www.camden.rutgers.edu/research/office-sponsored-research

The Office of Sponsored Research:
- Aids in the development and structuring of research proposals as well as the final review and editing prior to submission
- Provides regular training opportunities in a range of funding-related subjects such as proposal writing, funding databases, time management, etc
- Informs researchers as to the resources and offices available at Rutgers University such as the Office of Research Alliances, the Rutgers Data Repository, the Office of Technology Transfer, and more;
- Maintains an information hub containing templates, checklists, forms, “how to” guidance, internal opportunities, and other materials for faculty, staff, and students interested in research funding.

External Fellowship/Grant Funding Resources
Jeannie Garmon, Grant Facilitator, garmonje@camden.rutgers.edu
Laura Collins, Assistant Dean, laura.collins@rutgers.edu, (856) 225-6670

GradFund Central
GradFund Central is a webguide for finding information on how to apply for external merit-based grants and fellowships as a graduate student. For more information visit: http://gradfund.rutgers.edu

Veterans Benefits
Various benefits are afford to USA Veterans and their families, please contact Mr. Fred Davis, frfdavis@camden.rutgers.edu or 856-225-2791
Academic and Professional Standards

Student Responsibilities

- Conduct academic pursuits in an ethical manner and develop professionally
- Uphold Code of Student Conduct
- Pursue opportunities that advance career as a graduate student and beyond
- Take Ownership of academic progress
  - devote significant and productive time towards degree completion
  - be knowledgeable about degree requirements through regular discussions with adviser
  - communicate career goals and concerns with academic progress early
  - initiate communication with adviser
- Respect the responsibilities of the adviser
- Maintain open communication
- Allow sufficient time for adviser to provide feedback in advance of deadlines
- Maintain professionalism at all times
Communication and graduate advising
Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g. via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisers should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties.

Responsibilities of the Graduate Adviser
Conduct advising in an ethical manner, including when recruiting advisees
- Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the adviser expects to stay in his or her current position and the amount of funding support available to advisees
- Address problems immediately so both parties can remedy issues expediently
- Maintain communication and interact with graduate students in a professional manner
- Communicate clear expectations for time to degree completion and publication expectations
- Provide periodic and regular evaluations of progress toward degree
- Provide timely written feedback on advisee’s professional writing (article drafts, dissertation chapter drafts, etc.)
- Give students appropriate credit for their work, e.g. as reflected in author strings in journal articles or books

Aid in preparing students to be the best professional they can be
- Initiate conversations about academic progress and stay current about degree requirements and procedures
- Initiate conversations with advisee about career goals
- Support traditional and non-traditional career goals
- Help graduate students develop professional skills that will make them competitive for employment in their given field

Encourage students to take part in activities that will enrich their academic development, e.g. by participating in professional conferences and other networking activities

Respect advisees’ academic and non-academic commitments and responsibilities
- Provide prompt and honest feedback on student’s work
- Allow reasonable time for students to prepare requested materials
- Do not require that a student continue to provide a service (e.g. teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student’s degree completion
Masters
Candidates for the master of arts (M.A.), master of arts in teaching (M.A.T) master of fine arts (M.F.A.), master of business and science (M.B.S.), master of public administration (M.P.A.), master of science (M.S.), and master of science teaching (M.S.T.) degrees must satisfy the requirements of both the Graduate School–Camden and those of the program in which they are enrolled. The requirements of the Graduate School–Camden are as follows:

- A minimum of 30 credits of successful graduate study must be completed (a minimum of 42 credits of successful graduate study must be completed for the M.P.A. degree and a minimum of 39 credits of successful graduate study must be complete for the M.F.A. degree).
- The candidate must successfully complete a final comprehensive examination in the student's field of concentration, if applicable.
- A writing requirement must be satisfied by either a master's thesis or demonstration to the faculty of ability to write a creditable expository or critical essay. This may be fulfilled either as part of a regular course or seminar or in a special assignment designed for such purposes.
- Two-thirds of the student's degree program in graduate-level coursework must be completed under the jurisdiction of the Graduate School–Camden.
- No more than one-third of a student's program may consist of transferred or transient graduate, graded coursework.
- No more than three courses (typically 9 credits) with a grade of C or C+ are allowed in all courses taken at the Graduate School–Camden. Some programs allow fewer than 9 credits with a grade of C or C+.
- No more than two courses (typically 6 credits) of advanced Rutgers undergraduate coursework (numbered 300 or 400) approved by the graduate program may be taken for graduate credit.
- No undergraduate transfer credit will be accepted from any outside college or university.

Additional requirements for specific programs are noted in the Programs, Faculty, and Courses.

All programs of study are subject to review by the Dean of the Graduate School–Camden and the approval of the candidate's program faculty.
Degree Requirements,  
Doctor of Philosophy, GSC

**Doctor of Philosophy**
The degree of doctor of philosophy (Ph.D.) is conferred in recognition of two accomplishments: accomplishment in a field of study and distinguished critical or creative achievement within a special area of the general field, typically taking the form of a doctoral dissertation. Sixty credits are required for the Ph.D. degree, of which at least 9 credits must be devoted to research (consult the requirements for specific programs, as some require more credits). Doctoral programs normally are arranged in two phases. The preliminary phase, which generally involves formal courses of study, is completed when the student passes the qualifying examination. Official candidacy to the doctoral degree is conferred after successfully completing the qualifying examination and having the dissertation committee approve a formally submitted dissertation proposal. In the second phase, the student usually pursues research courses and writes his or her dissertation. This phase concludes when the dissertation is accepted and the defense of it is approved. Between admission to the Graduate School–Camden and the conferral of the Ph.D. degree, the student must:

- satisfy the course and other preliminary requirements of the particular graduate program in which the student is enrolled;
- make satisfactory progress toward completion;
- assemble a dissertation committee of no fewer than three members, subject to approval by the graduate program committee;
- pass the qualifying examination, and
- successfully defend the dissertation as determined by the dissertation committee.

In addition, coursework must adhere to the following guidelines:

- Two-thirds of the student's degree program in graduate-level coursework must be completed under the jurisdiction of the Graduate School–Camden.
- No more than one-third of a student's program may consist of transferred and transient graduate, graded coursework.
- No more than three courses (typically 9 credits) with a grade of C or C+ are allowed in all courses taken at the Graduate School–Camden. Some programs allow fewer than 9 credits with a grade of C or C+.
- No more than two courses (typically 6 credits) of advanced Rutgers undergraduate coursework (numbered 300 or 400) approved by the graduate program may be taken for graduate credit.
- No undergraduate transfer credit will be accepted from any outside college or university.
Procedure for Awarding Certificates and Degrees

Students have three graduation cycles to complete their degree: October, January, and May. Commencement takes place each May for all academic year graduates. Students must complete all degree requirements in order to be certified for graduation and participate in commencement.

Graduation Certification

- All graduation information is available on our website, http://graduateschool.camden.rutgers.edu/graduation/.
- All graduation deadlines are listed at http://graduateschool.camden.rutgers.edu/graduation/
- Schedule and Requirements for Awarding Degrees: Please see Graduation Checklist (available at http://graduateschool.camden.rutgers.edu/graduation/ )

Graduation applications have two main components:

1. **Online Diploma Application**: This form tells the University you plan to complete your studies. If you miss this deadline you will have to wait for the next graduation cycle. Please apply if there is any chance that you will graduate.
2. **Application for Admission to Candidacy for Degree**: This form lists all of your graduate coursework and requires approvals for your thesis, dissertation, capstone, or writing requirement. Your graduate director must sign this form before it is turned into the Dean’s Office. An application for admission to candidacy for degree form **will not be accepted** for students who have not completed the online diploma application by the deadline.

Master’s Thesis and Doctoral Dissertation Preparation

- All style guidelines outlined in the *Capstone and Thesis Style Guide* and the *Dissertation Style Guide* should be followed (available at http://graduateschool.camden.rutgers.edu/graduation/ )

- Final approved thesis/dissertation must be uploaded to the Rutgers ETD site by the deadline. Failure to comply with style guide will delay and/or prohibit your certification for graduation.
IMPORTANT BUILDINGS

ATG—Armitage Hall

FA—Fine Arts

CS—Cooper Street 319

ROB—Robeson Library

BSB—Business & Science Bldg

Financial Aid/Student Accounting—Armitage Hall

SCI or SCI-LH—Science Bldg

Penn 401—Side of library across from Admissions Bldg

Bookstore—Sixth and Cooper Sts.

Health Services—second floor of Campus Center
Financial Aid—first floor Armitage
Career Center—lower level Campus Center
Parking Dept.—inside RUPD station
Registrar's Office—lower level of Armitage
Office of Campus Involvement & Residence Life—Penn Street

Dining Hall—Campus Center
Student Accounting—first floor Armitage
Learning Center—second floor of Armitage
Chancellor's Office—303 Cooper St.
Academic Integrity

Academic integrity is a hallmark of higher education. It means that any work submitted by an individual is that student’s own work and that work informed by the efforts of others gives appropriate credit to them.

There are several possible violations of academic integrity. The descriptions below are excerpted directly from the Policy on Academic Integrity for Undergraduate and Graduate Students, which can be found at the website below along with an explanation of the consequences of violating this policy http://deanofstudents.camden.rutgers.edu/academic-integrity. Academic integrity is taken very seriously by our faculty and administration, students should be certain not to violate this policy; doing so can have serious consequences. If you are unsure, always ask your professors or the reference librarians, or see the Learning Center staff before submitting rough or final drafts.

A. Cheating — Is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. Assistance from other people is restricted or forbidden unless explicitly authorized by the instructor for particular assignments or similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them or use work or research prepared by others.

B. Fabrication — Is the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. The student must also acknowledge reliance upon the actual source from which cited information was obtained.

C. Facilitating Academic Dishonesty — Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

D. Plagiarism — Is the representation of the words or ideas of another person or source as one’s own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgment is also required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one’s own words. Plagiarism can, in some cases, be a subtle issue. Any questions or doubts about what constitutes plagiarism should be discussed with the faculty member.

E. Denying others access to information or material — It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserve materials, or altering computer files that belong to another.

ALL NEW/INCOMING Rutgers-Camden students are required to take our online Academic Integrity Tutorial. For Summer and Fall 2017 new students, please visit sakai and look for “Incoming 2017 A.I.” to take the tutorial. Spring 2018 New/Incoming students will have access to a sakai site entitled “Incoming Spring 2018 A.I.”. A passing grade of 80 or above is required and you can take it as many times as necessary.
University Code of Student Conduct Summary

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft, or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state, and nation, and to regulations promulgated by the university. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. https://deanofstudents.camden.rutgers.edu/student_conduct

FERPA

(Family Educational Rights & Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students in higher education various rights with respect to their educational records. Rights afforded to you under FERPA include the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions. The Office of Compliance, Student Policy, Research and Assessment publishes an annual notice about your rights under FERPA. You can access a copy of the most recent notice at compliance.rutgers.edu/ferpa/official-notice. FERPA permits disclosure of “directory information” such as name, phone number, address, and email address without your prior consent unless you specifically request that it be kept confidential. For more information regarding directory information, view the notice at compliance.rutgers.edu/ferpa/confidentiality.

If you have questions about your rights under FERPA, you may contact the Dean of Students Office. Visit studentaffairs.camden.rutgers.edu for more info.

Parking Permit Information:
All student parking permits are in effect from September 1 to August 31. In order for students to use any campus parking facility, they must purchase and obtain a valid parking permit.

Yearly permits and citation payments can be made online with a credit card. Daily and Yearly Permits may be purchased in person at the Parking Department using cash, check, or RU Express (no credit cards). The hours of the Parking Department are 8:30 am - 12:30 pm and 1:30 pm - 4:00 pm. See parking.camden.rutgers.edu for more information.

You may register as many additional vehicles as you need for a $5.00 fee. Your hangtag must be displayed while parking.

Once your vehicle is registered and payment is made, you will receive the following:

Hangtag
One hangtag is to be used for ALL registered vehicles. The hangtag must be hung from your rearview mirror with the expiration date facing the outside of the vehicle.

Residents will also be issued a swipe access card to operate the gate arm at the Camden County Deck.

For non-permit holders who need parking on an infrequent basis, a Student One Day Hangtag may be bought for $5 (tax included) in advance or on the day needed at the Parking Office or at the Campus Center Impact Booth (not from Police Dispatch) during normal hours of operation.

Parking Map
To see where campus parking lots are located, please see the map on page 17 of this booklet. For further parking information and to view the map online, see parking.camden.rutgers.edu/student.
Alumni
The Rutgers University–Camden Alumni Association (RUCAA) serves more than 28,550 alumni of Camden College of Arts and Sciences, the Graduate School–Camden, University College–Camden, and the School of Business–Camden. See: alumni.camden.rutgers.edu Phone: 856-225-6028

Athletics and Recreation
Rutgers–Camden competes in NCAA Division III and offers several intercollegiate teams for women and men. In addition, the recreational services program offers classes and intramural sports. Our newly renovated Athletic and Fitness Center offers state-of-the-art facilities for individuals and our teams. See: scarletraptors.com and recreation.camden.rutgers.edu Phone: 856-225-6197

Bookstore
The University District Bookstore is the official source for required textbooks and also sells study aids, reference materials, faculty publications, clothing, computer supplies, greeting cards, snack food, and Rutgers memorabilia. You can order books for classes online. You will need to supply information like what classes you are taking and the semester in which you are taking them and the website will show you both required and recommended materials for each class. See: universitydistrict.bncollege.com Phone: 856-968-1200

Campus Center
The Campus Center houses a variety of offices and services related to student life. Student Organization Lounges, The Gleaner (student newspaper), WCCR, conference rooms, The Corner, and much more. Information about services provided and hours of facilities can be found on the website. See: campuscenter.camden.rutgers.edu Phone: 856-225-6161

Campus Involvement
The Office of Campus Involvement offers a variety of programs, including lectures, concerts, workshops, and events to enrich the college experience. See: activities.camden.rutgers.edu Phone: 856-225-6161

Career Center
The Career Center provides a wide range of services to help students to explore career options, choose majors, obtain jobs, and internships. They sponsor on-campus recruiting fairs, resume critiques, workshops, and many other events. The Career Center is located on the lower level of the Campus Center. See: cc.camden.rutgers.edu Phone: 856-225-6046
Center for the Arts
The Rutgers Camden Center for the Arts (designated a “major arts organization of NJ” by the NJ State Council on the Arts/Department of State) provides performances, exhibitions, education programs, and community projects.
See: rcca.camden.rutgers.edu
Phone: 856-225-6245

Chancellor’s Office
The chancellor operates as the chief executive of Rutgers Camden, serving as a leader both on the Camden Campus and in the surrounding region.
See: camden.rutgers.edu/about/office-chancellor
Phone: 856-225-6095

Civic Engagement
The Office of Civic Engagement connects Rutgers Camden to communities beyond the campus. We are a starting point for students seeking information about opportunities for service and action and for faculty members hoping to integrate civic engagement into their teaching and research.
See: camden.rutgers.edu/civic-engagement/office
Phone: 856-225-6754

Clubs & Student Organizations
The Office of Campus Involvement also oversees the wide variety of student clubs and organizations, which also sponsor many activities during the year.
See: oci.camden.rutgers.edu/clubs-and-organizations
Phone: 856-225-6161

College of Arts & Sciences
See: fas.camden.rutgers.edu
Phone: 856-225-6149

Computing Services Help Desk
The computing help desk is located in the Paul Robeson Library. They can help with computer problems, your NetID and password, computer access, and more. You can also check their website for FAQs to troubleshoot on your own.
See: oit.camden.rutgers.edu
Phone: 856-225-6274

Dean’s Office
School of Business
See: business.camden.rutgers.edu
Phone: 856-225-6800
Graduate School—Arts and Sciences
See: graduateschool.camden.rutgers.edu
Phone: 856-225-6149

Dining
Dining facilities are found in the Campus Center. Starbucks is also located in the Campus Center. In addition, there are vending machines in Armitage Hall (first floor) and a snack bar in the law school (Bridge Café).
See: food.rutgers.edu
Phone: 856-225-2935
Disability Services
Provides students with confidential advising and accommodation services in order to allow students with physical, mental, and learning disabilities to successfully complete their course of study at Rutgers Camden.
See: learn.camden.rutgers.edu/disability-services
Phone: Interim Coordinator of Disability Services, Ajeenah Nuriddin-Little, Armitage Hall Rm 235; 856-225-2722 (email ajeenah.nuriddin-little@camden.rutgers.edu)

Emergency Contact Update
Students are required to fill out emergency contact information. Rutgers–Camden also has an emergency text message notification system. You can register your cell phone number to receive alerts in the event of a major campus emergency.
See: personalinfo.rutgers.edu

Financial Aid
The financial aid website includes detailed information about such things as work study, the types of aid available, and paperwork deadlines. The office is located on the first floor of Armitage Hall.
See: financialaid.rutgers.edu
Phone: 856-225-6039

The Graduate School
See: graduateschool.camden.rutgers.edu
Phone: 856-225-6149

Financial Services (Student Accounting Office)
The Bursar is located in Armitage Hall, first floor adjacent to the Financial Aid Office. Here, you can pay your term bill, pick up your refund check, and add money to your RU Express and/or meal plan.
See: studentabc.rutgers.edu
Phone:856-225-6021

IMPACT Booth
The IMPACT Booth, located in the lobby of the Campus Center, is a resource for information about events on campus. It also sells tickets to local concerts and sporting events as well as to events sponsored by the Office of Campus Involvement.
See: campuscenter.camden.rutgers.edu/impact-booth
Phone: 856-225-6211

International Studies
The International Studies program at Rutgers in Camden is a unique experience, an alternative or supplement to the traditional year of semester abroad sponsored by many American universities.
See: ois.camden.rutgers.edu
Phone: Assistant Dean Elizabeth Atkins at 856-225-2521 (email: atkins1@camden.rutgers.edu)
Campus Information cont.

**Language Lab**
Students who take language classes will need to use the Language Lab, located in the lower level of Armitage Hall. This is also a public computer lab for students when not in use by language classes.
See: [cit.camden.rutgers.edu](http://cit.camden.rutgers.edu)
Phone: 856-225-6067

**Learning Center**
The Rutgers–Camden Learning Center is located on the second floor of Armitage Hall and offers free tutoring, help writing papers, helpful academic workshops, and more.
See: [learn.camden.rutgers.edu](http://learn.camden.rutgers.edu)
Phone: 856-225-6442

**Library**
The Paul Robeson Library’s website allows you access to search for available books, search article databases, borrow books from other campuses, and read articles reserved for you by professors.
See: [camden.rutgers.edu/academics/libraries](http://camden.rutgers.edu/academics/libraries)
Phone: 856-225-2848 (policies, procedures, fines, and fees)
Phone: 856-225-6034 (graduate research support, help finding materials, and resources)

**My Rutgers Portal**
See: [my.rutgers.edu](http://my.rutgers.edu)

**Parking**
Parking in campus lots is by permit. Permits can be purchased at the Bursar's Office. Information about parking options and rates as well as lot locations can be found online. A shuttle service is available to the parking lots, if needed.
See: [parking.camden.rutgers.edu](http://parking.camden.rutgers.edu)
Phone: 856-225-6137

**Police**
The Rutgers University Police Department is on patrol on campus and around the neighborhood 24/7. You can call them for assistance any time. They also offer free escort service for students to their cars, campus housing, PATCO Hi-Speed Line station (Fifth and Market Sts.), and the Walter Rand Transportation Center on Broadway.
See: [rupd.camden.rutgers.edu](http://rupd.camden.rutgers.edu)
Phone: 856-225-6009

**Registrar**
The registrar is located in the lower level Armitage Hall. Their website allows you to access your grades, class schedule, unofficial transcript, GPA, final exam schedule, and more. From here, you can also view what classes are being offered and register to take classes.
See: [registrar.camden.rutgers.edu](http://registrar.camden.rutgers.edu)
See: [webreg.rutgers.edu](http://webreg.rutgers.edu)
Phone: 856-225-6053
RU Express
RU Express is a debit account on your RUID card that may be used to make purchases on and off campus at many locations. You can add money to your card online with a credit card or in person at the Bursar’s Office with cash or check. See their website for a complete list of places RU Express is accepted.
See: food.rutgers.edu/ru-express
Phone: 856-225-6021

Rutgers–Camden Operator
Phone: 856-225-1766

Rutgers Email
See: oit.camden.rutgers.edu/webmail

Sakai
See: sakai.rutgers.edu

School of Business
See: business.camden.rutgers.edu
Phone: 856-225-6800

Student Health Services
The Student Health Services staff provides health care and educational services. They are located on the second floor of the Campus Center. Information about services provided, the staff, and insurance can be found online.
See: healthservices.camden.rutgers.edu
Phone: 856-225-6005

Summer Session
Summer Session offers courses during the summer months. Several sessions are offered to fit a variety of schedules. Classes are offered during the day and in the evening.
See: summer.camden.rutgers.edu
Phone: 856-225-6053

Winterim
Winterim offers courses during the winter break. Courses are offered on an intensive schedule.
See: winterim.camden.rutgers.edu
Phone: 856-225-6053
How do I set-up my NetID?
Your NetID gives you access to your Rutgers email account and many other online services. You should activate your NetID as soon as possible by utilizing the website: netid.rutgers.edu.

Please fill in your RUID number and NetID below and keep it in a safe place for your records.

My Rutgers ID (RUID) number is _____ - 00 - ______

My NetID is ________________________________

Key Point: You can access your Rutgers ID number through the Rutgers portal (my.rutgers.edu). To use MyRutgers, you will need to have your NetID and password. Please keep your password secure.

Camden Computing Services provides computing services and assistance for students on the Camden Campus. Wireless information and details about the specific services they offer can be found at oit.camden.rutgers.edu.

If you don’t plan to use your Rutgers email account as your primary email, you can set up the account to forward to an alternate email address of your choosing. It is very important to check your Rutgers email regularly for important announcements as email is the university’s preferred method of communication. Please use the Webmail client’s Webtools to setup forwarding addresses:

ScarletMail: http://mail.google.com/support/bin/answer.py?answer=10957
Student Computer Lab

Paul Robeson Library, First Floor
The public computer lab is open during normal library hours. For assistance, please call the Help Desk number (856-225-6274). See: libraries.rutgers.edu/robeson

Acceptable Use Policy
For Computing and Information Technology Resources

It is the policy of Rutgers University to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the university's information technology resources is a privilege and must be treated with the highest standard of ethics. The university expects all members of the community to use computing and information technology resources in a responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and university policies and standards. This policy outlines the standards for acceptable use of university computing and information technology resources which include, but are not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by Rutgers University.

This policy applies to all users of Rutgers computing and information technology resources including faculty, staff, students, guests, external individuals or organizations, and individuals accessing external network services, such as the Internet via university facilities. Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization.
- Use computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.
- Respect the privacy and personal rights of others.
The Rutgers University - Camden app brings services to your fingertips and enables you to connect with classmates and friends. Access events, calendars, contacts, maps and more! Stay organized with the timetable function where you can save events, classes and assignments.

Access all your campus information on the go.

Keep your classes, assignments, and events organized.

Join the campus discussion and connect with your peers.

Chat with your friends and see their timetables

More information: http://rutgerscamden.campusapp.com/
Sakai is an online course site for classes at Rutgers. Students can log on with their NetID and password to access resources based on the courses they are enrolled in. With Sakai, students can communicate with their professors and other students, ask questions, submit papers, take online quizzes, check syllabi, download required readings and study guides, check grades, and much more. Many professors utilize Sakai to respond to student questions, grade and return papers, supply resources, and post grades.

[sakai.rutgers.edu](http://sakai.rutgers.edu)

My Rutgers Portal is an easy to use, one-stop site for Rutgers students. After logging on, students are able to access Rutgers e-mail and resources such as academics, libraries, campus life, financial information, class schedule and grades, and much more.

[my.rutgers.edu](http://my.rutgers.edu)
You can access your term bill online at studentabc.rutgers.edu. If you wish to pay online, they accept MasterCard, American Express, Discover, and E-Check. To pay in person, you can go to the Bursar’s Office located on the 1st floor of Armitage Hall, 311 North 5th Street, Camden, NJ 08102. Financial Services (bursar’s office) only accepts cash, check, or money order.

To pay by check through the mail, send payment to:

Rutgers University—Camden
Cashier’s Office
311 North 5th Street,
1st Floor
Camden, NJ 08102

*You must submit a term bill, even if your balance is zero. Sign and return your Attendance Confirmation form as you would a term bill. You can also submit your attendance confirmation online.*
Financial Aid Process for Graduate Students

To apply for federal, state, and Rutgers University financial assistance, file the Free Application for Federal Student Aid (FAFSA) or the renewal application online for faster and efficient processing of your application. Application for low-interest student loans and work study employment are made by completing the FAFSA. Most graduate students are eligible for some type of federal student assistance, usually in the form of a student loan. The amount of assistance is determined by course load and estimating the total cost of attendance. Listed below are the steps to apply for financial aid from Rutgers.

**Step 1: Apply for admission to the graduate program**
Prospective students who apply for financial aid should also apply for admission to Rutgers–Camden. You should not wait for formal acceptance to Rutgers to apply for financial aid; apply early for both financial aid and admission.

**Step 2: File an FAFSA**
If applying to the Fall 2017-Spring 2018 terms, please complete the following:

- Complete and submit the FAFSA online at [fafsa.ed.gov](http://fafsa.ed.gov).
- Use Federal School Code 002629 to submit a 2017-2018 FAFSA. You will need a copy of your 2016 tax forms.

When filing the FAFSA online (the recommended way), you will receive the Student Aid Report (SAR) from the U.S. Department of Education. The SAR is a summary of the information you reported on the FAFSA. Review the SAR to make sure the information you reported is accurate. If you need to make corrections, please do so at [fafsa.ed.gov](http://fafsa.ed.gov) and log in with your FSA ID. Keep the SAR for your records.

**Step 3: Complete Remaining Financial Aid Component**
If a Federal Direct Stafford Loan (subsidized or unsubsidized) has been offered to you as part of your aid package, and you are accepting all or part of the loan, you are required to complete and sign a master promissory note.

If you have any questions, please contact the Rutgers–Camden Office of Financial Aid at 856-225-6039. Additional information regarding financial aid is available at [financialaid.rutgers.edu](http://financialaid.rutgers.edu).

**Scholarship Information**
Please note that limited funds are available from scholarships, fellowships, assistantships, and grants. Please contact your graduate program director in your proposed major for additional information. Scholarships for the Graduate School of Arts and Sciences may be found online here: [https://graduateschool.camden.rutgers.edu/current-students/scholarships-assistantships/](https://graduateschool.camden.rutgers.edu/current-students/scholarships-assistantships/)

You may also want to consider independently researching graduate scholarships online by taking advantage of free online scholarship searches, such as [fastweb.com](http://fastweb.com). Fastweb.com is the nation's largest source of local, national, and college-specific scholarships.
ACADEMICS:

Academic Calendars: https://registrar.camden.rutgers.edu/academic-calender-2017-2018
Email, schedule, grades, and more on MyRutgers Portal: my.rutgers.edu
Financial Aid, scholarships, grants, and more: financialaid.rutgers.edu and studentabc.rutgers.edu
Register for Classes on WebReg: webreg.rutgers.edu
Schedule of Classes, important dates, and more: registrar.camden.rutgers.edu
Textbooks: University District Bookstore (6th & Cooper Streets, 856-968-1200, from camden.rutgers.edu, click “Information For:,” then “Current Students,” and then click “Bookstore”)

Need a Tutor? Contact the Learning Center: learn.camden.rutgers.edu

TRANSPORTATION:

Rutgers-Camden Shuttle Bus
Rutgers–Camden offers shuttle bus service from the main parking lot (Lot 11) to Third Street in front of the Business and Science Building during the academic year. After 8 p.m., an additional bus runs to and from Fifth Street, under the law school bridge.

Public Transportation: njtransit.com
RiverLine Light Rail (from Camden to Trenton): njtransit.com/riverline
  Student discount: parking.camden.rutgers.edu/student
NJ Transit Bus stops at Walter Rand Transportation Center (MLK Blvd. & Broadway)
PATCO Speedline (Camden to Philadelphia) stops at City Hall Station (5th & Market Sts.)
  Discount using Freedom Pass (ridepatco.org)

Parking:
Permits: call 856-225-6137 or see parking.camden.rutgers.edu/student
Daily Passes: Visitor permits cost $5 a day and may be purchased online or in person from the Cashiers’ Office, located on the first floor of Armitage Hall, between the hours of 8:30 a.m. and 4 p.m., Monday through Friday. Call the Parking Office at 856-225-6137 with questions.
Other Option:
Riverlink Ferry from Camden to Philadelphia: http://www.delawareriverwaterfront.com/places/riverlink-ferry

MANAGING STRESS:
Rutgers offers access to a psychiatrist – free for full-time students and at a nominal charge for part-time students. See: https://healthservices.camden.rutgers.edu/psychinfo

GETTING INVOLVED:
IMPACT Booth: Buy tickets to concerts, sports events, and campus events. Get your ID card here.
  Located in the Campus Center (856-225-6161, https://www.facebook.com/ruccampuscenter/)
CLUBS & ORGANIZATIONS: https://oci.camden.rutgers.edu/clubs-and-organizations
STAYING INFORMED:
Read your Rutgers email every day.
Look out for REACT.

KEEPING FIT:
The Athletic and Fitness Center (located behind the Fine Arts Building) offers cardio and strength training equipment, a resistance pool, team locker rooms, and a recreation area for yoga, spinning and Pilates.

DINING:
7-Eleven, Subway—330 Cooper Street
Café and Salad Work – 313 Market Street, between 3rd and 4th Streets
Dining Services and the Corner Store – Campus Center
Dunkin’ Donuts – 16 South Broadway, 856-541-3002
Food Vendors – corner of 3rd and Penn Streets, 5th and Penn Streets, & 3rd and Linden Streets
Friends Café – 319 Friends Street, behind Lot 13, 856-203-7380
Little Slice of NY Pizza – 120 North 3rd Street, 856-964-0404
New Dragon – 1118 Kaighns Avenue, 856-964-0092
Rita’s Water Ice – 1 Market Street, 856-246-1291
Victor’s Pub – 1 Market Street, 856-635-0600

HOUSING:
Rutgers-Camden offers independent apartment-style living for graduate students. For more information, see http://housing.camden.rutgers.edu/post_grad