

Advising and Registration Guide



Camden College of Arts and Sciences

An undergraduate education consists of a combination of courses that offer a broad overview of several academic disciplines (general education requirements) and the chance for in depth study in one academic field (your major). Many students also choose to add at least one minor, which is a concentration in an interdisciplinary area of a specific academic field, to their studies. You will also have the chance to take several elective courses in areas that interest you.

In order to graduate from the College of Arts and Sciences, students must complete their major requirements, general education requirements, and the College of Arts and Sciences graduation requirements.

College of Arts and Science Graduation Requirements

- Writing Intensive Course (course designated as Writing Intensive in any department)
- Math Literacy (Subject 640 course)
- World Language (requires successful completion of Elementary level 102 or higher in a foreign language)
- Natural Science (a second courses in any Physical or Life Sciences department)
- Major Requirements (all students must identify a major and complete all the requirements for that major)
- **Total credits to graduate: 120**

Rutgers University-Camden General Education Themes and Approaches

- Arts, Aesthetics, and Theories of Interpretation (AAI)
- Ethics and Values (EAV)
- Global Communities (GCM)
- Heritages and Civilization (HAC)
- Logic and Quantitative Reasoning (LQR)
- Physical and Life Sciences (PLS)
- United States and the World (USW)
- Cross-Cutting Category: Diversity (DIV), Engaged Civic Learning (ECL), Experiential Learning (XPL)

The General Education Themes and Approaches are waived if a student has completed an Associates of Arts (AA) or Associates of Sciences (AS) from a New Jersey community college.

Registration

Course and Credit Loads

Students are required to **complete a minimum of 120 credits** in order to earn their Bachelor's degree. Therefore, students should aim to complete 30 credits each academic year. Most students accomplish this by registering for 5 classes/15 credits each semester.

Courses taken during the semester should consist of a combination of **general education requirements, coursework towards a major, and free elective credit.**

Free elective credits are credits used to reach the 120 credit minimum. These credits can be utilized towards a second major, minors, certificate or certification programs, internship credits, learning abroad courses, research, and independent study courses. All credits completed at the 100-level and higher can be counted towards the overall credit total.

Course schedules are available on <http://sis.rutgers.edu/soc>, where no special logins are necessary.

Students are expected to register themselves using the online Web Registration program, <https://sims.rutgers.edu/webreg/>, logging in using their netID and password, or by using their RUID and PIN. Both the Schedule of Classes and Webreg can be used to search for specific General Education categories by clicking on "Gen Ed Code" after selecting the proper term, location, and level.

NOTE: To ensure scheduling accuracy, first year and new transfer students are not able to utilize Web Registration online after their orientation day until the start of the semester.

To have your schedule adjusted, email your assigned advisor. Include the name of the course, course number, and index number, along with your name and student ID number (nine digit RUID).

The full time status to be eligible for financial aid is 12 credits. Students should aim to complete 15 credits each semester, and are able to register up to 19 credits without special permission at no additional charge. This special permission is granted by the student's advisors and is based on their cumulative GPA. The form for Overload Permission can be found on the Office of the Registrar's Website (<https://registrar.camden.rutgers.edu/course-actions#overload>). First semester students are not eligible for an overload.

The first week of classes is the designated "add/drop" period, where students are able to add or drop courses without academic penalty. Courses dropped between the end of the add/drop period and the end of the tenth week of the term are considered a withdrawal and are assigned a grade of "W". You can do this on Web Registration.

Course Listing Codes

Courses are coded in a three part format, providing information about the course, in the following manner: School Code: Subject Code: Course Code.

At Rutgers University-Camden, there are three School codes used:

- 50 Camden College of Arts and Sciences,
- 52 School of Business Camden, and
- 57 School of Nursing.

Students are typically usually limited to registering to courses with their individual School, although at times they may be able to register courses in other Schools. Students should refer to the Schedule of Classes for any school related restrictions.

A typical course listing would appear as:

50: 989: *101*

50 **School: Camden College of Arts and Sciences**
989 Subject: Writing
101 *Course: Composition I*

NOTE: When transferring in courses from outside institutions, equivalent courses may have different titles but be filed under the same course number; to prevent registering for duplicate coursework, verify the course number with your transfer summary report (TSR).

What are course levels?

Generally speaking:

- **courses at the 100-level are Introductory level courses**, suitable for students in their first or second year, for students completing a general education or school graduation requirement, or students completing free elective credits.
- **courses at the 200-level are appropriate for second year level course work**, and generally require the completion of introductory level work prior to registering.
- Courses at the 300 level or 300 level are more intense, and courses here are appropriate for upper level major requirements or major elective works. Some majors and minors require specific number of credits at the 300-level or higher; students should consult with the major or minor requirements of the specific department for additional details.
- **courses deemed to be “Special Topics,”** where the subject material changes each semester, are typically listed as 300-level or 400-level courses. These courses allow for students to explore in heavy detail different subjects or topics related to the major.

What is a cross listing?

At times, a course which overlaps heavily in material between two departments may have what is referred to as a cross-listing; that is, it appears under two or more departments. For instance, the course titled “Evil,” is listed both as a Philosophy 50:730:333, and as 50:840:333, due to its subject matter.

What are Prerequisites and Corequisites ?

Pre-requisites are courses that are required to be completed in order to proceed in sequence to the next level of coursework. For instance, in order to register for English Composition II, a student must have completed English Composition I.

Co-requisites are courses required to be completed in together with each other, e.g. General Biology I and General Biology I Lab.

If a student has not had the pre-requisite course(s) for a course that they wish to register for, the student will require a Pre-requisite Override Form (<https://registrar.camden.rutgers.edu/course-actions#prereq>). The form must be completed, signed by the appropriate academic administrators, and returned to the Registrar before the student may register for the course.

Pre-requisite override forms may be required for registration for a variety of reasons:

- the student took the pre-requisite course at another college of Rutgers;
- had a significant break in attendance such that course numbers may have changed in the system;
- had equivalent academic experience that does not align exactly with the pre-requisite course numbers; or other circumstances.

Pre-requisite overrides are granted at the discretion of the academic administrators involved and are not guaranteed.

Closed Courses

If a class is closed, the Instructor is the person to determine if additional students can be added to the class by asking the professor or department for a **special permission number**. You must contact the professor directly by email. Please keep in mind that asking for a special permission number is NOT a guarantee that you will receive one. You can look up their information using the Rutgers directory:

<https://search.rutgers.edu/people.html>

If it does not appear there, search for the department's website, and contact the administrative assistant.

Special permission numbers are unique to a particular course section, can only be used once, and cannot be shared among students.

Placement Testing and Scores

Placement Tests for English and Math are required for students who do not transfer an equivalent of English Composition I, II, or a college-level math course. Students who have scored a 500 or Higher on the Verbal Portion of the SAT are not required to take the English Placement Exam.

English Placement

Possible English Placement Results		
Section	Course Name	Level
989:101L	English Composition I with Lab	College Level with a Writing Lab Component
989:101	English Composition I	College Level
989:102	English Composition II	College Level

Math Placement

Possible Math Placement Results		
Section	Course Name	Level
640:ECM	Accelerated Elementary/Intermediate Algebra	Non-College Level
640:042	Intermediate Algebra	Non-College Level
640:REG	Any non-calculus introductory level math	College Level
640:BUS	Calculus for Business	College Level
640:TWT	Calculus I	College Level

World Language Placement

All students within Camden College of Arts and Sciences are required to complete a world language course at the elementary II (102) level or higher. **Placement Tests for a World Language are required for students who do not transfer an equivalent course.** If a student has already completed and transferred equivalent credit for the Elementary I level course, they can proceed to register for the subsequent Elementary II level.

The requirement is at least three credits (one semester course) in a world language course at the 102 (Elementary II) level or higher, depending on placement.

Information on placement testing is available here: <https://newstudents.camden.rutgers.edu/foreign-language-placement-tests-sakai>

French

Section	Course Name
CA 420:101	Elementary French I
CA 420:102	Elementary French II
CA 420:131	Intermediate French I
CA 420:132	Intermediate French II
CA 420:FFW	Speak to Department Regarding Placement

German

Section	Course Name
CA 470:101	Elementary German I
CA 470:102	Elementary German II
CA 470:131	Intermediate German I
CA 470:132	Intermediate German II
CA 470:301	Speak to Department Regarding Placement

Spanish

Section	Course Name
CA 940:101	Elementary Spanish I
CA 940:102	Elementary Spanish II
CA 940:121	Intermediate Spanish I
CA 940:203	Composition and Conversation
CA 940:CST	Speak to Department Regarding Placement

View placement tests by following the guide here:
<https://newstudents.camden.rutgers.edu/placementresults>

Scheduling Recommendations

First Year students entering Rutgers University-Camden should ideally have a schedule consisting of the following:

- English (Based on Placement)
- Math (Based on Placement)
- Required introductory course(s) for Major
- General Education courses

Credits: 12 minimum for full time, 15 to remain on track for a 4-year/8 semester graduation timeline.

Transfer Students with an Associates of Arts or Science Degree (AA/AS) should register for the following:

- Required Courses for Major to remain in sequence
- Eligible Major Electives
- College of Arts and Sciences Graduation courses
- Free Elective credits

Credits: 12 minimum for full time, 15 to remain on track for a 2-year/4 semester graduation timeline.

***Students are encouraged to complete their World Language and Math requirements as soon as possible, as these are two of the most common areas where graduating in a typical timeline can be delayed.

Course descriptions can be typically found by going a Department's webpage and looking under either "Undergraduate" or "Courses." Descriptions may also be found here:

<https://advising.camden.rutgers.edu/course-descriptions/>

General Education Recommendations

The following courses from each General Education category are *usually* suitable for first year or new transfer students. Students should also consult with their Academic Advisor to verify their selected courses are applicable. **This is a general list**, and course offerings for the current semester can be viewed by going onto <http://sis.rutgers.edu/soc/> and selecting the appropriate General Education category from the “Gen Ed Code” tab.

Art and Aesthetic Interpretation (AAI)

50:080:101	Introduction to Studio Art	50:700:125	Introduction to Music Theory
50:080:102	Visual Fundamentals	50:700:201	Facing the Music
50:080:103	Sculpture Foundation	50:965:101	Introduction to the Theater
50:350:106	Literature Appreciation	50:965:124	Movement for Stage
50:509:101	What is History	50:965:125	Introduction to Video and Film

Ethics and Values (EAV)

50:730:105	Introduction to Current Moral and Social Issues	50:840:108	Introduction to Religion and Culture
50:730:111	Introduction to Philosophy	50:840:216	African-American Religion
50:730:249	Biomedical Ethics		

Global Communities (GCM)

50:070:213	Introduction to Cultural Anthropology	50:840:103	Introduction to World Religions
50:163:101	Introduction to Childhood Studies	50:840:111	Eastern Religions
50:480:101	Introduction to Global Studies	50:840:220	Hinduism
50:840:101	Introduction to Religious Studies	50:840:222	Buddhism

Heritages and Civilizations (HAC)

50:080:101	Introduction to Studio Art	50:082:105	Cross-Cultural Art History
50:082:101	Introduction to Art History I	50:510:101	Western Civilizations I
50:082:102	Introduction to Art History II	50:840:110	Introduction to the Bible

Logical and Quantitative Reasoning (LQR)

50:220:102	Microeconomic Principles	50:640:121	Calculus I
50:220:103	Macroeconomic Principles	50:730:101	Introduction to Logic, Reasoning, and Persuasion
50:640:106	Introduction to Math Thought	50:830:250	Statistic for Social Sciences
50:640:108	Numbers and Beyond	50:960:183	Elementary Applied Statistics
50:640:118	Calculus for Business and Economics		

Physical and Life Sciences (PLS)

50:120:101	General Biology I *for Biology majors; has a required lab	50:120:127	Principles of Biology I *for Health Science majors and students interested in Nursing
50:120:103	Biology of Cancer	50:830:101	Introduction to Psychology
50:120:105	Facts of Life		
50:120:106	Human Reproduction and Development		

US in the World (USW)

50:163:101	Introduction to Childhood Studies	50:512:202	Development of the United States II
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50:512:201 Development of the United States I

50:512:203 African-American History I

Diversity (DIV)

50:082:201 LGBTQ in Popular Culture

50:163:101 Intro to Childhood Studies

50:352:251 Modern African American Literature

50:443:210 Global Gender Issues

50:512:203 African-American History I

50:964:201 Exceptional Learners

Engaged Civic Learning (ECL)

50:600:201 Introduction to Leadership

52:620:303 Organization Behavior

50:840:103 Introduction to World Religions

Experiential Learning (XPL)

50:090:399 Internship in Arts and Sciences

50:120:283 Statistics for Biological Research

Registration Troubleshooting

I cannot add a course

- Do you have the proper prerequisite?
 - Check the blue “Prerequisite” area to see if you have completed the course needed prior. If believe you do have the correct prerequisite, complete the prerequisite override form and obtain the appropriate signatures :
<https://registrar.camden.rutgers.edu/sites/registrar/files/PrerequisiteOverrideFormFillable.pdf>
- How many credits are you registered for?
 - Registering for more than 19 credits requires an academic overload, and new students are not eligible for an overload
- Does it require a co-requisite?
 - Check the course notes to see if you need to add another course first, and then this one will be registered automatically, as they are linked together. This is often the case for courses requiring a lab, such as General Biology I and General Biology I lab.
- Do you have the correct major?
 - Some classes are restricted to certain majors or schools. For instance, Intro to Health Sciences can only be added if you are a Health Science major. Check the course notes to see what major declared the class requires. If you plan on completing the major, email the Registrar’s Office to have your major changed (camreg@camden.rutgers.edu)
- Do you have enough credits currently completed?
 - Some classes have registration determined by how many credits you have completed. Check the course notes to see if you need to be a sophomore (30 credits), junior (58+), or senior (90+) in order to register.

It is asking for a special permission number

- Read the course notes to see if you need to contact the instructor or department to obtain a special permission number. Courses will say “SPECIAL PERMISSION INSTRUCTOR” or “SPECIAL PERMISSION DEPARTMENT”
- You may need to have a specific major declared to register. Check the course notes for details. See “Do you have the correct major?” above
- Is the class closed? Reach out to the instructor to ask for a special permission number (politely).

What does hours by arrangement mean?

- This is most likely an online course. The course will state when a course is offered online, and what platform (Canvas, Sakai, Blackboard) it can be found.

What does credits by arrangement mean?

- This is most likely an independent study course. For an independent study, students work one-on-one with an instructor to assist on a research project. The amount of credits registered depends on an agreement between instructor and student. Reach out to the instructor for further details.

What if I need to withdraw?

- Withdrawals may be done using Webreg. Students may not withdraw from an individual course after the 10th full week of the academic year term. If a student wishes to withdraw from all of their classes, they complete and sign a withdrawal form and take it to the Office of Academic Advising for discussion and signature. The form is also signed by the Financial Aid office so that they have the opportunity to explain potential financial aid implications. The deadline to withdraw from ALL courses is the 12th week of the semester.

I cannot find the instructor’s name

- If it does not appear on the schedule of classes, search for the department’s website, and contact the administrative assistant. For instance, for a Biology professor, search for “Biology Rutgers University-Camden” and then check the sidebar or “About” section for their information.

Next Steps

- Congrats! Give yourself a round of applause!
- View books by logging onto <https://sims.rutgers.edu/webreg/>. Select the current semester. At the bottom of the page, there will be a link to the Rutgers University-Camden bookstore. If no books are visible, either your instructor has not submitted their textbooks yet or it may not require any. Check back closer to the start of classes to see any changes.
- Keep up to date with your school email by logging onto my.rutgers.edu and going to the “Everyday” tab. Important information about your financial aid, classes, and everything related to your academic career. Check your email at least 2 to 3 times a week.
- If you have any outstanding transcripts, AP test scores, or dual degree credits, it is extremely important to have your Rutgers University transcript updated. See here <https://newstudents.camden.rutgers.edu/tsr-updates> for instructions on this process.

- Your term bill has now been generated. Log onto <https://finservices.rutgers.edu/otb/> to view your term bill and charges. For any additional questions regarding your bill, follow up with student accounting <https://www.camden.rutgers.edu/student-accounting>

Useful Links

Frequently Asked Questions: <https://advising.camden.rutgers.edu/advising/advising-faqs/>

Academic Calendar: <https://registrar.camden.rutgers.edu/calendars-catalogs>

My Rutgers Portal: <https://my.rutgers.edu/portal/render.userLayoutRootNode.uP> An online portal linking students to many campus resources, including:

- Student email
- Student Schedules
- Web Registration
- Course Schedule Planner
- Degree Navigator
- Academic Calendar
- Parking
- Staff Directory

Course Registration

Web Registration: <https://sims.rutgers.edu/webreg/>

Schedule of Classes: <http://sis.rutgers.edu/soc/>

Course Schedule Planner: <https://sims.rutgers.edu/csp/>

Bookstore:

<http://universitydistrict.bnccollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65132&catalogId=10001&langId=-1>

Financial Information

Student Accounting, Billing and Cashiering Home Page: <http://studentabc.rutgers.edu/>

Financial Aid Home Page: <https://financialaid.rutgers.edu/>

Student Financial Services Statement of Accounts (Term Bill): <https://finservices.rutgers.edu/otb/>

Financial Aid Required Documents: <https://finservices.rutgers.edu/faaward/doc/missingDocLogin.htm>

Financial Aid Award Status: <https://finservices.rutgers.edu/faaward/letter/awardLogin.htm>

1098T Tax Statements: <https://studentabcweb.rutgers.edu/taxstatements/>