

## HOW TO READ A COURSE SCHEDULE

### Sample Schedule:

REGISTERED COURSES					
INDEX	COURSE	SEC	CR	COURSE TITLE	HRS/LOCATION
11939	01:510:101	12	030	Development of Europe	MW5 LSH-A142 W5* TIL-207
14739	01:165:005	01	030	Needs Placement Test	BY ARRANGEMENT
09462	01:355:101	UA	030	Expository Writing	W2F5 HCK-127
00081	01:119:101	Q2	040	General Biology	SEE SCHEDULE OF CLASSES
05084	01:640:011	01	E020	Precalc PT I Wkshop	BY ARRANGEMENT
00500	01:640:111	34	020	Precalc Part I	TF3 LOR-024 W2* BIO-205

  

17.0 CREDIT HOURS

06-06-001

DEG/CR

College/Curriculum Code

DA

GPA

Loc Spec

123-45-6789

First-Year, Kim  
104 Main Street  
Anytown, NJ

### Glossary:

**INDEX:** The **index number** is a five-digit number that identifies a specific section of a particular course. It is entered into the computer when you make changes to your registration, so it is critical to double-check for accuracy before you adjust your schedule.

**COURSE:** The **course number** has three sections. The first indicates which division of the University offers the course. Most will be "01", for the Faculty of Arts and Sciences. To find out the other school numbers, refer to page five of the Schedule of Classes. The middle set of numbers indicates the department offering the course. For example, "355" is used for courses offered through the writing program, "640" denotes a math course. The final three digits denote the specific class. In general courses at the 100-199 level are introductory, although some do have pre- or co-requisites (e.g., Expository Writing and a math placement of Pre-Calc or higher for General Biology). The pre- and co-requisites are listed in the Schedule of Classes- IT IS YOUR RESPONSIBILITY TO CHECK THESE!!!

**SEC:** This is the **section number** of a course. Many courses have multiple sections. In some cases, the sections are completely independent from one another, with different instructors, assignments, and exams. In other instances, there will be multiple sections of a course with a large lecture and smaller discussion groups called recitations. In the example of the History class (Development of Europe) listed in the sample schedule above (see also page 32 of the Fall Schedule of Classes), sections 10, 11, and 12 all have a lecture which normally meets Monday and Wednesdays, period 5, in Lucy Stone Hall, room A142. On some weeks, instead of the large lecture, students in this section will have a recitation during the short Wednesday 5<sup>th</sup> period. How will a student find out what the lecture/recitation schedule is? The information will be provided on a syllabus the first week of classes; go to the lecture section the first week. You may also want to find out if the class has a web page, which will often have information of this nature. It is essential to attend the recitation (or any small group session) for the section for which you are registered.

**CR:** This reflects the number of **credits** assigned to a course, and is based on the number of hours the course meets during the semester. A course listed as "030" is equal to 3 credits towards graduation, unless prefixed. Courses with an "E" prefix (like the Precalc Workshop) do not count towards the 120 credits needed for graduation or calculate into your grade point

average. However, they do count towards maintaining you as a full time student, because they do determine the amount of work you'll devote to the course during the semester! A grade will also appear on your transcript.

**Course Title:** In most cases, this is self-explanatory. However, in some cases the title does not reflect an actual class, but a "credit holder". This is the situation with the "Needs Placement Test" in the example above. It assigns three credits for the student (important towards maintaining full-time status) until the results of the placement test are available and the student can register for the appropriate course. The student can drop this as soon as they add a course to make up for the credits. In the case of "Precalc Workshop", the title provides a mechanism for registering the E prefixed credits that go with the non-prefixed component of the course. When this is the case, the meeting time will be listed as "By Arrangement"; look under the "HRS/LOCATION" of the linked course to find out when and where to go.

**HRS/LOCATION:** To decipher this, you will need to have your "Schedule of Classes" booklet; open it to page 16. (Hint: either make copies of this page, or only use pencil! You may be changing your schedule in the next week.) Classes are typically given during standard period combinations (see page 5) and the periods begin and end as indicated on the grid. You will also need to indicate on the grid the building code listed. The building codes are listed on page 13 of the Schedule of Classes booklet; include on your class grid the campus for that section of the class. Be very careful about scheduling back-to-back classes. Cook/Douglass in consecutive periods is fine, but all other campus combinations require at least one free period between classes to allow for travel. An asterisk (\*) next to a class period indicates that it is a 55-minute period, rather than the standard 80-minute class.

**By Arrangement:** This most frequently indicates a "credit holder". The class meeting times (if there are any) are listed under the linked section of the course. See "Course Title" for more information.

**See Schedule of Classes:** The time information for this class will be given in the Schedule of Classes booklet. Look first for the department (e.g., "119" is Biology, which is found under "Life Sciences"), then for the specific section. The meeting times will be listed there.

**Credit Hours:** This indicates the number of credits you are registered for this term. It includes "E-Prefixed" credits, because those count towards maintaining you as a full-time student even though they will not calculate into your grade point average or count towards graduation.

**College/Curriculum Code:** The first two digits, "06" represents Douglass, your college of matriculation. The second set of numbers, also "06" stand for your anticipated year of graduation (2006). The final set of numbers, "001" indicate your major, which at this point is "Undeclared". When you declare a major in the spring of your sophomore year, this number will change to the department code.

**Loc Spec:** This is a code that allows you to identify your advisor. If the code begins with a "D", you have a general first-year advisor. If it begins with any other letter, you have a special program advisor.

**DEG/CR:** If you have been granted credits for prior college work or AP scores, it will appear here. The GPA will reflect only work done within Rutgers.

## **Deciphering the Undergraduate SCHEDULE OF CLASSES Booklet**

The Schedule of Classes booklet can be one of the most useful reference tools you will find during the first week of classes. It offers a tremendous amount of information, if used properly and in conjunction with various university websites. Before you make any adjustments to your schedule, it is important to familiarize yourself with the booklet; this will make the add/drop process much less confusing. The answers to most of your registration questions can be found in the Schedule of Classes, if you know where to look.

### **Q. How do I find a course in the Schedule of Classes, and once I find it, what do all those numbers mean?**

A. Let's say you've found a course in the First Year Book that you'd like to take to meet a core requirement. The course name and number are listed, and you want to find out if it is available this term. The first thing you need to do is to identify the department that is offers the course. As an example, we'll use "119:150 Bio, Soc and Biomed Issues". The first three digits (119) indicate the department, which in this instance is Life Sciences. You would look alphabetically for the department, and would find it on page 35. Had you been searching for the department by the numerical sequence, or looked under "Biology" (page 21), you would have found a message under "Biological Sciences" instructing you to find the course under Life Sciences. Sometimes the department is very obvious, other times it is not as clear. It may seem cumbersome at first, but you'll learn the particulars fairly quickly.

Once you've located the department, you'll need to look up the specific course, indicated by the second set of numbers. Halfway down the first column on page 36, you find the course and see the following:

01	119	150	<b>Bio Soc &amp; Biomed Issues</b>	3	C
	00100	01	TF1 HCK-101		Rancourt, M
	00099	02	TF8 LOR-022		Uzwiak, A

If one of the sections fits into your schedule (see next question), take a minute to review the course description in the Undergraduate Catalog or check the web to see if the course has an online syllabus. Still interested? Find out from [www.webreg.rutgers.edu](http://www.webreg.rutgers.edu) if the class is open or closed then refer to the appropriate instructions on the ADD/DROP Guide.

### **Q. How do I make sure I don't have a travel conflict?**

A. Use the Class Schedule Grid on page 16. First put in the courses you are registered for that you intend to keep. Block out Wednesday 3<sup>rd</sup> for "Douglass Difference 101". Be sure to indicate the building code and the campus (look these up on page 13). For example, Section 01 of the Biomedical Issues course is offered TF1 in HCK-101. "TF1" meets on Tuesday and Fridays, from 8:10-9:30AM (see the times indicated in the left-most column of the class schedule grid). You look on page 13 and find that "HCK" refers to Hickman, on the "D/C", or Douglass Cook campus. The "101" specifies the room number in Hickman. If on your grid you already have a course on a campus other than D/C second period on Tuesday or Friday, adding this section will cause a travel conflict. You should now either try the other section, or consider another elective. Again, traveling from one campus to another takes more than the twenty-minute class break period.

### **Q. How do I use the telephone registration system?**

A. See page 3 for general information on using RTTRS, the Rutgers Touchtone Telephone Registration System. The worksheet on page 4, which takes you through the process step by step, is also very helpful. As you find courses that will fit into your schedule,

put the corresponding numbers into the worksheet and have it handy when you are eligible to register by phone or online.

**Q. What is an “index number”?**

A. The index number is the five-digit number the computer recognizes when you register for a course. Accordingly, this is the number that you need to double check before making any changes online or by phone. Index numbers are section-specific, so make sure you are using the correct one for the section you want.

**Q. I need to miss a class due to a religious observance. What do I do?**

A. The major religious holidays for the fall are listed on page 5. If you are observant, let the faculty member know at least one week prior to the holiday that you will be missing the class that day. Ask if you can have the assignment (if relevant) in advance, so that you can make up any work. You should also arrange with a classmate to get any notes you will miss.

**Q. What is a “Common Hour Exam”?**

A. To the right of the number of credits for a course is an Exam Code; these are defined on pages 10 and 11. The “C” listed for Biomedical Issues indicates that the midterms are given during the regular class periods. General Biology has a “J” listed for its exam code, indicating that the midterms are given at an alternative time, called a Common Hour Exam. If your course lists a code for a group exam, check the schedule on page 8. Write them in your academic calendar (the Red Book is very helpful for this), and refer to your calendar frequently. The midterm exams are a major component of your class grade, so plan accordingly!

**Q. How do I find out what my final exam schedule is?**

A. The Final Exam Schedule is provided on page 10. You may want to check this as you are considering various electives. If two courses are available and of interest to you, but one has a final immediately before your most difficult class, it may be a deciding factor in which class to take this term. Write your exam schedule into your academic calendar; don't make travel plans until you've made sure your finals will be done!

**Q. How do I contact an academic department?**

A. Contact information (phone and, in many cases, and e-mail address) for all New Brunswick academic departments is provided on page 7. Remember that most university offices are open M-F, 8:30-4:30, and that some close for lunch between 12 and 1PM. If you need information at night or on a weekend, check the department's web-page (<http://www.rutgers.edu/Departments/AcademicServers.shtml>); you may find your answer without having to call the department.

**Please note:** If you have lost your copy of the Schedule of Classes, you can find most of the information from the Registrar's website ([www.registrar.rutgers.edu](http://www.registrar.rutgers.edu)), or by going directly to [http://clue.rutgers.edu:8880/sc\\_pn/plsql/sc\\_display.main](http://clue.rutgers.edu:8880/sc_pn/plsql/sc_display.main)

## ADD/DROP: A Guide for First Year Students

We have given you a preliminary schedule based on your placement test scores and the courses you requested at the Course Selection Program earlier this summer. In some cases, we could not give you the courses you requested because you do not yet have the required math, writing or language proficiency. The course(s) you indicated may have been full when we did the scheduling, or may have conflicted with required courses. As much as possible, we attempted to give you alternatives that were consistent with the interests you indicated on the request form.

You will have an opportunity to make a limited number of changes to your schedule during the Add/Drop period. This opportunity is also a responsibility and you will need to carefully consider your options. Some students benefit from taking four courses in their first semester of college, even if it means they have fewer than 15 credits. Remember, you are building a foundation this term that has the potential to influence the rest of your college career. Taking fewer credits now may enable you to make a smoother transition to the academic demands of college, earn a stronger grade point average, and better prepare you for heavier course-loads in future semesters. If you have any questions regarding your schedule, ask your advisor and let his/her experience and expertise guide you. Take the time to research college and university policies via the web, your First-Year Handbook, the Undergraduate Catalog, and the Schedule of Classes booklet. Time spent now understanding the procedures can reduce or even prevent a myriad of difficulties down the road.

### THE BASICS:

1. You must be registered for the appropriate writing course each term until your writing requirement has been satisfied. Unless you have been granted AP credit, or we have given you credit for an Expository Writing class taken elsewhere, you will be registered for a writing course this fall.
2. You must be registered for at least 12 credits, unless you are a participant in the Mary I. Bunting Program for non-traditional students, or have received written permission from the Student Academic Affairs Committee. If you need to request permission for part-time status, speak to your advisor or email Dean Howard (sbhoward@rci.rutgers.edu).
3. You may not register for a course for which you do not have the pre- or co-requisite. Make sure you check the Undergraduate Catalog, and the Schedule of Classes for course requirements before considering any changes to your schedule.
4. Most changes cannot be made until your designated credit day. Until that point, you may attend a lecture that you hope to add, but try not to miss any classes for which you are registered.

### THE SPECIFICS:

#### How to...

1. **...Change your schedule because of AP scores or completion of summer coursework:** Bring a copy of the AP score report or summer transcript to the Registrar's Satellite Office in Room E of the Douglass College Center on Saturday, August 31, between 10AM and 12PM. If you do not have a copy of the relevant documentation, have it faxed to the Academic Services Office, at 732-932-8898. Come to Academic Services (104 College Hall) on Tuesday, September 3, where Nancy will help you make the necessary adjustment. Make sure you arrange to have the official transcript sent to Academic Services before November 1<sup>st</sup>.
2. **...Change sections of a writing course:** You may change sections of a writing course at any point during the Add/Drop Period; *you do not need to wait for your credit day*. It is essential, though, to attend whatever section you are registered for until the change is official. After you make a change in section, print out a copy of your adjusted schedule, and bring it with you to your writing class.
3. **...Request permission to register for a closed math course:** The math department offers a limited number of special permission numbers for closed sections. You may apply online at <http://www.math-sp.rutgers.edu>. Be sure to describe fully any special circumstances so that they may be considered. List ALL sections that can fit into your schedule.
4. **...Add a course:** It is a good idea to have several courses in mind. Make sure that the options you select do not conflict with your writing course, the Douglass Difference 101 Workshops (W3) or cause a travel conflict. Check the web (<http://www.acs.rutgers.edu:8880/soc>) to see if the course is open. If so, attend the first scheduled class. You will not be able to officially register until your designated credit day (see <http://registrar.rutgers.edu/NB/FALL02.HTM> for schedule), but the instructor may have important registration information such as prerequisites, or what to do if the course closes before your day to register. You also want to get the course syllabus, and a feel for the course and its requirements.
5. **...Add a course that is closed:** A "Special Permission Number" is a randomized six-digit code that indicates to the registration system that you have the instructor's permission to register for a closed course. Departments handle special permission numbers in a variety of ways. Some offer numbers at a

central location, while for others, only the faculty member will have them available. The best advice is to go to the department's web-site (<http://www.rutgers.edu/Departments/AcademicServers.shtml>) for information, and attend the first class. It is important to remember that a special permission number can be used only once, and that the numbers are section specific. If you cannot get a special permission number for a desired course, check the computer regularly for openings. You should always be prepared with at least one alternative.

6. ...**Drop a course:** First, be sure that dropping the course will not put you below twelve credits. You will also need to check that the course does not have an "R" section code, as these cannot be dropped without the permission of an academic dean or Special Program Advisor. If neither of these is the case, you may drop the course online or by phone on your designated day. Please note that you are not withdrawn from the course simply by not showing up for the class (that will lead only to an "F" on your transcript!). You must use either the online or phone system, and follow the menu carefully. ALWAYS print out your schedule after a transaction to verify its accuracy.

#### **A FEW MORE DETAILS YOU NEED TO KNOW:**

1. Travel conflicts: Do NOT schedule back-to-back classes on different campuses! With the exception of movement between Douglass and Cook, it will take longer than the class break to get from one campus to another. You do not want to put yourself in a position to always be late to a class (some faculty consider this to be an absence), nor do you want to consistently leave a class before it ends.
2. If you are registered for a class, and do not realize it, you could receive an "F". You can easily prevent this by printing out a copy of your schedule on the last drop day (Monday, September 9<sup>th</sup>). **Dropping the course after the deadline will result in a "W" on your transcript**, even if you never attended the class. ALWAYS DOUBLE-CHECK YOUR REGISTRATION!!!
3. If you are requesting a special permission number from a faculty member or a department secretary in order to add a closed class, be COURTEOUS. Remember, they get many requests; spaces are limited.
4. "E-prefixed" courses do not count towards graduation, and do not calculate into your grade point average, but a grade will appear on your transcript. Take them seriously: a grade is recorded, and the content covered is fundamental to coursework you do later on.
5. The requirements and demands of college courses are very different from what most of you may have experienced in high school. Each course will differ in terms of expectations: it is your job to know what each requires. Review the course syllabus frequently during the term; speak with the instructor before or after class, or during office hours if you experience any difficulties. Asking for assistance is a sign of strength, not weakness.