

## Douglass College First Year Students:

Overwhelmed with the thought of planning your spring schedule? Can't remember who your faculty advisor is (or where to find him/her!)? Confused about who you can turn to for assistance? We've assembled a list of the most commonly asked questions, and provided responses. There are so many resources at a University the size of Rutgers, it can often be difficult to know where to start looking for what you need. Hopefully, this will help.

### **1. How do I find out who my faculty advisor is?**

All first year students were sent a postcard (check your DPO!) listing their advisor's name, office location, phone number and e-mail address. The card also specifies open office hours, and whether or not an appointment is necessary.

### **2. I lost that card. Now what?**

All PALs (Peer Academic Leaders) have a list of the advisors and their contact info. If you commute, you can check with your CPA (Commuter Peer Advisor).

### **3. I went to my advisor's office, but he/she wasn't there. Now what?**

Check first the advisor's office hours. Remember that advisors are usually very busy people, with many obligations that might take them out of their office. Try contacting the advisor by e-mail, or through their departmental office.

### **4. I don't want to major in X anymore. Do I need a new advisor?**

Not necessarily. The first year advisor can help you with many things such as general logistical questions regarding course selection, what to consider when choosing a major, and information regarding their academic area of interest. You will find that you may need to seek out multiple sources of information; your first year advisor can help you connect with those other sources.

### **5. My advisor doesn't have time to map out my schedule for me. What do I do?**

Doing your schedule for the first time can be an intimidating process. However, remember that your upper-class peers have done this before, and are really the experts at this. Seek out your PAL or CPA for assistance with the nuts and bolts of scheduling.

### **6. What other resources are available to me?**

There are many resources that students can take advantage of. Speak with the instructors or teaching assistants in the courses you like best; ask for their recommendations regarding coursework in that discipline. Most departments have excellent websites that list major requirements and advisors (go to: <http://www.rutgers.edu/Departments/AcademicServers.shtml>); check to see what other courses are open to you. Also review the Douglass College academic requirements and policies ([http://www.douglass.rutgers.edu/c2\\_acad\\_for\\_curr.html](http://www.douglass.rutgers.edu/c2_acad_for_curr.html)).

### **6. When do I need to see a dean?**

Anytime you have a serious problem that cannot be resolved by your PAL, CPA, or first year advisor, contact your dean or special program advisor. Remember that we are not here to judge you; we are here to help you find solutions to your academic problems. The sooner you contact us, the earlier we can address the issue.

Class years Deans and Special Program Advisors are available as follows:

**1<sup>st</sup> Year students, Special Needs:** Dean Howard ([sbhoward@rci.rutgers.edu](mailto:sbhoward@rci.rutgers.edu))

**Sophomores, Juniors, EFP:** Dean Trivedi ([ammu@rci.rutgers.edu](mailto:ammu@rci.rutgers.edu))

**Seniors, new transfers:** Dean Reynolds ([rreynold@rci.rutgers.edu](mailto:rreynold@rci.rutgers.edu))

**EOF:** Dr. Shostack ([shostack@rci.rutgers.edu](mailto:shostack@rci.rutgers.edu))

**Scholars:** Dr. Kramer ([dakramer@rci.rutgers.edu](mailto:dakramer@rci.rutgers.edu))

**Buntings:** Dr. Birckmayer ([kbirck@rci.rutgers.edu](mailto:kbirck@rci.rutgers.edu))