

IMPORTANT INFORMATION REGARDING SCHEDULES FOR FIRST YEAR STUDENTS

Course schedules for incoming first year students are now available online; copies have been mailed to permanent home addresses. There are a number of questions that commonly arise when students first view their schedules. Accordingly, we have put together the following to attempt to answer some of these issues.

1. Why doesn't my schedule show all of the classes I indicated on my course selection sheet?

In some cases, a course that you selected was closed or otherwise not available. It is also frequently the case that a class has a pre-requisite such as a math or writing placement, and you are not yet eligible to register for the class. The course may also have met at a time that conflicted with one of your required courses.

2. What happens if I want to drop a course because of Advanced Placement scores or summer coursework?

Make sure you bring a copy of your unofficial transcript and/or AP score report when you come for Orientation. This will enable us to help you adjust your schedule. Please note that an OFFICIAL transcript must be received by October 15th in order for us to award credit and post the work on your RU transcript.

3. How do I make changes to my schedule?

YOU WILL NOT BE ABLE TO CHANGE YOUR SCHEDULE UNTIL THE FIRST WEEK OF CLASSES. We will instruct you on how to drop and add courses during Orientation. In the meantime, we are able to make changes only to accommodate ADA/504 needs and (on a very limited basis) AP credits or prior college work. Requests on these bases should be made in writing to Dean Howard, and should be accompanied by the appropriate documentation.

4. When will I get an advisor?

If you are participating in a special academic program (Scholars, EOF, EFP, Special Needs, Mary I. Bunting), you have been assigned an advisor, and have probably already been contacted by a representative of that program. Otherwise, you will be meeting with your advisor during Orientation. One of the reasons why we don't allow first year students to alter their schedules until the first week of school is so that they can first discuss course selection with their advisors.

5. Before I meet with my advisor, how do I find out about the requirements of my intended major?

Most departments now have excellent websites that detail major requirements. These can be accessed from:

<http://www.rutgers.edu/Departments/AcademicServers.shtml#A>

The Douglass College requirements can be found at:

http://www.douglass.rutgers.edu/c2_acad_for_curr.html

You might want to bookmark these sites, as you will be using them a great deal over the next few years. Remember, though, you will have four years to complete these requirements. They will not (and cannot) be completed in your first semester!

6. I am only scheduled for 12 credits. Will you add another course to my schedule now?

Some students are better served with “only” 12 credits in their first semester. Other students can handle 15 credits or more, but were unable to schedule additional classes due to course conflicts or prerequisite problems. We will discuss the different factors and concerns about credit load at Orientation. Until then, we will not be able to alter schedules except in very specific cases (please refer to #3).

Your first semester of college is a time to develop new academic skills, and to explore new academic fields. A strong foundation in your first semester- one which is diverse, appropriate to your current skill level and interests, and well balanced, will serve you well in your time at Douglass.

I look forward to seeing you at Orientation.

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