

# Rutgers University–Newark

Raider Talks: Virtual Family Series

Friday, July 24, 2020



In Newark, *of Newark*

### **Facilitators:**

**LaToya Battle-Brown**, *Assistant Chancellor*, Enrollment Management and *Director*, Admissions  
**Charnette Hockaday**, *Director*, Office of Community Standards & Student Development

### **Panelists:**

**LaToya Battle-Brown**, *Assist Chancellor*, Enrollment Management and *Director*, Admissions  
**Betsy Feliciano-Berrios**, *Director*, Registrar  
**Natalia Morisseau**, *Director*, Financial Aid  
**Debra Amodeo**, *Asst. Manager*, Office of Business and Financial Services  
**Zeinab Said**, *myRUN Counselor*

### **Agenda:**

Introductions (Hosts and Panelists)  
What is Enrollment Services & Experience?  
Office of the Registrar  
Office of Financial Aid  
Office of Business and Financial Services  
my**RUN** One Stop Services  
Q & A's

# Division of Enrollment Services & Experience

## Who we are

- Here to help students and their families
- Division includes:
  - Admissions
  - Pre-College Programs
  - **myRUN One Stop**
    - Registrar
    - Financial Aid
    - Office of Business and Financial Services
    - **myRUN** counselors and call center

# Office of the Registrar

**Website:** <https://registrar.newark.rutgers.edu/>

**Email:** registrar@newark.rutgers.edu

## FERPA: Privacy of Student Records

### Family Educational Rights and Privacy Act (FERPA)

- Federal law since 1974
- Provides for confidentiality of student records
- With only a few exceptions, a student's educational records may not be released without their consent

### Students are to be cautious with information they give out

- They should not share their RU ID, Net ID and password, Social Security Number (SSN) or other personal information with friends, family or via unsecure platforms.

### Does your student want to grant you or someone else access to certain record information?

- They can access this tool on the myGuest Dashboard by logging into their myRutgers Portal at [my.rutgers.edu](https://my.rutgers.edu)
  - *More on the next slide >>>*

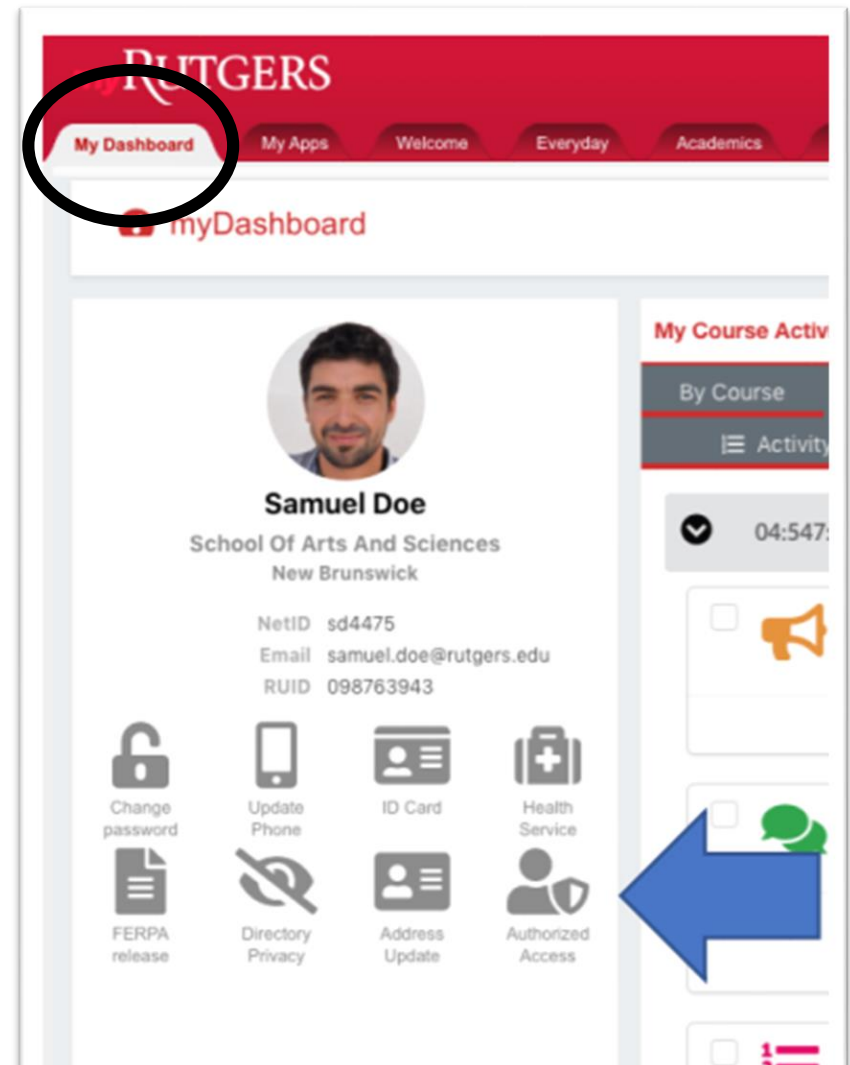
# myGuest Dashboard

## Access to Student Records

- The **myGuest Dashboard** feature of the *myRutgers Portal* allows students to give parents, guardians, and third parties access to view content and services related to their experience at the university, such as class schedule, financial aid awards and term bill.
- While the university is offering this service, access will not be granted without the student's permission due to the protection of student rights under the Family Educational Rights and Privacy Act (FERPA)
- If your student wants to provide you access, they will need to add names and unique passwords for each name provided.

**FAQs and tutorials for both students and authorized users can be found here:**

<https://financialaid.rutgers.edu/myguest-frequently-asked-questions/>



A student can access the myGuest Dashboard which they can find by logging in to their myRutgers Portal at [my.rutgers.edu](https://my.rutgers.edu)

# Office of the Registrar

## Transcripts

- Current students and alumni can request their official transcripts (paper or electronic) online at <https://transcripts.rutgers.edu/>
- Currently enrolled students (only) can request view and print their unofficial transcript online at: <https://sis.rutgers.edu/tags/>

## Registration

- New students register during Student Orientation, Advisement and Registration (SOAR) day.
  - Questions about SOAR? Email [soar@newark.rutgers.edu](mailto:soar@newark.rutgers.edu)
- Returning students can view their schedules and register online via **Webreg** at <http://webreg.rutgers.edu/>
  - Students should speak to their academic advisors for assistance: <https://myrun.newark.rutgers.edu/academic-advisement>

## Online schedule of classes

- Students can find which classes are being offered online at <http://sis.rutgers.edu/soc/>
- Students can also view which of their classes will be held in-person, hybrid or remotely. *More on next page >>>*

# How to determine if a student's fall 2020 class(es) will be held in-person, hybrid or remotely

**Step 1:** Go to the Online Schedule of Classes at <http://sis.rutgers.edu/soc/>

Choose a term, location and level of study to get started... [- search by school -](#)

|                                            |                                            |                                                   |
|--------------------------------------------|--------------------------------------------|---------------------------------------------------|
| Fall / Spring Term:                        | Location:                                  | Level:                                            |
| <input checked="" type="radio"/> Fall 2020 | <input type="checkbox"/> New Brunswick     | <input checked="" type="checkbox"/> Undergraduate |
| <input type="radio"/> Spring 2020          | <input checked="" type="checkbox"/> Newark | <input type="checkbox"/> Graduate                 |
|                                            | <input type="checkbox"/> Camden            |                                                   |

**Step 2:** Look for your course. You can search by “subject,” “keyword” or “core code.” If you cannot remember which course(s) you registered for, sign into Webreg at <http://webreg.rutgers.edu/>

Search by: **Subject** Keyword Core Code

[alternate subject sort](#) | [search multiple subjects](#)

**Step 3:** Select your course (and section if available) and **read the “section...comments.”**

|                                                                                                                                                                                                      |            |                              |                     |     |               |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------|---------------------|-----|---------------|-------------|
| ▼                                                                                                                                                                                                    | 21:160:101 | WORLD OF CHEMISTRY 3 credits |                     |     | Sections: 0 / |             |
| Newark Core Code: Natural Sciences (NatSc)                                                                                                                                                           |            |                              |                     |     |               |             |
| SEC                                                                                                                                                                                                  | INDEX      | MEETING TIMES / LOCATIONS    |                     |     | EXAM          | INSTRUCTORS |
| Section 01 Comments: Course section taught by remote instruction - see <a href="https://scheduling.rutgers.edu/remote-instruction">https://scheduling.rutgers.edu/remote-instruction</a> for details |            |                              |                     |     |               |             |
| 01<br>CLOSED                                                                                                                                                                                         | 16739      | Wednesday                    | 11:30 AM - 12:50 PM | NWK | C             | CHAFFEE, K  |
|                                                                                                                                                                                                      |            | Friday                       | 11:30 AM - 12:50 PM | NWK |               |             |

# RU Here?

## Confirmation of Attendance

- Enrolled students who are registered for courses would need to confirm their attendance for the semester via the RU Here pop-up.
- **Fall 2020 pop-up goes live for undergraduate students on Wed., Aug. 26**
- **Students who do not answer the pop-up by 9/15 will be deregistered from their classes on 9/17.** Please remind your student to check their RU email for reminders.

**RU Here step by step breakdown**

**<https://myrun.newark.rutgers.edu/ruhere>**

# Student unable to see the RU Here pop-up?

Here are a few reasons why

1. The pop-up has not gone live yet. **Live date:** Wed., Aug. 26
2. Student would have to sign into any RU website that requires Net ID and password login. (**Note:** Logging in with 9-digit RU ID # will **NOT** prompt the pop-up.)
3. **Student is not registered for classes.** Students who are registered for classes for the semester in which they are looking to answer the RU Here pop-up should be able to get the pop-up. If they are not registered, they will not see it.
4. **Pop-up blocker is not disabled.** Disabling the pop-up blocker will then allow the RU Here pop-up to appear when they log in with their Net ID and password.

# Office of the Registrar

## Important dates

- Includes when students can add/drop/withdraw from classes, exam schedule, campus closures, holidays and more: <https://myrun.newark.rutgers.edu/important-dates>

## Viewing Grades

- Students can learn more about when and where their term grades will be available and how to understand their grades here: <https://myrun.newark.rutgers.edu/viewing-grades>

## Withdrawing from college

- If a student needs to withdraw from college for any reason, please make sure they follow the proper university procedures:  
<https://myrun.newark.rutgers.edu/withdrawing-college>

## Midterm Warning Grades

- In an effort to **support Satisfactory Academic Progress**, [warning grades](#) are a proactive measure for faculty to alert students mid-point (approx. 6<sup>th</sup> week) of each academic semester to advise students of academic progress or attendance discrepancies.

# Office of the Registrar

## Final Grades

- Online Faculty final grading opens at 8:30 am Tuesday, December 15, 2020 through 5:00pm Tuesday, January 5, 2021. Current students can [view grades](#) online to ensure transcripts are correct.

## Diplomas

- Students have the option to receive a January, May or August degree (October for graduate students). Students must submit applications for certification of [graduation](#) by posted deadlines.
- Diplomas are mailed 6-8 weeks after degree postings.

# Office of Financial Aid

Website: <https://financialaid.rutgers.edu/>

Email: [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)



## **LIST: Funding your education**

1. **Complete** the Free Application for Federal Student Aid - **FAFSA**
  - '20-'21 for Fall 2020 and Spring 2021 (Deadline: File Now)
  - '21-'22 for Fall 2021 and Spring 2022 (Available Oct. 1, 2020)
2. **Review** pending documentation - additional forms may be required
  - Review and complete any state follow-up requests
3. **Review** Financial Aid award
4. **Complete** any changes via the Financial Aid Data Change Form
5. **Student Loans** – Complete the Federal Direct Entrance Counseling and Master Promissory Note (MPN)
6. **Review** enrollment requirements to maintain your financial aid awards
7. **Review** and understand Satisfactory Academic Progress
8. **Review** alternative aid options
9. **Check** your term bill

# RU Applying for Financial Aid?

## COMPLETE the Free Application for Federal Student Aid (FAFSA)

- Website = [fafsa.ed.gov](https://fafsa.ed.gov)
- Rutgers School Code = 002629
- Uses 2018 tax return data
- Use the IRS Data Retrieval Tool to avoid errors



# RU Pending Any Documents?

To find out if you still need to submit a document, visit

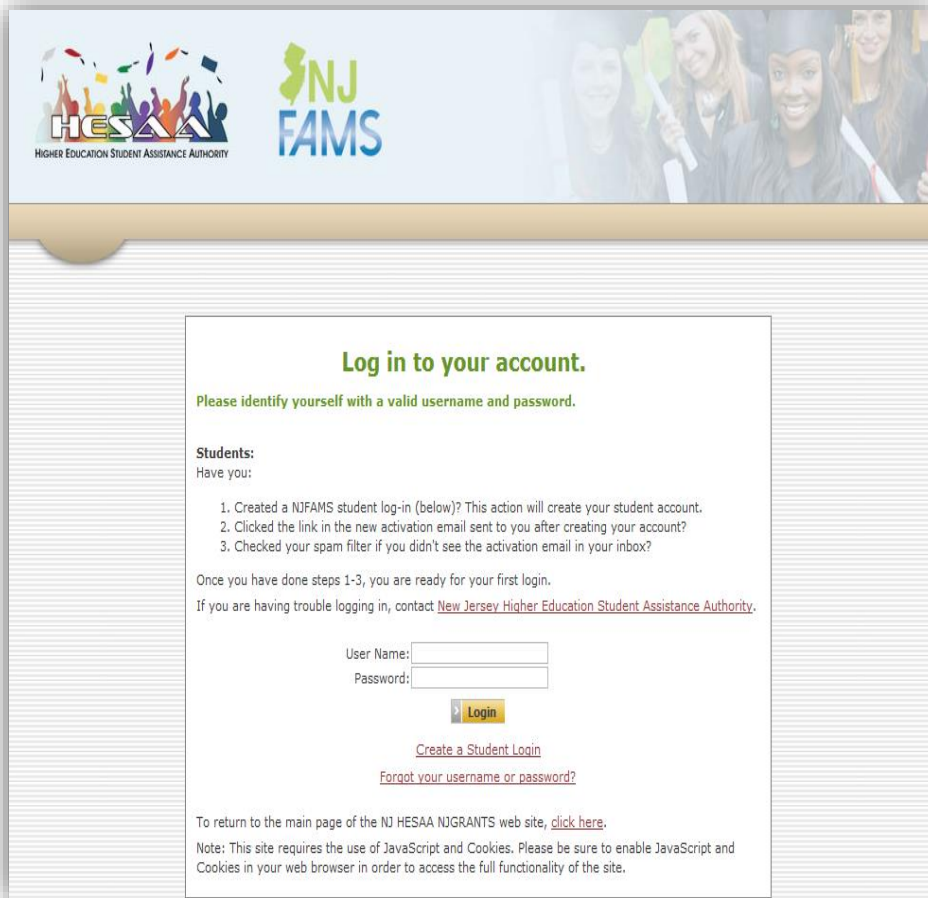
[financialaid.rutgers.edu/docs](https://financialaid.rutgers.edu/docs)

- Student will be presented with a list of outstanding documents and/or forms
- Click on the hyperlinks to access the form
- The [latest version of Adobe Acrobat Reader](#) is necessary to complete each form
- Forms can be submitted online or directly to the Office of Financial Aid
- ONLY submit documents that are requested
- Upon review of initial verification documents, additional documentation may be requested
- Your aid will be finalized after all documents are submitted and reviewed

The screenshot shows a web page with a yellow background. At the top, the text "Login Options" is in red. Below it, there are two buttons: "NetID Login" and "RUID Login", separated by the word "or". Below this section, the text "Financial Aid Required Documents" is in red. Underneath, there are three input fields: "RUID" with a question mark icon, "Birth Date (mm/dd/yy) must include slashes", and "Last 4 digits of SSN" with a question mark icon. At the bottom, there is a "LOG IN" button.

# RU Eligible for State Student Aid?

- Follow-up with NJ HESAA to find out if you're eligible for state student aid
- **Log into your HESAA account and view your State information**

The screenshot shows the NJ HESAA login page. At the top, there is a banner with the HESAA logo (Higher Education Student Assistance Authority) and the NJFAMS logo (New Jersey Financial Aid Management System). Below the banner, the main heading is "Log in to your account." followed by the instruction "Please identify yourself with a valid username and password." Underneath, it says "Students: Have you:" and lists three steps: 1. Created a NJFAMS student log-in (below)? This action will create your student account. 2. Clicked the link in the new activation email sent to you after creating your account? 3. Checked your spam filter if you didn't see the activation email in your inbox? Below the steps, it says "Once you have done steps 1-3, you are ready for your first login." and "If you are having trouble logging in, contact [New Jersey Higher Education Student Assistance Authority](#)." There are input fields for "User Name:" and "Password:". Below these fields is a "Login" button. Under the "Login" button, there are links: "[Create a Student Login](#)", "[Forgot your username or password?](#)", and "[To return to the main page of the NJ HESAA NJGRANTS web site, \[click here\]\(#\).](#)". At the bottom, there is a note: "Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site."

- **Home Page**
  - [NJ Student Financial Aid](#)
- **Deadlines**
  - [HESAA Deadline Dates](#)
- **NJFAMS**
  - [Complete additional questions and view state awarding information](#)
- **HESAA Customer Care**
  - 609.584.4480
  - 800.792.8670
- **Hours for Customer Care**
  - M-TH: 8AM-8Pm
  - F: 8AM-5PM

# RU Awarded?

Once your financial aid is packaged, you will receive an email with a link to your [Award Letter](#)

## 1 LOG IN

### Login Options

NetID Login

or

RUID Login

## 2 SELECT SCHOOL AND AWARD YEAR

### Rutgers Financial Aid Offer Letter

Year: 2020-2021 ▼

School: Newark College of Arts and Sciences ▼

**VIEW**

## 3 VIEW AWARD

**RUTGERS**

Office of Financial Aid - Newark | 973-353-5151

**2020-2021 Rutgers Financial Aid Offer Letter**  
Newark College of Arts and Sciences

Year: 2020-2021 ▼  
School: Newark College of Arts and Sciences ▼  
**Submit**

July 17, 2020 Rev: 2

Return to Admin Home

**1** **View Options**

Show me:

☒ Costs and Awards

☐ Awards Only

See Awards by:

☒ Year Summary

☐ Term Breakdown

**Expected Family Contribution (EFC)**

\$0 /year

Federal calculation of student and family financial resources used to define need for financial aid.  
[studentaid.ed.gov/sa/fafsa/next-steps/how-calculated](https://studentaid.ed.gov/sa/fafsa/next-steps/how-calculated)

**Student Status**

Name:

RUID:

School: Newark College of Arts and Sciences

Housing status: Off Campus

Residency status: NJ resident

**Graduation Rate**

Dear

We are pleased to offer you the following financial assistance for the 2020-2021 academic year. The costs and awards in this letter are based on living off campus and the information you reported on your Free Application for Federal Student Aid (FAFSA). Your eligibility for these awards may change if new information is received, including information with regard to your [satisfactory academic progress](#).**Estimated Direct Costs***The following charges will appear on your term bill this academic year. The costs reflected here are estimates. [Actual charges are determined in July.](#)*

|                          |                 |
|--------------------------|-----------------|
| Tuition & mandatory fees | \$16,010        |
| <b>Subtotal</b>          | <b>\$16,010</b> |

**Estimated Indirect Costs***Although you will not be charged directly, the following estimated costs should be considered when planning for the upcoming academic year.*

|                       |                 |
|-----------------------|-----------------|
| Books & supplies      | \$1,350         |
| Travel expenses       | \$3,642         |
| Housing & dining ⓘ    | \$16,706        |
| Miscellaneous costs ⓘ | \$6,747         |
| <b>Subtotal</b>       | <b>\$28,445</b> |

**Total Estimated Cost of Attendance ⓘ** **\$44,455 / yr***The total of direct and indirect costs. This amount is what your financial aid award is based on.*

Office of Financial Aid:

Call 973.353.1766 ext.1 | Website [financialaid.rutgers.edu](https://financialaid.rutgers.edu) | Email [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)

# RU Awarded?

**View Options**

Show me:

☒ Costs and Awards

☐ Awards Only

See Awards by:

☐ Year Summary

☒ Term Breakdown

**Student Status**

Name:

RUID:

School: Newark College of Arts and Sciences

Housing status: Commuting

Residency status: NJ resident

[I want to change/update this information.](#)

## Grants and Scholarships Offered

Grants and scholarships can be awarded based on need and/or academic merit. Grants and scholarships do not need to be repaid and are subject to specific renewal and eligibility criteria from year to year.

|                                                   | <u>Fall</u>    | <u>Winter</u> | <u>Spring</u>  | <u>Summer</u> | <u>Year</u>     |
|---------------------------------------------------|----------------|---------------|----------------|---------------|-----------------|
| Federal Pell Grant                                | \$1,584        | \$0           | \$0            | \$0           | \$1,584         |
| Estimated NJ Tuition Aid Grant (TAG) <sup>1</sup> | \$4,924        | \$0           | \$4,924        | \$0           | \$9,848         |
|                                                   |                |               |                |               |                 |
| <b>Total Grant and Scholarship Amounts</b>        | <b>\$6,508</b> | <b>\$0</b>    | <b>\$4,924</b> | <b>\$0</b>    | <b>\$11,432</b> |

## Options to Pay Net Costs

### Loans Offered

You will need to repay all loans upon graduation. Some loans accumulate interest while you are in school.

|                                                 | <u>Fall</u>    | <u>Winter</u> | <u>Spring</u>  | <u>Summer</u> | <u>Year</u>     |
|-------------------------------------------------|----------------|---------------|----------------|---------------|-----------------|
| Federal Direct Loan - Unsubsidized <sup>2</sup> | \$3,500        | \$0           | \$3,500        | \$0           | \$7,000         |
| Federal Direct Loan - Subsidized <sup>3</sup>   | \$2,750        | \$0           | \$2,750        | \$0           | \$5,500         |
|                                                 |                |               |                |               |                 |
| <b>Total Loan Amounts</b>                       | <b>\$6,250</b> | <b>\$0</b>    | <b>\$6,250</b> | <b>\$0</b>    | <b>\$12,500</b> |

Office of Financial Aid:

Call 973.353.1766 ext.1 | Website [financialaid.rutgers.edu](https://financialaid.rutgers.edu) | Email [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)

# RU Making Financial Aid Changes?

**You should ONLY submit a Change of Information if you want to:**

- **reduce** or **decline** your federal loans
- update your **enrollment** or **housing** information
- **decline** your **work-study** award
- If you don't have any changes to make there's no need to submit a change of information form

## **Making Information Changes:**

- 1) [Log in to view your Award Letter](#)
- 2) Look for 'I want to change/update this information' hyperlink
- 3) Making any adjustment you need to your enrollment status, housing status, work-study, and federal loans. Read and follow all instructions on the Data Change Form (DCF)
- 4) Click "Submit Changes"

# Federal Work Study Program

## Complete Job Application

- Will show as a pending document until submitted

## Once placed, you will receive a notification to view your FWS job

Federal Work Study Program (Newark)

[View your Federal Work Study Job Assignment](#)

## View Employment Authorization Form Information:

- Department
- Supervisor's Info
- Pay Rate & FWS Limit

## Accept or Decline job

## Contact Supervisor to schedule interview

## FWS Employment Valid for One Academic Year

- Make note of awarded amount and do not exceed awarded amount or other aid could be reduced

# Federal Work Study

## Office of Financial Aid Student Employment

### Employment Authorization Confirmation

**\*\* You MUST respond to one of the choices at the bottom of the page.\*\***



[If you are accepting this job, print a copy for your records.](#)

#### RUID

Name:

Student's Email:

Department Address:

Academic Year:

Payroll Status:

School Code:

#### Authorized Date

Campus Assigned:

Job Assignment:

Job Title:

Supervisor's Name:

Supervisor's Email:

Department Phone:

Account No.:  Rate:  Range:  Step:

I understand that the gross earnings allowable for this job assignment for this student may not exceed  for designated period.

This form, when confirmed by student and supervisor, constitutes authorization for the Department to employ and students to be employed with Federal Work Study Funds from  Thru . The department agrees to comply with the provisions of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. The department shall assign work, provide adequate supervision, schedule work hours, keep accurate time records and submit payroll vouchers in accordance with Financial Aid instructions. Both department and student agree to accept responsibility for maintaining schedule of work which will not be in excess of 35 hours per week during the summer, or 20 hours during the academic year when classes or exams are scheduled, and which will not exceed the limitation on gross earnings stated above.

#### Select only one option:

☐ Accept/Fall/Spring ☐ Accept/Fall Only ☐ Accept/Spring Only ☐ Decline this Job Assignment

# RU Accepting Student Loans?

- Students and their families may find they need to take loans as a supplemental way to finance their education. No separate application OR credit check from a bank or other lender is needed to receive Direct Stafford Loans.
- **Students must complete Federal Direct Loan Entrance Counseling and a Master Promissory Note.**



1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Login with your FSA ID
3. Select complete Entrance Loan Counseling
4. Select complete Master Promissory Note and then Subsidized and Unsubsidized
5. Completion timeframe is about 45 minutes

# RU Reducing or Declining Student Loans?

The screenshot shows the Rutgers Financial Aid Award Letter interface. On the left is a sidebar with navigation options. The main area displays the award letter header and a table of loan amounts. Annotations include numbered circles 1 through 4, a yellow oval around a link in the sidebar, and a red arrow pointing from a link in the table to a 'Here you can:' section.

**1** **View Options**

Show me:

**2** ☒ Costs and Awards ☐ Awards Only

See Awards by:

**3** ☐ Year Summary ☐ Term Breakdown

**4** **Loans Offered**

**Student Status**

Name:

RUID:

School: Newark College of Arts and Sciences

Housing status: Commuting

Residency status: NJ resident

[I want to change/update this information.](#)

Office of Financial Aid - Newark | 973-353-5151

**RUTGERS**

**Financial Aid Award Letter**

**Newark College of Arts and Sciences**

You will need to repay all loans upon graduation. Some loans accumulate interest while you are in school. You can also [reduce or decline your federal direct loans.](#)

|                                               | <u>Fall</u>    | <u>Winter</u> | <u>Spring</u>  | <u>Summer</u> | <u>Year</u>    |
|-----------------------------------------------|----------------|---------------|----------------|---------------|----------------|
| Federal Direct Loan - Subsidized <sup>2</sup> | \$2,750        | \$0           | \$2,750        | \$0           | \$5,500        |
| <b>Total Loan Amounts</b>                     | <b>\$2,750</b> | <b>\$0</b>    | <b>\$2,750</b> | <b>\$0</b>    | <b>\$5,500</b> |

## Here you can:

- Update your housing and enrollment
- Reduce or cancel your loans

## Here you can:

- Reduce or cancel your loans

Office of Financial Aid:

Call 973.353.1766 ext.1 | Website [financialaid.rutgers.edu](https://financialaid.rutgers.edu) | Email [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)

# RU Enrolled Fulltime?

## Impact on Financial Aid

**Financial aid eligibility is determined each semester in part by your enrollment status**

| Number of Credits | Enrollment Status   |
|-------------------|---------------------|
| 12 or more        | Full time           |
| 9.0 – 11.5        | Three quarter time  |
| 6.0 – 8.5         | Half time           |
| Fewer than 6.0 cr | Less than half time |

| Program                                                  | Enrollment Requirements                           |
|----------------------------------------------------------|---------------------------------------------------|
| <b>Federal Pell Grants</b>                               | <b>Prorated for less than fulltime enrollment</b> |
| Federal Direct Loans (Stafford, PLUS, and Graduate PLUS) | At least halftime                                 |
| Federal Work-Study, FSEOG                                | At least halftime                                 |
| <b>NJ Tuition Aid Grant and other state aid</b>          | <b>Full-time</b>                                  |
| Rutgers Assistance Grant                                 | Fulltime, with some exceptions                    |
| Rutgers Merit Scholarships                               | Fulltime, with some exceptions                    |
| Private loans                                            | Varies by lender                                  |

**Office of Financial Aid:**

**Call** 973.353.1766 ext.1 | **Website** [www.financialaid.rutgers.edu/eligibility/enrollment-requirements](http://www.financialaid.rutgers.edu/eligibility/enrollment-requirements)

**Email** [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)

# RU Making SAP?

**Satisfactory Academic Progress (SAP)** is a requirement for all students receiving federal, state, or university assistance while enrolled at Rutgers.

## How is academic progress measured?

How completion rate is calculated:

$$\text{RU completed credits} + \text{accepted transfer credits} / \text{RU attempted credits} + \text{accepted transfer credits}$$

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### ACADEMIC STATUS TABLE: CREDIT COMPLETION & GPA REQUIREMENTS

| If Cumulative Credits Completed Equals | Percentage Rate of Cumulative Attempted Credits Completed Must Be | Cumulative GPA (standard calculation) |
|----------------------------------------|-------------------------------------------------------------------|---------------------------------------|
| 1-30                                   | 50%                                                               | 1.50                                  |
| 31-59                                  | 60%                                                               | 1.80                                  |
| 60-89                                  | 70%                                                               | 2.00                                  |
| 90 and over                            | 75%                                                               | 2.00                                  |

Office of Financial Aid:

**Call** 973.353.1766 ext.1 | **Website** [www.financialaid.rutgers.edu/eligibility/academic-progress](http://www.financialaid.rutgers.edu/eligibility/academic-progress)

**Email** [newark\\_aid@ofa.rutgers.edu](mailto:newark_aid@ofa.rutgers.edu)

# RU Meeting All of Your School Expenses?

- 1) Calculate what you can afford. Only borrow loans when necessary.
- 2) If your financial circumstances or income has changed review our [Change in Family Circumstances \(CIFC\)](#) policy and process.
  - Write a personalized letter of appeal and submit with supporting documentation.
  - Make a follow-up appointment with the Office of Financial Aid.

## Additional Resources:

- Speak to your academic school about scholarship opportunities.
- [Scholarships](#)
- [RU Installment Plan](#)
- [Loans](#)
- [Resource List](#)

# Office of Business and Financial Services

Website: <https://businessoffice.newark.rutgers.edu/>

Email: [acctinfo@newark.rutgers.edu](mailto:acctinfo@newark.rutgers.edu)

The **Office of Business and Financial Services** is the regional office responsible for billing of tuition and fees for students on the Newark campus. We are committed to assisting students manage the financial commitment of paying their semester term bill by offering payment options to assist families pay for college.

## Three areas of the office:

- **Student Accounting** – term billing and account management
- **Cashiering** – payment processing
- **RU ID Card Service Center** – issue new or replacement cards

# Office of Business and Financial Services

## 20-21 Tuition and Fees

- The Rutgers Board of Governors took the unprecedented step of **freezing tuition and fees from 2019-20 for the 2020-21 academic year**. This action was taken in recognition of the economic stresses that confront every member of our community and despite cost increases in virtually every area of Rutgers operations.
- Rutgers will also be implementing a **15% reduction in what has been called the “Campus Fee”** for the fall semester. You can read more about this at <https://www.rutgers.edu/president/fee-reduction-rutgers-students>
- You can access tuition and fee rates here: <https://studentabc.rutgers.edu/tuition-fees/tuition-fees-rates>

## Payment Plans

- Payment plans will be announced near the end of July.
- For updates/to review payment plan options, visit <https://studentabc.rutgers.edu/payment-options>

## Tuition Protection Insurance Plan (GradGuard)

- Helps students and their families overcome the financial losses that may result from events which force students to withdraw from the semester due to a covered medical reason.
- **For more:** <https://studentabc.rutgers.edu/refunds/tuition-protection-plan-gradguard>

# Student Health Insurance

- Rutgers University requires full time and all F&J Rutgers visa sponsored students to waive or enroll in the Student Health Insurance Plan each semester. The Health Insurance premium is automatically added to the term bill every semester.
- **Student Health Insurance Premium is automatically added to the term bill every semester**
- **Students *must* wave or enroll online each semester** (Fall and Spring) at [www.universityhealthplans.com](http://www.universityhealthplans.com)
  - **Waiving?** If a student has comprehensive health insurance, they may complete the waiver form each semester *before* the deadline to get the premium removed from their term bill.
  - **Enrolling?** Paying the premium on the term bill is not enrolling. A student must complete the enrollment form each semester *before* the deadline to finalize the process.
- **Students should wait 3 business days** after registering for classes to complete the waiver or enrollment process
- **Must waive or enroll before the deadline.** (Example: 2019-2020 academic year)
  - **Fall 2020 Deadline:** September 15, 2020 | **Fall 2020 Cost:** \$942.00
    - Coverage from 8/15/20 – 1/14/21
  - **Spring 2021 Deadline:** February 3, 2021 | **Spring 2021 Cost:** \$1,305.00
    - Coverage from 1/15/21 – 8/14/21

More information and details can be found here

<https://riskmanagement.rutgers.edu/student-health-insurance>

Authorized user access must be granted by the student after login to their myRutgers (<http://my.rutgers.edu/>) dashboard. Once granted access, the third party (parent/guardian/other) can visit [finservices.rutgers.edu/otb](https://finservices.rutgers.edu/otb)

# Authorized User Access

<https://businessoffice.newark.rutgers.edu/designate-authorized-payer-or-user-your-student-account>

## Student Account Login Options

NetID Login \*

or

RUID Login

\* Required for Electronic Refund setup.

## RBHS Student Account Login

NetID Login

## Authorized User(s) Account Log

1

CommunityID Login

Need access? [Create Authorized User Account](#)

## Choose Semester

View Student Account for

Summer - 2020

Continue

### Your Student

- You do not have been
- Your Term Bill is du
- Financial Holds \$0
- Term Billable Cred
- Financial Responsibility Statement accepted on day July 26, 2018 at 11:16 AM from user

3

### Outstanding Balance

|                       |                     |
|-----------------------|---------------------|
| Total Charges         | \$8,342.20          |
| Total Payments        | \$10,222.00CR       |
| <b>Total Balance:</b> | <b>\$1,879.80CR</b> |

| Charges                 |            | Payments / Account Credits |              |
|-------------------------|------------|----------------------------|--------------|
| COMPUTER FEE            | \$166.50   | FIN AID DSUB OFFERED       | \$1,732.00CR |
| PIRG                    | \$11.20    | FIN AID DUNSB OFFERED      | \$990.00CR   |
| CAMPUS FEE              | \$1,050.00 | FIN AID XOEL OFFERED       | \$7,500.00CR |
| SCHOOL FEE              | \$89.50    |                            |              |
| TUITION                 | \$6,122.00 |                            |              |
| Tuition & Fees:         | \$7,439.20 |                            |              |
| Student Healthcare Plan | \$903.00   |                            |              |

|                       |                   |                        |                      |
|-----------------------|-------------------|------------------------|----------------------|
| <b>Total Charges:</b> | <b>\$8,342.20</b> | <b>Total Payments:</b> | <b>\$10,222.00CR</b> |
|-----------------------|-------------------|------------------------|----------------------|

[Adjust Your Payment](#)

### RU BOOK ADVANCE FOR FINANCIAL AID STUDENTS IN NEWARK

If you are a full-time student with a financial aid refund of greater than \$500, \$500 of your financial aid refund will be automatically transferred to a RU Book Advance Account for

### Payment Options

#### Pay Online By Electronic Check

You may pay by e-check, which is an electronic withdrawal from your checking or savings bank account. No additional fee is charged for the e-check, unless the electronic payment is returned as unpaid from your bank to the university. If your e-check is returned as unpaid from the bank, a \$60.00 returned payment fee is assessed. The \$60 fee consists of a \$50 administrative fee and a \$10 returned check charge assessed by our payment processor when a payment fails. You may also be assessed additional late fees if you fail to make payment by the due date indicated on your student statement of account.

#### Pay Online By Credit Card

MasterCard, Visa, American Express and Discover Card may be used to pay tuition and fees online. A service fee will be assessed to your credit card for this convenience. In-person credit card payments are no longer accepted by the Cashier's Offices at the University.

NOTE: Any payments made online will be reflected on your account within three to five business days.

Office of Business and Financial Services:

Call 973.353.1766 ext.1 | Website [studentabc.rutgers.edu](http://studentabc.rutgers.edu) | Email [acctinfo@newark.rutgers.edu](mailto:acctinfo@newark.rutgers.edu)

# Payment Options

## Credit Cards (online only)

- A nonrefundable 2.7 percent service fee of the total amount paid is assessed by the credit card company
- Visa, MasterCard, American Express, and Discover cards are accepted for online payments

## Electronic Checks (recommended)

- E-check transactions are electronic withdrawals from either your checking or savings bank account
- [Click to view](#) instructions for completing the e-check payment process via your online student account

## Paper Checks, Money Orders and Cash

- During this time of remote operation, payments should be made through the mail. In-person cash payments at the Cashier's Office will be by appointment only.
- Personal checks are accepted through the mail. Indicate the student's name, telephone number, and RUID number on the front of the check

## More on payment options

<https://studentabc.rutgers.edu/payment-options>

# Refunds

- Students may receive a refund based on financial aid, loan credits or overpayments to their term bill.
- For students who have financial aid, their aid will be applied to the term bill to cover the semester tuition and fee charges after completion of all the paperwork for the award package.
  - **If the financial aid award exceeds the balance due, students are entitled to receive a refund of the credit balance on their student account.**
- We recommend that students set up direct deposit to receive their refund on the first day of classes. Without direct deposit, refunds are available to students after the add/drop period if there is a credit balance on the account due to disbursed financial aid.
- **Refunds will be sent via direct deposit (recommended) or paper check by mail.**
- **Note:** All PLUS loan credit balances that are refunded to the parent borrower will be mailed by paper check to the parent's address listed on the PLUS loan application.

For more on refunds

<https://studentabc.rutgers.edu/refund>

# Direct Deposit

- Rutgers University can electronically deposit student refunds directly into the checking or savings bank account provided.
- Student can set up direct deposit for their refunds online. Instructions for how to register for direct deposit can be found here: <https://studentabc.rutgers.edu/electronic-refunds>
- We encourage all students to sign up for direct deposit in order to receive refunds faster.
- **Note:** All PLUS loan credit balances that are refunded to the parent borrower will be mailed by paper check to the parent's address listed on the PLUS loan application.

## How to Set Up Direct Deposit

<https://studentabc.rutgers.edu/electronic-refunds>

# Barnes & Noble (B&N) Book Fund

- **Eligibility:** Financial aid recipient with expected refund of \$500+
- Provided when total offered aid exceeds directly billed charges by \$501. This first \$500 is sent to campus bookstore so students can purchase their books without having to wait for a refund
- Students are automatically opted in and must opt out if they don't do not want the book fund
- Students can opt out by logging in to your student account and checking your status
- B&N will price match through Amazon, bn.com and local competition

## How to Change Your RU Book Advance Status

<https://studentabc.rutgers.edu/book-advance>

# RU ID Card Service Center

- The RU ID card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses.
- RU ID cards will be issued by mail for all eligible **students** seeking a new or replacement ID card.
- To request an ID card, contact [ruid\\_card@newark.rutgers.edu](mailto:ruid_card@newark.rutgers.edu) to have one mailed to you.
- Newly admitted first year and transfer students will have their RU ID card mailed to the address on record after attending their respective school's orientation session.
- **If you attended an orientation session between May – July, expect you RU ID card in the mail in the next few weeks. Students will receive their RU ID card before the first day of classes.**
- To confirm or update your mailing address, students can log in at <https://personalinfo.rutgers.edu/>

For more on RU ID cards

<https://businessoffice.newark.rutgers.edu/ru-id-card>

# myRUN One Stop

**Website:** <http://myrun.newark.rutgers.edu/>

**Email:** [myrun@newark.rutgers.edu](mailto:myrun@newark.rutgers.edu)

- Aims to offer cross-functional services in the areas of financial aid, the registrar and student accounting, billing, cashiering and RU ID services
  - Strive to provide our campus community with efficient service through prompt and reliable information
  - To ensure we meet the needs of our students, we have created a contact center and a website to help you navigate through available resources
- 

## myRUN Contact Center

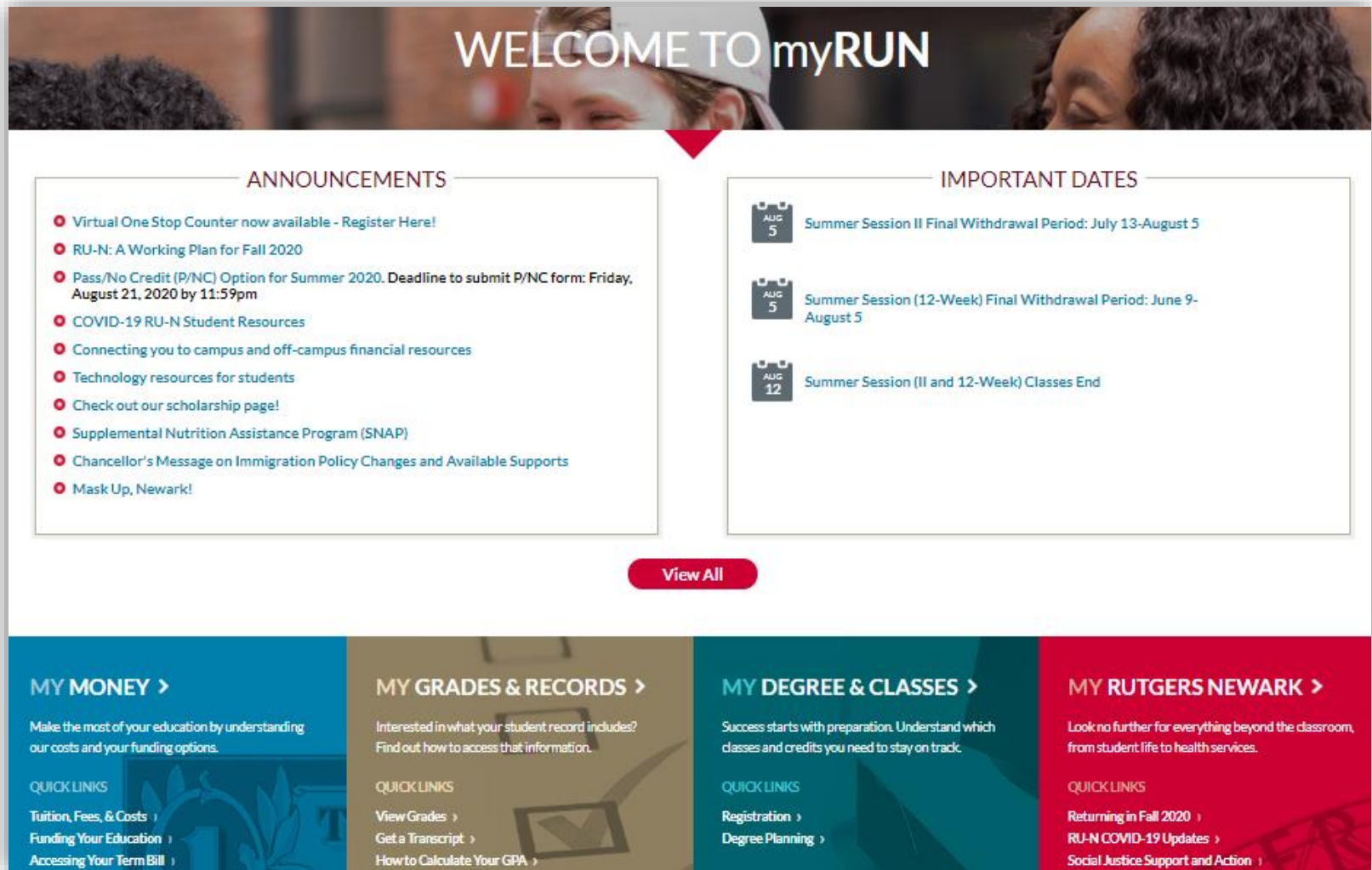
- ✓ 24 student workers (Federal Work Study)
- ✓ Students trained to answer questions and uphold customer service satisfaction
- ✓ Supervised by professional staff
- ✓ **Call 973-353-1766 ext. 1**
- ✓ **Text 973-556-7779**
- ✓ **Email [myrun@newark.rutgers.edu](mailto:myrun@newark.rutgers.edu)**
- ✓ **Webchat via [myrun.newark.rutgers.edu](http://myrun.newark.rutgers.edu)**  
between 8:30am - 4:30pm from Monday - Friday

## myRUN Website

- ✓ [myrun.newark.rutgers.edu](http://myrun.newark.rutgers.edu)
- ✓ Easy to access, mobile friendly
- ✓ Provides access to relevant information in one location
- ✓ Constantly updated by professional staff
- ✓ All language is approved by our student workers before publication
- ✓ Chat feature now available

# myRUN Website

<https://myrun.newark.rutgers.edu/>



The screenshot shows the myRUN website interface. At the top is a banner with the text 'WELCOME TO myRUN' over a background image of two students. Below the banner are two main sections: 'ANNOUNCEMENTS' and 'IMPORTANT DATES'. The 'ANNOUNCEMENTS' section contains a list of links for various resources. The 'IMPORTANT DATES' section features three calendar icons with dates and corresponding withdrawal periods. A 'View All' button is centered below these sections. At the bottom, there are four colored boxes representing different categories: 'MY MONEY', 'MY GRADES & RECORDS', 'MY DEGREE & CLASSES', and 'MY RUTGERS NEWARK', each with a brief description and a list of quick links.

## WELCOME TO myRUN

### ANNOUNCEMENTS

- Virtual One Stop Counter now available - Register Here!
- RU-N: A Working Plan for Fall 2020
- Pass/No Credit (P/NC) Option for Summer 2020. Deadline to submit P/NC form: Friday, August 21, 2020 by 11:59pm
- COVID-19 RU-N Student Resources
- Connecting you to campus and off-campus financial resources
- Technology resources for students
- Check out our scholarship page!
- Supplemental Nutrition Assistance Program (SNAP)
- Chancellor's Message on Immigration Policy Changes and Available Supports
- Mask Up, Newark!

### IMPORTANT DATES

- AUG 5** Summer Session II Final Withdrawal Period: July 13-August 5
- AUG 5** Summer Session (12-Week) Final Withdrawal Period: June 9-August 5
- AUG 12** Summer Session (II and 12-Week) Classes End

[View All](#)

#### MY MONEY >

Make the most of your education by understanding our costs and your funding options.

**QUICK LINKS**

- Tuition, Fees, & Costs >
- Funding Your Education >
- Accessing Your Term Bill >

#### MY GRADES & RECORDS >

Interested in what your student record includes? Find out how to access that information.

**QUICK LINKS**

- View Grades >
- Get a Transcript >
- How to Calculate Your GPA >

#### MY DEGREE & CLASSES >

Success starts with preparation. Understand which classes and credits you need to stay on track.

**QUICK LINKS**

- Registration >
- Degree Planning >

#### MY RUTGERS NEWARK >

Look no further for everything beyond the classroom, from student life to health services.

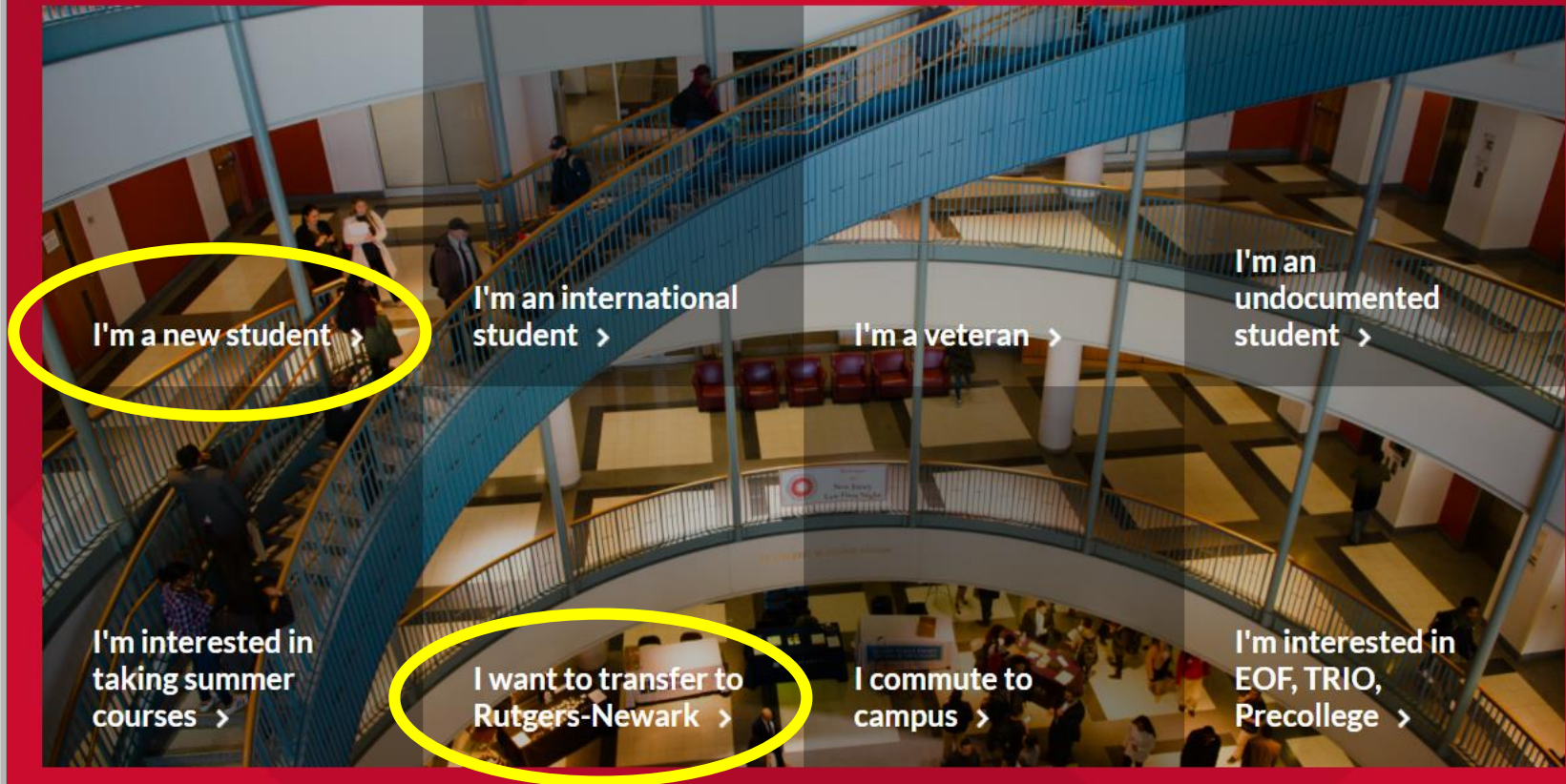
**QUICK LINKS**

- Returning in Fall 2020 >
- RU-N COVID-19 Updates >
- Social Justice Support and Action >

# myRUN Website

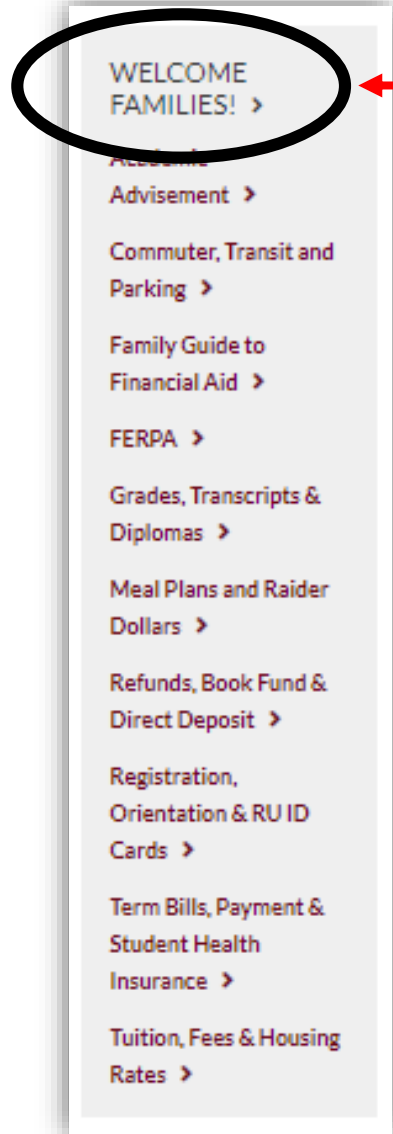
<https://myrun.newark.rutgers.edu/>

## RESOURCES FOR



# myRUN Family Website

<https://myrun.newark.rutgers.edu/family>



## WELCOME FAMILIES!

Stay Informed on COVID-19 Status Updates

[myRUN COVID-19 page](#)

To assist you in understanding information that impacts your student's success, we have created a myRUN family page, which covers topics ranging from orientation and advisement to finances and parking.

This presentation is available  
for download and/or  
direct view here

# my**RUN** One Stop Virtual Counter

- The my**RUN** One Stop offices have launched a Virtual One-Stop Counter for students to access and speak directly to a staff member within the Offices of Financial Aid, Registrar and Student Accounting, Billing and Cashier Services.
- Students must register for a time slot (spaces are limited) with their Net ID and password.

**Information on Virtual One Stop Counter dates and how-to register found here:**

**<https://myrun.newark.rutgers.edu/covid-office-hours>**

# Important Dates

<https://myrun.newark.rutgers.edu/important-dates>

| Date                 | Important Item                            |
|----------------------|-------------------------------------------|
| August 7 & 21        | Term Bill Due Date                        |
| August 24            | 2020 Convocation                          |
| September 1          | First Day of Class                        |
| September 11         | Last Day to Add                           |
| September 14         | Last Day to Drop                          |
| October 1            | FAFSA Available for 2021-2022             |
| Late Oct./Early Nov. | Spring 2021 registration                  |
| December 15          | Fall exams begin                          |
| January 15, 2021     | Rutgers priority deadline for 21-22 FAFSA |
| January 19, 2021     | Spring 2021 semester begins               |
| Late Mar./Early Apr. | Fall 2021 registration                    |
| May 6, 2021          | Spring 2021 exams begin                   |

# Enrollment Services & Experience

## Contact Information

### Division of Enrollment Services & Experience Contacts

|                                                                                                                                |                    |                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------|
| <b>myRUN One Stop</b>                                                                                                          | 973-353-1766 ext.1 | <a href="mailto:myrun@newark.rutgers.edu">myrun@newark.rutgers.edu</a>               |
| <b>Admissions</b>                                                                                                              | 973-353-5205       | <a href="mailto:admissions@newark.rutgers.edu">admissions@newark.rutgers.edu</a>     |
| <b>Center for PreCollege Programs</b> (Abbott Leadership Institute, Rutgers Future Scholars, Talent Search, UAP, Upward Bound) | 973-353-3557       | <a href="mailto:centerforprecollege@rutgers.edu">centerforprecollege@rutgers.edu</a> |
| <b>Financial Aid</b> (One Stop)                                                                                                | 973-353-5151       | <a href="mailto:newark_aid@ofa.rutgers.edu">newark_aid@ofa.rutgers.edu</a>           |
| <b>Registrar</b> (One Stop)                                                                                                    | 973-353-1766 ext.1 | <a href="mailto:registrar@newark.rutgers.edu">registrar@newark.rutgers.edu</a>       |
| <b>Student Accounting, Billing and Cashier Services</b> (One Stop)                                                             | 973-353-5423       | <a href="mailto:acctinfo@newark.rutgers.edu">acctinfo@newark.rutgers.edu</a>         |

# QUESTIONS?