

# Rutgers University-Newark

my**RUN**101: Enrollment Services Resources



SOAR

my**RUN**101

# About myRUN

- **Aims to offer cross-functional services in the areas of financial aid, registration and business 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 call center and a website to help you navigate through our resources**

## 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 Contact Center

- ✓ 23 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 if you should have any questions
- ✓ Text 973-556-7771
- ✓ Webchat
- ✓ Email us at [myrun@newark.rutgers.edu](mailto:myrun@newark.rutgers.edu)

# myRUN Website- Resources



WELCOME TO myRUN

## ANNOUNCEMENTS

- Standing with our students: Congress must pass the American Dream and Promise Act
- File Your 19-20 FAFSA
- 2019 Commencement Ceremonies
- Summer Session Extended Office Hours
- Announcing JBJ Soul Kitchen

## IMPORTANT DATES

-  Rutgers University - Newark 2019 Commencement (SASN, SCI, SPAA, RBS-UG, GSN)
-  2019 Commencement: School of Law
-  Summer Session I & 12-week Late Registration Period: May 3-24

[View All](#)

## MY MONEY >

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

### QUICKLINKS

- [Tuition, Fees, & Costs](#)
- [Funding Your Education](#)
- [Paying Your Term Bill](#)

## MY GRADES & RECORDS >

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

### QUICKLINKS

- [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.

### QUICKLINKS

- [Registration](#)
- [Degree Planning](#)

## MY RUTGERS NEWARK >

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

### QUICKLINKS

- [Student Life and Leadership](#)
- [Athletics and Recreation](#)
- [Global Initiatives & Experiential Learning](#)

## RESOURCES FOR

  
[I'm a new student >](#)

[I'm an international student >](#)

[I'm a veteran >](#)

[I'm an undocumented student >](#)

[I'm interested in taking winter courses >](#)

  
[I want to transfer to Rutgers-Newark >](#)

[I commute to campus >](#)

[I'm interested in EOF, TRIO, Precollege >](#)

# Personal Information – Net ID

- The university uses Net ID and a secure password as a sign-on identifier instead of the RU ID number
- In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID.
- Set up and manage via <https://netid.rutgers.edu>
- Your Net ID is the prefix before the “@” in your official Rutgers email address.
- For more information go to *myRUN* > *My Grades & Records* > *Personal Information*



Home / My Grades & Records

## 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 GRADES & RECORDS

[Transcript Request >](#)  
Get your unofficial transcript, official transcript, or apostille

[Viewing Grades >](#)  
Know when to access your grades and how to interpret them

[How to Calculate Your GPA >](#)  
A quick way to figure out your GPA

[Grading Policies >](#)  
Learn about incomplete grades, repeating courses, and the grade forgiveness policy

[Verifying Your Enrollment >](#)  
Obtain verification for student loan deferment, employment, and more

[Personal Information >](#) ★  
RUID, NetID, name change, and address change info

[Privacy of Students and FERPA >](#)  
Understand our commitment to keeping your information private

[NJ Tuition Eligibility >](#)

Find help understanding how you are doing in your classes and how to share that info with others.

# Personal Information – RU ID Number (aka student ID number)

- RU ID number is an identifier for all RU students
- Nine-digit number, using “00” in the 4<sup>th</sup> and 5<sup>th</sup> number positions
- When contacting student service offices (financial aid, student accounting, registrar, academic advisors) make sure to include your RU ID number in your communication so that they can access your account information.
- You can easily find your RU ID number by logging into your “myRutgers” Portal using your *Net ID* and password
- For more information go to *myRUN > My Grades & Records > Personal Information*

Home / My Grades & Records

## MY GRADES & RECORDS

**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 >](#)

**Transcript Request >**  
Get your unofficial transcript, official transcript, or apostille

**Viewing Grades >**  
Know when to access your grades and how to interpret them

**How to Calculate Your GPA >**  
A quick way to figure out your GPA

**Grading Policies >**  
Learn about incomplete grades, repeating courses, and the grade forgiveness policy

**Verifying Your Enrollment >**  
Obtain verification for student loan deferment, employment, and more

**Personal Information >**  
RUID, NetID, name change, and address change info

**Privacy of Students and FERPA >**  
Understand our commitment to keeping your information private

**NJ Tuition Eligibility >**

Find help understanding how you are doing in your classes and how to share that info with others.

# 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, your educational records may not be released without your consent
- Please be cautious with information you give out.
  - Do not share your RU ID, Net ID and password, Social Security Number (SSN) or other personal information with friends or family or via unsecure platforms.
- Want to grant someone access to certain record information?
  - Please fill out the FERPA release form which is now online! <https://forms.registrar.newark.rutgers.edu>
- [Step-by-step instructions on submitting FERPA release form](#)
- For more information go to *myRUN > My Grades & Records > Privacy of Students and FERPA*

Home / My Grades & Records

## 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 GRADES & RECORDS

Find help understanding how you are doing in your classes and how to share that info with others.

- Transcript Request >  
Get your unofficial transcript, official transcript, or apostille.
- Viewing Grades >  
Know when to access your grades and how to interpret them.
- How to Calculate Your GPA >  
A quick way to figure out your GPA.
- Grading Policies >  
Learn about incomplete grades, repeating courses, and the grade forgiveness policy.
- Verifying Your Enrollment >  
Obtain verification for student loan deferment, employment, and more.
- Personal Information >  
RUID, NetID, name change, and address change info.
- Privacy of Students and FERPA > ★  
Understand our commitment to keeping your information private.
- NJ Tuition Eligibility >

# Personal Information - Scarletmail

(aka Rutgers email address)

- University emails are sent to your RU email account
- Students are responsible for checking their email
- [Step by Step instructions for setting up your Scarletmail](#)
- [Set up via phone](#)
- [You can forward your RU mail to another email address](#) (gmail, yahoo, etc.)
- For more information go to *myRUN > My Grades & Records > Personal Information > Connect to Your Scarletmail*



Home / My Grades & Records

## 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 GRADES & RECORDS

[Transcript Request >](#)  
Get your unofficial transcript, official transcript, or apostille

[Viewing Grades >](#)  
Know when to access your grades and how to interpret them

[How to Calculate Your GPA >](#)  
A quick way to figure out your GPA

[Grading Policies >](#)  
Learn about incomplete grades, repeating courses, and the grade forgiveness policy

[Verifying Your Enrollment >](#)  
Obtain verification for student loan deferment, employment, and more

[Personal Information >](#) ★  
RUID, NetID, name change, and address change info

[Privacy of Students and FERPA >](#)  
Understand our commitment to keeping your information private

[NJ Tuition Eligibility >](#)

Find help understanding how you are doing in your classes and how to share that info with others.

# Personal Information - myRutgers Portal


Welcome Joe Smith Last login: Apr 13, 2017 11:34 Profile Alerts RU Email Feedback Help Tutorial Video

**myRUTGERS**

Please note that payments can take up to 3 business days to be processed

My Apps Welcome My Dashboard

### My Dashboard



**Joe Smith**  
Department of Biological Sciences  
Newark (College of Arts & Sciences)  
RUID 000000007  
NetID js207  
Mobile Phone (908) 722-2529  
Student Email joe.smith@rutgers.edu

change password update Phone Number ID Card Health Services FERPA release Directory privacy

#### My Courses

My Fall 2017 Schedule

- Principles of Neurobiology**  
Course# 21.120.315 Section 01 Credit 3  
Instructor: Dr. Henry John-Alder  
Time: Monday, 12:30 PM – 1:55 PM  
Location: Hill Hall – Room 601  
Campus: Newark
- University Physics I**  
Course# 21.750.213 Section 03 Credit 4  
Instructor: Dr. Mary Zachary  
Time: Monday, 2:30 PM – 3:25 PM  
Location: Smith Hall – Room 220  
Campus: Newark
- Tpc:Risk.Hlth&Safety**  
Course# 21.374.430 Section 01 Credit 3  
Instructor: Dr. James Lee  
Time: Tuesday, 10:55 PM – 1:55 PM  
Location: Hill Hall – Room 601  
Campus: Newark

#### My Degree

Major(s) BIOLOGY School SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES

GPA 3.2 Cumulative 3.86 Last Term 82.5 Degree Credits

PLAN for ACADEMIC PROGRESS (DEGREE NAVIGATOR) REQUEST for TRANSCRIPT, VERIFICATION, TERM GRADE APPLY for SCHOOL, TO SCHOOL TRANSFER APPLY for GRADUATION (DIPLOMA)

#### My Money

Total balance **\$7,087.45** payment due: **Monday July 17<sup>th</sup> 2017**

Billable Credit Hours: 12.0

Tuition and Fees Online Term Bill Payment Options Tuition Payment Plan  
Raider Dollars Term Bill Refunds RU Book Advance Tax Statements

#### My Alerts

Personal Alerts

- Grade Change Alert** Rutgers University Posted: 8/29/2017
- Financial Hold - Outstanding Balance Spring 2017 (\$2,887)** Rutgers University Posted: 8/24/2017
- Meeting Time/Room Change Notification** Office of the Registrar Posted: 7/1/2017

Event Notification

- Winter Session 2018 Term Bills are Due December 4, 2017** Newark Posted: 10/15/2017

#### My Grades

Fall 2017

Course	School / Dept.	Grade
Concepts in Biology # 193 section 01 credits: 4	Biological Sciences College of Arts and Sciences	C
Plant Physiology # 207 section 01 credits: 4	Biological Sciences College of Arts and Sciences	A-
General Microbiology # 193 section 22 credits: 4	Biological Sciences College of Arts and Sciences	A-
Biochemistry # 321 section 01 credits: 3	Biological Sciences College of Arts and Sciences	C
Developmental Biology Lab # 430 section 01 credits: 1	Biological Sciences College of Arts and Sciences	B
Animal Behavior # 350 section 01 credits: 3	Biological Sciences College of Arts and Sciences	A

#### My Financial Aid

Apply Track Award

Financial Aid Requirements for: July 2016 - June 2017

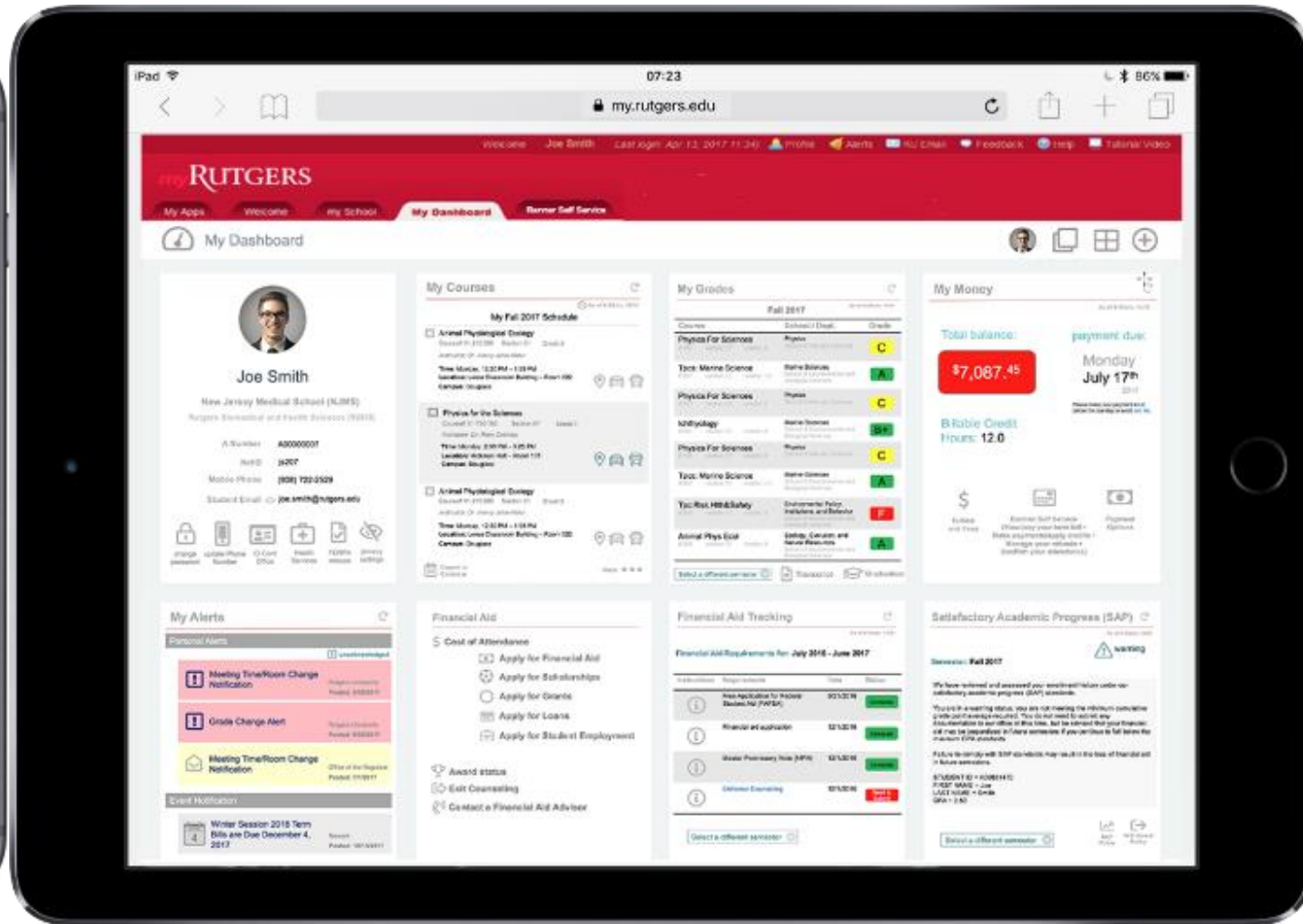
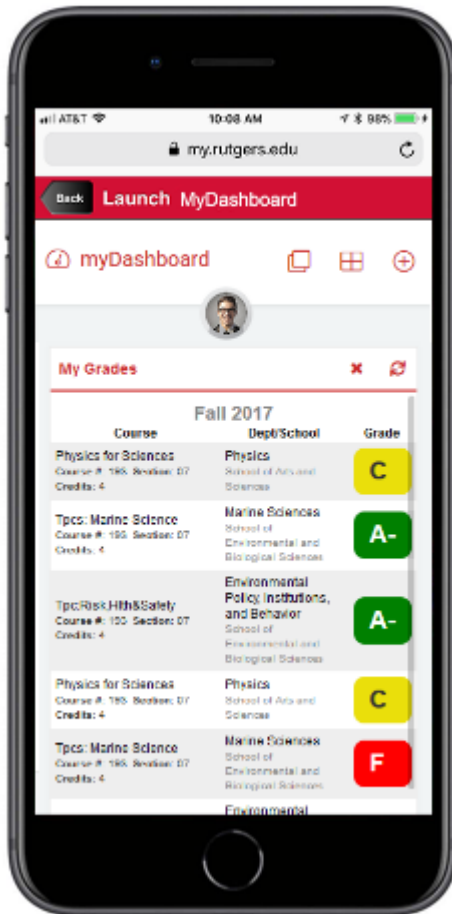
Instructions	Requirements	Date	Status
Free Application for Federal Student Aid (FAFSA)		9/21/2016	Complete
Financial aid application		12/1/2016	Complete
Master Promissory Note (MPN)		12/1/2016	Complete
Entrance Counseling		12/1/2016	Incomplete

#### Course Registration

Select a Location Select a Level Select a Term Type in a Keyword submit

Course Schedule Planner (CSP) Web Registration (WebReg) Schedule of Classes (SOC) Bookstore





# RU-N4Success NAVIGATE Student App

**RU-N4Success** is a web platform that connects you to academic and other resources at RU-N.

- Academic advisors, course tutors and others use RU-N4Success to communicate with you.



 NAVIGATE is a free app that brings these resource to your mobile device.



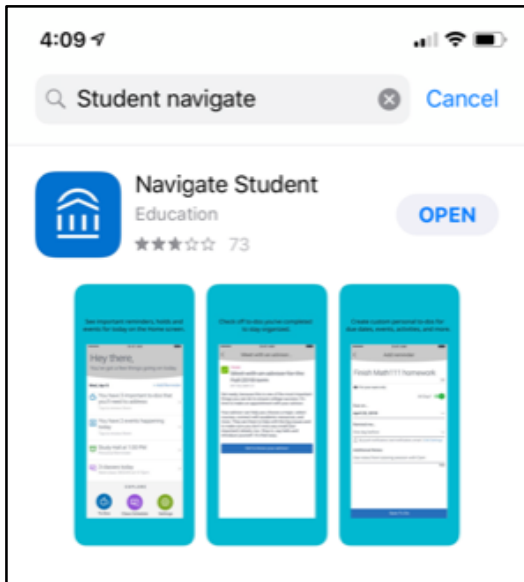
# NAVIGATE **Features**

- **See contact info for your academic advisor(s)**
- **Schedule appointments with:**
  - Academic advising
  - Tutoring
  - Library research assistance
- **See your course schedule**
- **Sign up for “Study Buddies”**
  - Students in your classes who want to form study groups
- **Get notices and reminders for key dates and campus events**
  - Synchronize them with your mobile calendar
  - Set your own personal reminders
- **Take the Major Explorer quiz**
  - Get career guidance combined with data from the U.S. Dept. of Labor

# Downloading NAVIGATE

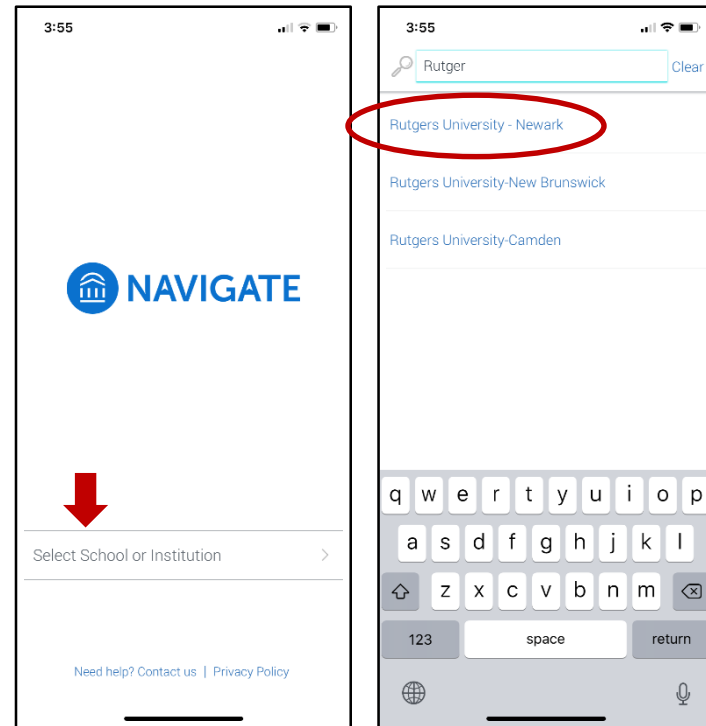
## STEP 1:

Search for “**Navigate Student**”  
in your app store



## Step 2:

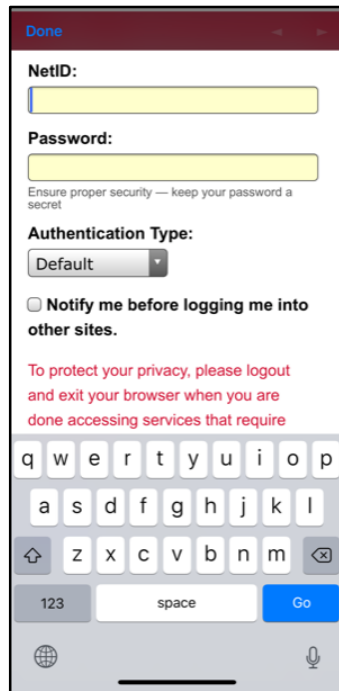
Select “**Rutgers University - Newark**”



# Downloading NAVIGATE

## STEP 3:

Log in with your Net ID  
and password



Done

NetID:

Password:

Ensure proper security — keep your password a secret

Authentication Type:  
Default

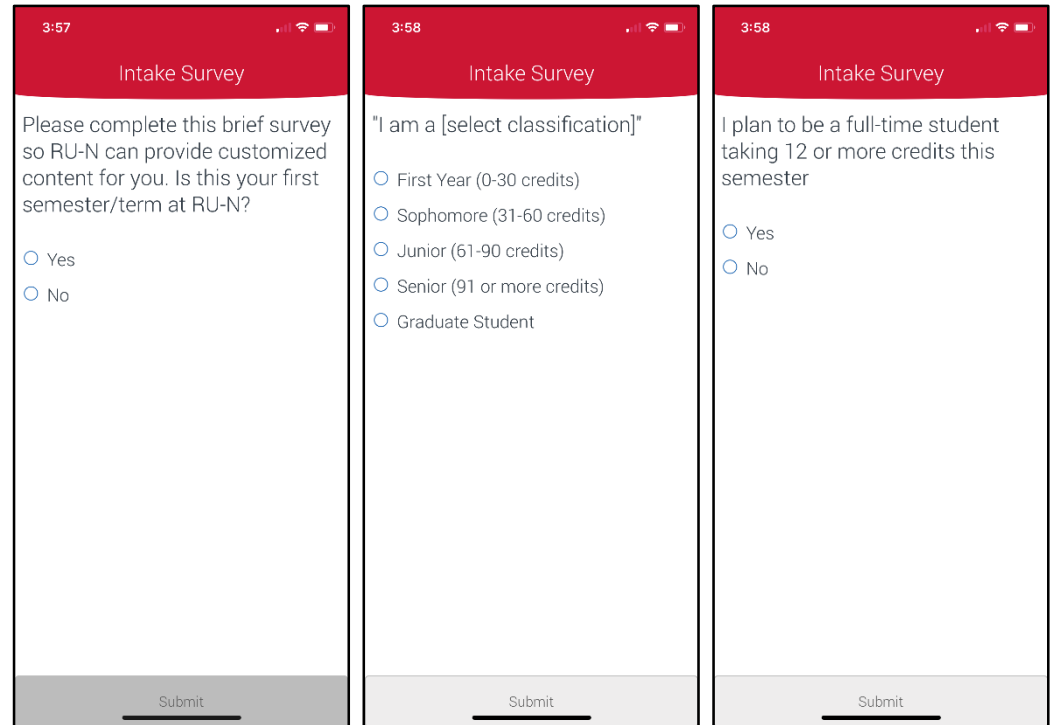
Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require

q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m  
123 space Go

## Step 4:

Answer the brief intake survey



3:57 Intake Survey

Please complete this brief survey so RU-N can provide customized content for you. Is this your first semester/term at RU-N?

Yes  
 No

Submit

3:58 Intake Survey

"I am a [select classification]"

First Year (0-30 credits)  
 Sophomore (31-60 credits)  
 Junior (61-90 credits)  
 Senior (91 or more credits)  
 Graduate Student

Submit

3:58 Intake Survey

I plan to be a full-time student taking 12 or more credits this semester

Yes  
 No

Submit

STEP 5: Set up notifications so you get announcements and reminders

# Health Insurance

- All undergraduate and graduate full-time students are required to have comprehensive health insurance every semester.
- Health Insurance Premium is **automatically** added to your term bill every semester
- If you have other comparable health insurance coverage, you must waive the insurance (**every semester**) and get the premium removed from your term bill
- Students **must waive or enroll online each semester** (Fall and Spring) at [www.universityhealthplans.com](http://www.universityhealthplans.com)
- For more information go to *myRUN* > *My Money* > *Health Insurance*

Home / MyMoney

## MY MONEY

MY MONEY >

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

QUICK LINKS

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

Tuition, Fees, and Housing Info >  
Find out what it costs to attend RU-N for the academic year

Housing & Dining >  
What you need to know about the costs of living and dining on campus

Accessing Your Term Bill >  
How to see your tuition, fees, credits, and due dates

Health Insurance > ★  
Get to know our health insurance plan so you can get the most out of it

Funding Your Education >  
Discover how to make your education more affordable

Tax Deductions and Your Tuition Statement >  
Prepare for tax time with this information

Raider Dollars >  
Go cash-free on and off campus with this program

To make your education even more affordable, understand your payment and funding options.

# Health Insurance Cont'd

- Spring rates are higher than fall rates because university health insurance for spring covers you through the spring semester until the end of summer.
- **Wait 3 business days** after registering for classes to complete the waiver or enrollment process
- **Must waive or enroll before the deadline**
  - **Fall 2019 Deadline:** September 13, 2019
  - **Spring 2020 Deadline:** January 31, 2020
  - **Fall 2019 and Spring 2020 Costs:** Coming July 2019
- For more information go to *myRUN* > *My Money* > *Health Insurance*

Home / MyMoney

## MY MONEY

MY MONEY >

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

QUICK LINKS

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

Tuition, Fees, and Housing Info >  
Find out what it costs to attend RU-N for the academic year

Housing & Dining >  
What you need to know about the costs of living and dining on campus

Accessing Your Term Bill >  
How to see your tuition, fees, credits, and due dates

Health Insurance > ★  
Get to know our health insurance plan so you can get the most out of it

Funding Your Education >  
Discover how to make your education more affordable

Tax Deductions and Your Tuition Statement >  
Prepare for tax time with this information

Raider Dollars >  
Go cash-free on and off campus with this program

To make your education even more affordable, understand your payment and funding options.

# Purchasing Parking E-Permit

- Located on myRUN under [“I commute to campus”](#)
- Log in using netID to purchase parking e-permit
- Mass Transit schedules
- RU-N bike, bus and shuttle routes
- **Commuter Awards Program**
  - Students who purchase monthly passes from NJ Transit or PATH to commute to/from Rutgers-Newark will earn a reward that can be redeemed from the Barnes & Noble Bookstore at Rutgers University – Newark or Kite + Key Rutgers Tech Store for up to \$50 monthly.
  - **Details about participating in this awards program will be announced in August 2019.**



For more information, visit: <https://myrun.newark.rutgers.edu/resources-commuters>



# Purchasing Parking E-Permit Cont'd

2019-2020 parking permit costs coming August 2019

## Annual Student Parking Permit Costs for the 2018-2019 Academic Year

Student Premium Permits	Deck 1 & 2	\$600
Student Permits	Surface Lots after 4pm can be used in Deck 2 & Essex Lot	\$165
Resident Student Permits (Juniors and Seniors ONLY)	Deck 1 & 2	\$1130

You can purchase parking permission online (credit or debit) or in person (cash, check, RU Express) at the [Department of Transportation Services](#)

[Register a New Vehicle or License Plate](#)

[Purchase Parking E-Permit](#)

For more information, visit: <https://myrun.newark.rutgers.edu/resources-commuters>

# RU Here?

Please note that RU Here pop-up takes place during fall and spring semesters. Students registered for summer and/or winter session courses would need to confirm their attendance for those sessions through term bill payment.

**RUTGERS**

**ACTION REQUIRED**

You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials

**RU HERE: COURSE ATTENDANCE**

You are registered for the fall 2018 semester. Please confirm your enrollment below

I confirm my attendance for the fall 2018 semester.

I will not attend the fall 2018 semester and understand that I must complete the formal withdrawal process.

Once you log in, you will be presented with a pop-up window where you will be able to confirm your enrollment plans.

**RUTGERS**

Thank you for completing the RU Here process.

You can now login to the service you initiated or you will be redirected to [Rutgers portal](#) in 30 seconds

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#).  
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

**RUTGERS** Welcome Student Test

**ACTION REQUIRED**

You are required to take action on the following item(s) before you can proceed to any services that require your Rutgers credentials

**FINANCIAL RESPONSIBILITY STATEMENT(FRS)**

By registering for class(es), I acknowledge that I have read, understand, and agree to the terms and conditions of the Financial Responsibility Statement(FRS). I understand that I am agreeing to a legally binding contract to pay all tuition and fees assessed to my student account and all additional costs and expenses related to my enrollment at Rutgers University ("Rutgers"). These costs and expenses include, but are not limited to, housing, meal plans, flex dollars, health insurance and all other departmental or school costs processed through my student account.

To view the complete Financial Responsibility Statement(FRS), [click here](#).

Click Agree to accept the terms of the Financial Responsibility Statement(FRS).

The Financial Responsibility Statement (FRS) is a mandatory agreement accepting financial obligations and responsibilities for attendance. If you have a valid FRS on file, you will not be prompted to "Agree" to the terms of the FRS.

Please do not log out of the system early. If you do not receive a message confirming completion of the process, then you have not reached the end of the process, and must start again.

# Funding Your Education

Financial Aid information is available by selecting MY MONEY

The screenshot shows the myRUN website interface. At the top, a banner reads "WELCOME TO myRUN" over a background image of two students. Below the banner are two main sections: "ANNOUNCEMENTS" and "IMPORTANT DATES".

**ANNOUNCEMENTS**

- 3rd Floor Blumenthal Hall (Financial Aid, Registrar and Student Accounting) will be closing at 12:00pm on Friday, December 7
- Filing Your 19-20 FAFSA
- Apply for the Roper Scholarship in Civic Responsibility- Deadline: December 7, 2018
- Updates on DACA for July 2018: Renew DACA Now!

**IMPORTANT DATES**

- dec 7 Roper Scholarship in Civic Responsibility Deadline

A "View All" button is located below these sections.

The bottom of the page features four colored navigation panels:

- MY MONEY >** (highlighted with a yellow star) - Make the most of your education by understanding our costs and your funding options. QUICK LINKS: Tuition, Fees, & Costs | Funding Your Education | Paying 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: Student Life and Leadership | Athletics and Recreation | Global Initiatives & Experiential Learning |

# The RU LIST



## FINANCIAL AID: REMEMBER TO...

1. **Complete** the Free Application for Federal Student Aid - **FAFSA**
  - '19-'20 for Fall 2019 and Spring 2020 (Deadline: File Now)
2. **Review** pending documentation - additional forms may be required
  - Complete the NJ Higher Ed (HESAA) state questions
  - 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 Entranced 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)**

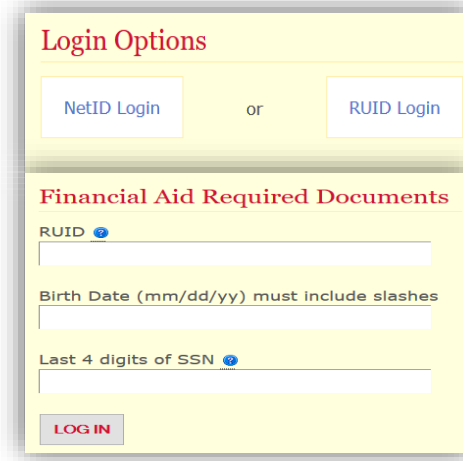
- Website = [fafsa.ed.gov](https://fafsa.ed.gov)
- Rutgers School Code = 002629
- FAFSA '19-'20 use the IRS Data Retrieval Tool



# 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 form for logging into the Rutgers University financial aid system. At the top, under the heading "Login Options", there are two buttons: "NetID Login" and "RUID Login", with the word "or" between them. Below this is a section titled "Financial Aid Required Documents". This section contains three input fields: "RUID", "Birth Date (mm/dd/yy) must include slashes", and "Last 4 digits of SSN". Each field has a small eye icon to its right, indicating a toggle for visibility. At the bottom of the form 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

**Log in to your account.**  
Please identify yourself with a valid username and password.

**Students:**  
Have you:

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?

Once you have done steps 1-3, you are ready for your first login.  
If you are having trouble logging in, contact [New Jersey Higher Education Student Assistance Authority](#).

User Name:   
Password:

[Create a Student Login](#)  
[Forgot your username or password?](#)

To return to the main page of the NJ HESAA NJGRANTS web site, [click here](#).

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

Financial Aid Award Letter

Year

School

**VIEW**

## 3 VIEW AWARD

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

Year:

RUTGERS **2018-2019 Financial Aid Award Letter**  
Rutgers Business School-Newark

School:

December 3, 2018 Rev: 4

[View Options](#)

**Student Status**

Name: John Doe  
RUID: 000000000

School: Rutgers Business School-Newark

Enrollment status: Full time  
Housing status: On Campus  
Residency status: NJ resident  
[I want to change/update this information.](#)

**Quick Links**

- [Award Letter Tutorial](#)
- [FAQ](#)
- [Loan Information](#)
- [NSLDS](#)
- [Additional Funding Options](#)
- [Logout](#)
- [Print this Page](#)

Dear John,

We are pleased to offer you the following financial assistance for the 2018-2019 academic year. The costs and awards in this letter are based on full time attendance, living on 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	\$14,970 / yr
Housing & dining <a href="#">i</a>	\$13,450 / yr
<b>Subtotal</b>	<b>\$28,420 / yr</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 / yr
Travel expenses	\$848 / yr
Miscellaneous costs <a href="#">i</a>	\$3,520 / yr
<b>Subtotal</b>	<b>\$5,718 / yr</b>

**Total Estimated Cost of Attendance [i](#)** **\$34,138 / yr**

*The total of direct and indirect costs. This amount is what your financial aid award is based on.*



# 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 2018-2019

**\*\* 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: 111001766

Authorized Date: January 02, 2019

Name: Sample Student

Campus Assigned: NEWARK

Student's Email: Sample.Student @rutgers.edu

Job Assignment: Enrollment Svcs&Experienc

Department Address: Blumenthal Hall,Rm 204

Job Title: STUDENT ASSISTANT III

Academic Year: 2018

Supervisor's Name: Sample Supervisor

Payroll Status: On Payroll

Supervisor's Email: Sample.Supervisor @rutgers.edu

School Code: 21

Department Phone: (973)3531766

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.
- Student 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 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
9-11.5	Three quarter time
6-8.5	Half time
Fewer than 6 credits	Less than half time

### Enrollment Requirements for Financial Aid Programs

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

# 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:

**RU completed credits + accepted transfer credits / RU attempted credits + accepted transfer credits**

---

### 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

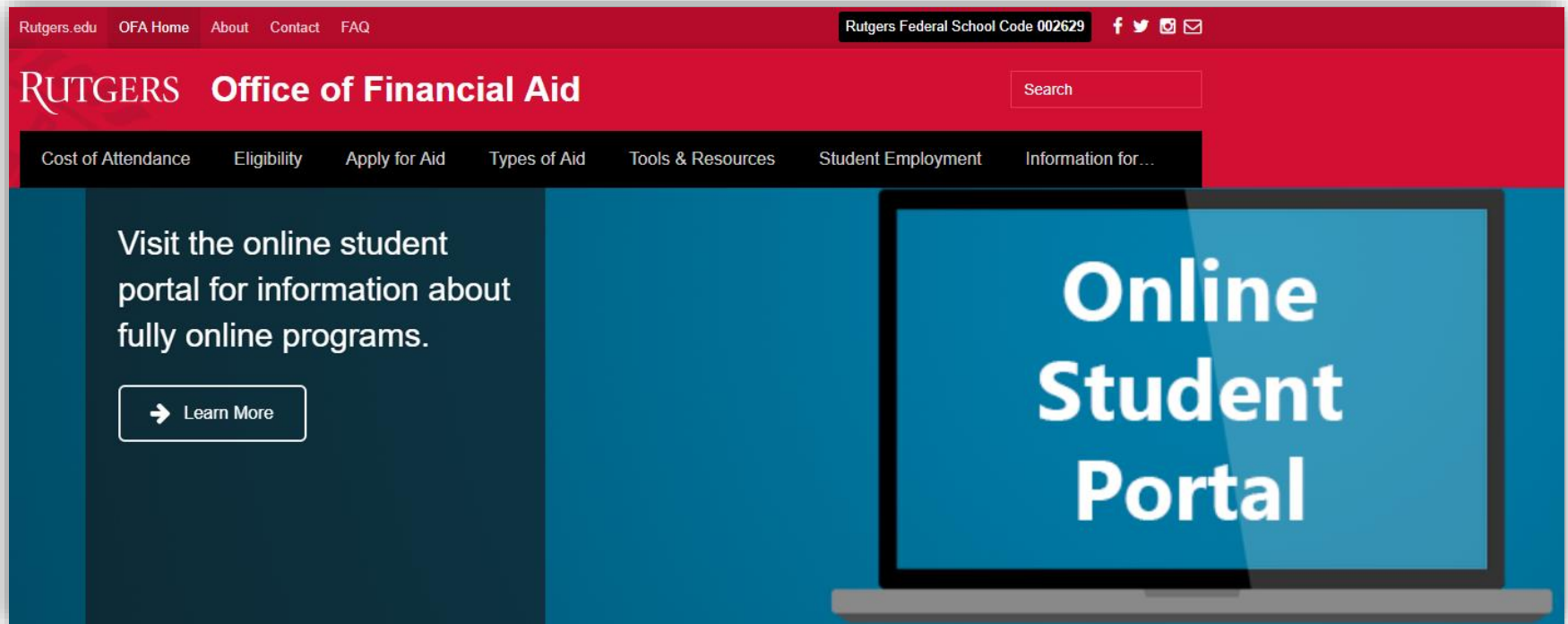
# RU Meeting All of Your School Expenses?

- 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](#)

# RU Connected With Us on Social Media and Online Platforms?



## OFFICE OF FINANCIAL AID

Website: [www.financialaid.rutgers.edu](http://www.financialaid.rutgers.edu)

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



Tweet/Message @RU\_FinAid  
Use #AskRUFinAid when posting



# The RU LIST



## STUDENT ACCOUNTING

### 1. Accept your Financial Responsibility Statement (FRS)

- Upon course registration through Webreg
- Upon online term bill payment

### 2. To Make a Payment

- Electronic Checks
- Paper Checks and Money Orders
- [If making payments from international banking institutions](#)

### 3. Electronic Refunds

- Direct deposit is the fastest, safest, and most convenient way to receive your refund
- Paper refund checks will be **mailed** to your permanent home address listed on your student account after the last day to drop/add. [To change your mailing address](#)
- Paper refund checks for housing students will be available for pick up

### 4. Rutgers Tuition Payment Plan (RUTPP)

- The Rutgers University Payment Plan allows you to pay your term bill charges in convenient monthly payments
- The plan administered by Rutgers and a third-party billing servicer, **ScholarChip**

# The RU LIST CONT'D

## STUDENT ACCOUNTING

- [Annual Plans](#)
- [Semester Plans](#)

### Annual Plans

Students who choose to enroll in one of our annual plans can pay the combined term bill charges for the fall and spring semesters. Beginning and ending dates for each type of plan are below.

10 Payments	June 15–March 15
8 Payments	July 15–February 15

### Semester Plans

Students who choose to enroll in one of our semester plans, can pay their fall, spring, or summer tuition charges over a 2–5 month period. Beginning and ending dates for each type of plan are below.

	3 Payments - July 15 – September 15
Fall Semester	4 Payments - July 15 – October 15
	5 Payments - June 15 – October 15

5. **Make an appointment with your Student Accounting rep via [RUN4Success](#)**

6. **Waive your Health Insurance**

- Automatic enrollment if not waived
- Must waive every semester by the deadline. **Fall '19 deadline:** September 13, 2019;  
**Spring '20 deadline:** January 31, 2020 | **Fall '19 and Spring '20 charge:** Coming mid-July 2019

7. **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

# RU Term Bill Ready?

## Student Account Login Options

1

NetID Login \*

or

RUID Login

\* Required for Electronic Refund setup.

### Login Help

Visiting students with a valid RUID and PAC use RUID Login to access term bill.

- [RUID Lookup \(Rutgers students\)](#)
- [RUID Lookup \(visiting students\)](#)
- [PAC Change \(Rutgers students\)](#)

For assistance, contact the Student Accounting Office between 8:30 AM and 4:30 PM, Monday through Friday at (848) 932-2254.

## Authorized User(s) Account Login

4

CommunityID Login

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

Student Lookup

Term Selection

Account

2

## Choose Semester

View Student Account for [redacted]

Fall - 2018 ▾

Continue

### Your Student Account Status

- You do not have balance due.
- Your Term Bill is due on 8/16/2018.
- Financial Holds \$0.00
- Term Billable Credit Hours 14.5
- Financial Responsibility Statement accepted on Thursday July 26, 2018 at 11:16 AM from user [redacted]

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

[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.

# Contact Us



## Blumenthal Hall

249 University Avenue

Newark, NJ 07102-1896

Call: 973-353-1766 ext.1

Text: 973-556-7771

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

## **myRUN Call Center hours:**

8:30am-4:30pm Monday-Friday

# Student Service Offices

## 1<sup>st</sup> Floor

- Counseling Center
- Health Services
- Transportation Services

## 2<sup>nd</sup> Floor

- Summer and Winter Sessions
- Office for Violence Prevention and Victim Assistance
- Human Resources

## 3<sup>rd</sup> Floor

- Business Services
  - Student Accounting
  - Cashiers' Office
  - Photo ID
- Financial Aid
- Registrar
- myRUN