Rutgers University-Newark

myRUN101: Enrollment Services Resources

SOAR  myRUN101
Resource #1 – myRUN One Stop

• 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 contact center and a website to help you navigate through available resources

myRUN Website

✓ 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 via myrun.newark.rutgers.edu between 8:30am - 4:30pm from Monday - Friday
✓ Email us at myrun@newark.rutgers.edu
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
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 4th and 5th 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
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
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**
Resource #2- Student Dashboard

Go to → my.rutgers.edu and then click on the *My Dashboard* tab

Please note that payments can take up to 3 business days to be processed.
**Resource #3: 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.

[Image of RU-N4Success and myRUN]

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

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**Email:** student.success@newark.rutgers.edu
• 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

Email: student.success@newark.rutgers.edu
STEP 1: Search for “Navigate Student” in your app store

Step 2: Select “Rutgers University - Newark”

Email: student.success@newark.rutgers.edu
STEP 3: Log in with your Net ID and password

Step 4: Answer the brief intake survey

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

Email: student.success@newark.rutgers.edu
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.

• For more information go to myRUN > My Money > Health Insurance.
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
  - **Fall 2019 Cost:** $967.00
  - **Spring 2020 Deadline:** January 31, 2020
  - **Spring 2020 Cost:** $1,345.00

• For more information go to **myRUN > My Money > Health Insurance**
Commuter Resources

- 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

For more information, visit: [https://myrun.newark.rutgers.edu/resources-commuters](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

<table>
<thead>
<tr>
<th>Student Premium Permits</th>
<th>Deck 1 &amp; 2</th>
<th>$600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Permits</td>
<td>Surface Lots after 4pm can be used in Deck 2 &amp; Essex Lot</td>
<td>$165</td>
</tr>
<tr>
<td>Resident Student Permits (Juniors and Seniors ONLY)</td>
<td>Deck 1 &amp; 2</td>
<td>$1130</td>
</tr>
</tbody>
</table>

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

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.

Financial Aid: 973.353.5151
myrun.newark.rutgers.edu/funding-your-education | newark_aid@ofa.rutgers.edu
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 Enrolled 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

Financial Aid: 973.353.5151
myrun.newark.rutgers.edu/funding-your-education | newark_aid@ofa.rutgers.edu
RU Applying for Financial Aid?

COMPLETE the Free Application for Federal Student Aid (FAFSA)

- Website = [fafsa.ed.gov](http://fafsa.ed.gov)
- Rutgers School Code = 002629
- FAFSA ’19–’20 use the IRS Data Retrieval Tool
To find out if you still need to submit a document, visit
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
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

- 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
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
     - RUID Login

2. **SELECT SCHOOL AND AWARD YEAR**
   - Financial Aid Award Letter
     - Year: 2019-2020
     - School: Rutgers Business School-Newark

3. **VIEW AWARD**
   - Estimated Direct Costs:
     - Tuition & mandatory fees: $14,970 / yr
     - Housing & dining: $13,450 / yr
     - Subtotal: $28,420 / yr
   - Estimated Indirect Costs:
     - Books: $1,350 / yr
     - Travel: $848 / yr
     - Miscellaneous: $3,520 / yr
     - Subtotal: $5,718 / yr
   - Total Estimated Cost of Attendance: $34,138 / yr
RU Awarded?

### 2018-2019 Financial Aid Award Letter
Newark College of Arts and Sciences

#### Gift Aid Offered

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Living Learning Community (RU-Newark)</td>
<td>$5,730</td>
<td>$0</td>
<td>$4,980</td>
<td>$0</td>
<td>$10,710</td>
</tr>
<tr>
<td>Clement A. Price Book Voucher</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$3,048</td>
<td>$0</td>
<td>$3,047</td>
<td>$0</td>
<td>$6,095</td>
</tr>
<tr>
<td>NJ Tuition Aid Grant (TAG)</td>
<td>$4,924</td>
<td>$0</td>
<td>$4,924</td>
<td>$0</td>
<td>$9,848</td>
</tr>
<tr>
<td>NJ Educational Opportunity Fund (EOF)</td>
<td>$0</td>
<td>$0</td>
<td>$750</td>
<td>$0</td>
<td>$750</td>
</tr>
</tbody>
</table>

**Total Gift Aid Amounts**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,952</td>
<td>$0</td>
<td>$13,951</td>
<td>$0</td>
<td>$27,903</td>
</tr>
</tbody>
</table>

*Gift aid can include need-based grants and/or scholarships awarded based on academic merit. Gift aid does not need to be repaid. Scholarships and grants are subject to specific renewal and eligibility criteria from year to year.*

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**Student Status**

- **Name:**
- **RUID:**
- **School:** Newark College of Arts and Sciences
- **Housing status:** Commuting
- **Residency status:** NJ resident

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Financial Aid: 973.353.5151
myrun.newark.rutgers.edu/funding-your-education | newark_aid@ofa.rutgers.edu

myRUN101
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

Financial Aid: 973.353.5151
www.studentloans.gov
## 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

<table>
<thead>
<tr>
<th>Name: Sample Student</th>
<th>Campus Assigned: NEWARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Email: <a href="mailto:Sample.Student@rutgers.edu">Sample.Student@rutgers.edu</a></td>
<td>Job Assignment: Enrollment Svcs&amp;Experienc</td>
</tr>
<tr>
<td>Department Address: Blumenthal Hall, Rm 204</td>
<td>Job Title: STUDENT ASSISTANT III</td>
</tr>
<tr>
<td>Academic Year: 2018</td>
<td>Supervisor's Name: Sample Supervisor</td>
</tr>
<tr>
<td>Payroll Status: On Payroll</td>
<td>Supervisor's Email: <a href="mailto:Sample.Supervisor@rutgers.edu">Sample.Supervisor@rutgers.edu</a></td>
</tr>
<tr>
<td>School Code: 21</td>
<td>Department Phone: (973)3531766</td>
</tr>
</tbody>
</table>

**Account No.: 170211**

| Rate: $12.90 | Range: 1 | Step: 1 |

I understand that the gross earnings allowable for this job assignment for this student may not exceed $2,000.00 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 09/04/2018 Thru 05/15/2019. 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

Continue
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
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 Accepting Student Loans?

Here you can:
• Update your housing and enrollment
• Reduce or cancel your loans

Here you can:
• Reduce or cancel your loans

Financial Aid: 973.353.5151
www.studentloans.gov
**RU Enrolled Fulltime?**

**Impact on Financial Aid**

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

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>Full time</td>
</tr>
<tr>
<td>9.0 – 11.5</td>
<td>Three quarter time</td>
</tr>
<tr>
<td>6.0 – 8.5</td>
<td>Half time</td>
</tr>
<tr>
<td>Fewer than 6.0 cr</td>
<td>Less than half time</td>
</tr>
</tbody>
</table>

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

\[
\frac{\text{RU completed credits} + \text{accepted transfer credits}}{\text{RU attempted credits} + \text{accepted transfer credits}}
\]

### Academic Status Table: Credit Completion & GPA Requirements

<table>
<thead>
<tr>
<th>Cumulative Credits Completed</th>
<th>Percentage Rate of Cumulative Attempted Credits Completed Must Be</th>
<th>Cumulative GPA (standard calculation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>50%</td>
<td>1.50</td>
</tr>
<tr>
<td>31-59</td>
<td>60%</td>
<td>1.80</td>
</tr>
<tr>
<td>60-89</td>
<td>70%</td>
<td>2.00</td>
</tr>
<tr>
<td>90 and over</td>
<td>75%</td>
<td>2.00</td>
</tr>
</tbody>
</table>
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
Email: newark_aid@ofa.rutgers.edu

Financial Aid: 973.353.5151
myrun.newark.rutgers.edu/funding-your-education | newark_aid@ofa.rutgers.edu
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
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 charge:** $967.00 | **Spring ’20 charge:** $1,345.00
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

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

CommunityID Login

Need access? Create Authorized User Account

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 fees are charged for the e-check, unless the electronic payment is returned unpaid from your bank to the university. If your e-check is returned unpaid from the bank, a $60.00 returned payment fee is assessed. The $60.00 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 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 Office at the University.

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

Student Accounting: 973.353.5423
myrun.newark.rutgers.edu/pay-your-tuition | acctinfo@newark.rutgers.edu
Can’t visit us during the weekdays?

3rd Floor Blumenthal Hall

- Financial Aid
- Registrar
- Business Services (Cashiers’ Windows, Student Accounting and RU ID Card Service Center)

will be opening on the second Saturday from 9:00am – 12:00pm of every month starting September 2019 until December 2019

Days we’re open on Saturdays for Fall 2019

September 14, 2019 → 9:00am – 12:00pm
October 12, 2019 → 9:00am – 12:00pm
November 9, 2019 → 9:00am – 12:00pm
December 14, 2019 → 9:00am – 12:00pm