

Rutgers University-Newark

my**RUN**101: Enrollment Services Resources



S.O.A.R.

Resource #1 – myRUN One Stop

- Aims to offer cross-functional services in the areas of financial aid, the registrar and student accounting
 - 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**
- ✓ Email us at **myrun@newark.rutgers.edu**
- ✓ Webchat via **myrun.newark.rutgers.edu** between 8:30am - 4:30pm from Monday - Friday

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 Website



WELCOME TO myRUN

ANNOUNCEMENTS

- [Office of Summer and Winter Sessions Extended Office Hours](#)
- [2019 Convocation: Welcoming and Celebrating our First-Year and Transfer Students to our Community](#)
- [RU-N Has Created a New Scholarship Page for Students](#)
- [Standing with our students: Congress must pass the American Dream and Promise Act](#)
- [File Your 19-20 FAFSA](#)

IMPORTANT DATES

-  [Summer Session II Final Withdrawal Period: July 15-August 7](#)
-  [12-week Summer Session Final Withdrawal Period: June 11-August 7](#)
-  [Fall 2019 Term Bill Due Date](#)

[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 >](#)
- [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 >](#)

myRUN Contact Center: **Call** 973.353.1766 ext.1

Webchat via myrun.newark.rutgers.edu M-F 8:30am-4:30pm | **Email** myrun@newark.rutgers.edu

myRUN101

myRUN Website

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 summer 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
- In order to access many of our electronic services, you need to [activate your Net ID](#)
- Set up and manage via <https://netid.rutgers.edu>
- For more information: **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 >](#)

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, appeal
- [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 – 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: **myRUN > My Grades & Records > Personal Information**

The screenshot shows the 'MY GRADES & RECORDS' section of the myRUN portal. On the left, there are quick links: 'View Grades >', 'Get a Transcript >', and 'How to Calculate Your GPA >'. The main content area features a grid of links. The 'Personal Information >' link is circled in green. Below the grid is a photo of students with the text: 'Find help understanding how you are doing in your classes and how to share that info with others.'

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 >](#)

- [Transcript Request >](#)
Get your unofficial transcript, official transcript, or apostille
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Know when to access your grades and how to protect them
- [How to Calculate Your GPA >](#)
A quick way to figure out your GPA
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Obtain verification for student loan deferment,...
- [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: **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 >

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 >
Update your contact information, 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 - 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](#)
- [You can forward your RU mail to another email address](#) (gmail, yahoo, etc.)
- For more information: **myRUN** > **My Grades & Records** > **Personal Information** > **Connect to Your Scarletmail**

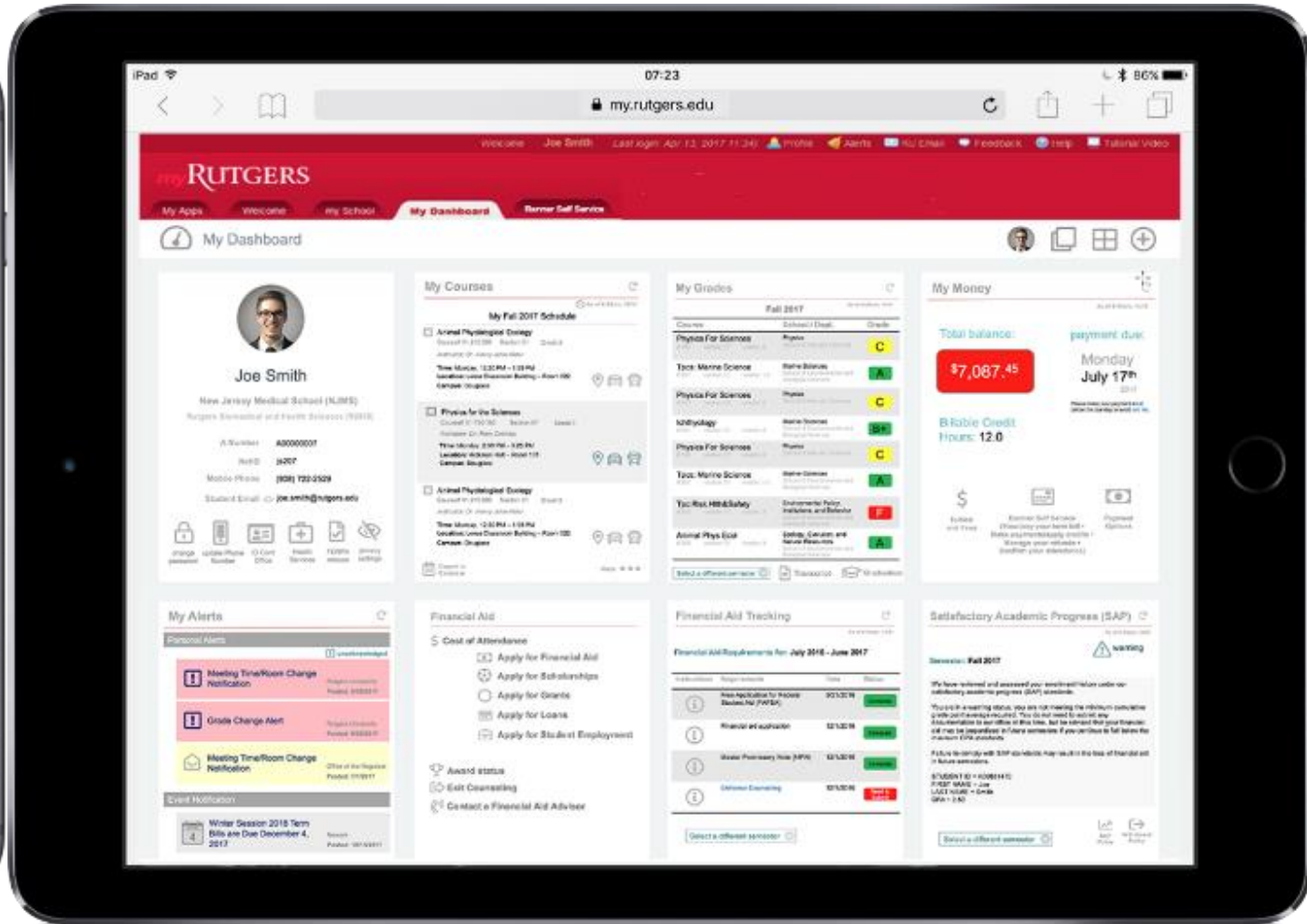
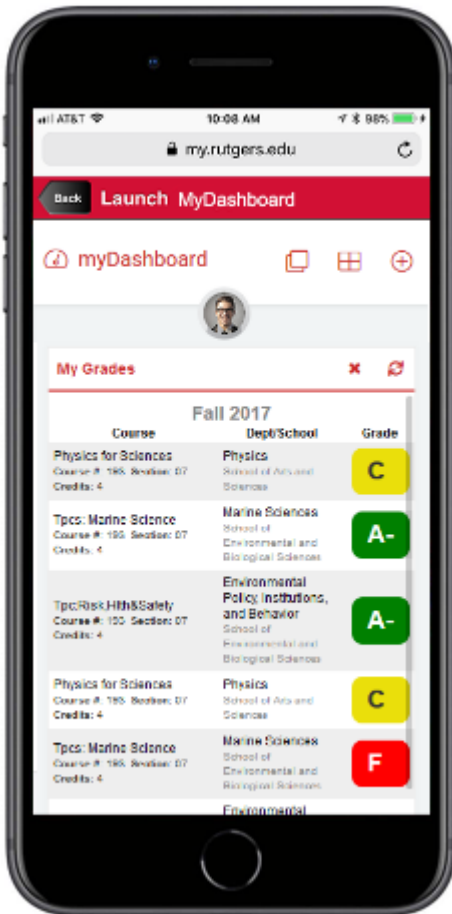
The screenshot shows the 'MY GRADES & RECORDS' page on the myRUN portal. The page has a dark header with the title 'MY GRADES & RECORDS' and a breadcrumb trail 'Home / My Grades & Records'. On the left, there is a sidebar with the heading 'MY GRADES & RECORDS >' and a sub-heading 'Interested in what your student record includes? Find out how to access that information.' Below this are 'QUICK LINKS' for 'View Grades >', 'Get a Transcript >', and 'How to Calculate Your GPA >'. The main content area features a large image of students and a list of links. The 'Personal Information >' link is circled in green. Other links include 'Transcript Request >', 'Viewing Grades >', 'How to Calculate Your GPA >', 'Grading Policies >', 'Verifying Your Enrollment >', 'Privacy of Students and FERPA >', and 'NJ Tuition Eligibility >'. A caption at the bottom of the image reads: 'Find help understanding how you are doing in your classes and how to share that info with others.'

Resource #2- Student Dashboard

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

The screenshot shows the Rutgers My Dashboard interface. At the top, the Rutgers logo is on the left, and navigation tabs for 'My Apps', 'Welcome', and 'My Dashboard' are in the center. The 'My Dashboard' tab is circled in blue, and a blue arrow points to it from the text above. A black callout box on the right contains the text: 'Please note that payments can take up to 3 business days to be processed'. Below the navigation bar, the dashboard is divided into several sections:

- My Courses:** Lists 'My Fall 2017 Schedule' with three courses: Principles of Neurobiology, University Physics I, and Tpc: Risk, Hlth&Safety.
- My Degree:** Shows 'Major(s) BIOLOGY', 'School SCHOOL OF ENVIRONMENTAL AND BIOLOGICAL SCIENCES', 'GPA 3.2', and 'Degree Credits 82.5'. It also includes links for 'PLAN for ACADEMIC PROGRESS', 'REQUEST for TRANSCRIPT, VERIFICATION, TERM GRADE', 'APPLY for SCHOOL TO SCHOOL TRANSFER', and 'APPLY for GRADUATION (DIPLOMA)'.
- My Money:** Displays 'Total Balance: \$7,087.45' and 'payment due: Monday July 17th 2017'. It includes a grid of icons for 'Tuition and Fees', 'Online Term Bill', 'Payment Options', 'Tuition Payment Plan', 'Raider Dollars', 'Term Bill Refunds', 'RU Book Advance', and 'Tax Statements'.
- My Alerts:** Shows 'Personal Alerts' including 'Grade Change Alert', 'Financial Hold - Outstanding Balance Spring 2017 (\$2,887)', and 'Meeting Time/Room Change Notification'.
- My Grades:** Lists 'Fall 2017' grades for courses like 'Concepts in Biology' (C), 'Plant Physiology' (A-), 'General Microbiology' (A-), 'Biochemistry' (C), 'Developmental Biology Lab' (B), and 'Animal Behavior' (A).
- My Financial Aid:** Shows 'Financial Aid Requirements for: July 2016 - June 2017' with a table of requirements and their completion status.
- Course Registration:** Includes dropdown menus for 'Select a Location', 'Select a Level', and 'Select a Term', along with a 'submit' button and icons for 'Course Schedule Planner (CSP)', 'Web Registration (WebReg)', 'Schedule of Classes (SOC)', and 'Bookstore'.



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.



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



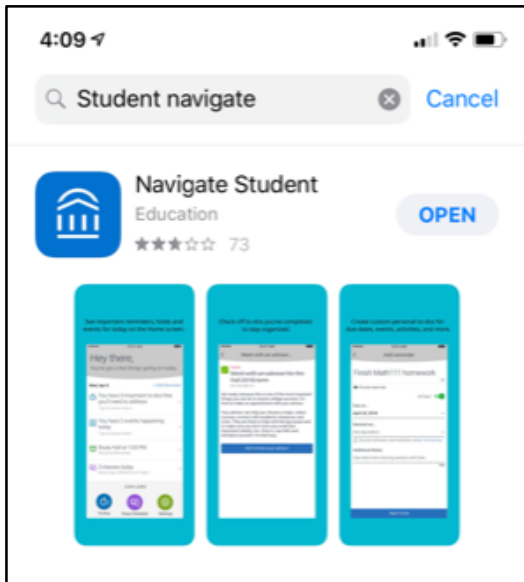
NAVIGATE Features

- **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

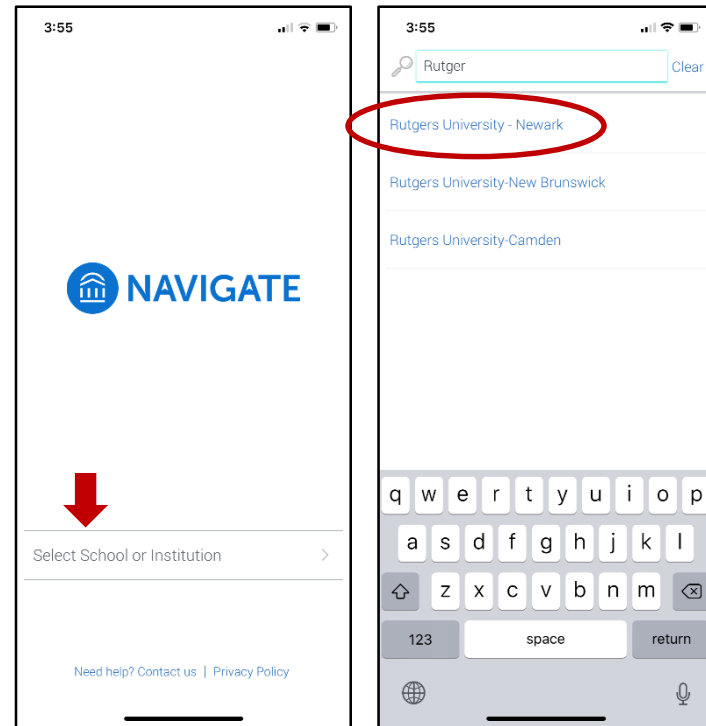
STEP 1:

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



Step 2:

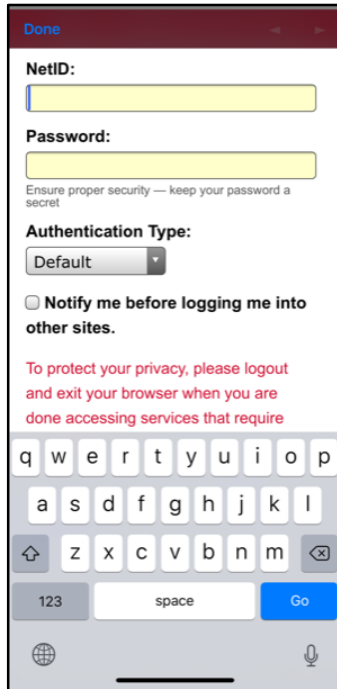
Select “**Rutgers University - Newark**”



Downloading NAVIGATE

STEP 3:

Log in with your Net ID
and password



Done

NetID:
[Text Field]

Password:
[Text Field]

Ensure proper security — keep your password a secret

Authentication Type:
Default

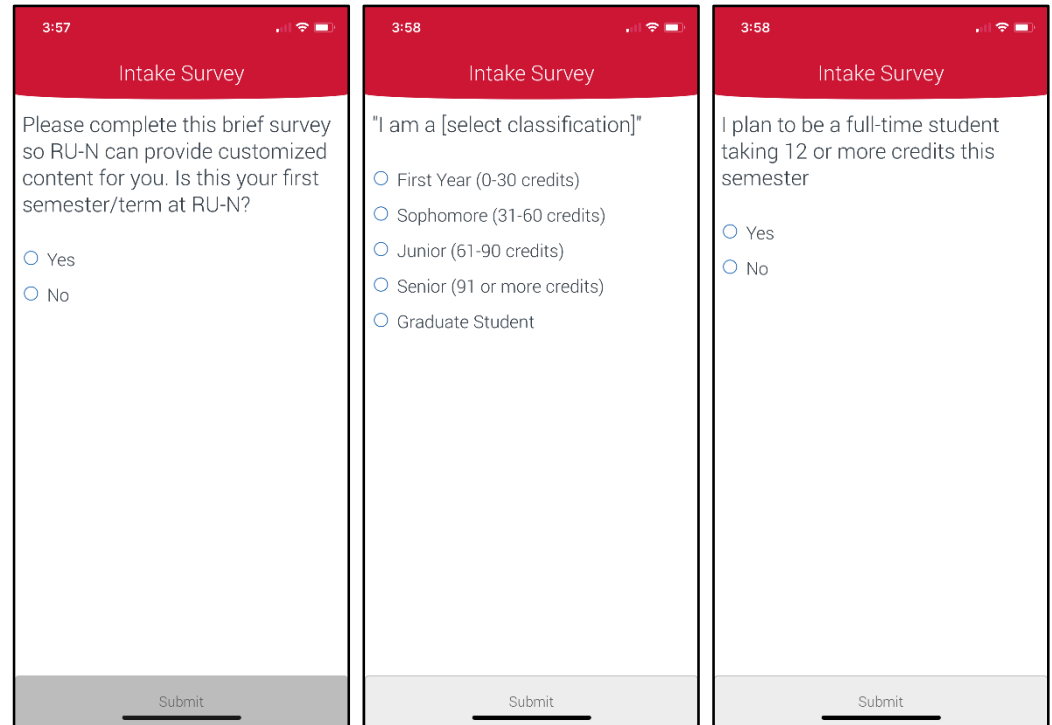
Notify me before logging me into other sites.

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)** to get the premium removed from your term bill
- **Wait 3 business days** after registering for classes to complete the waiver or enrollment
For more information: **myRUN > My Money > Health Insurance**

Home / My Money

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
- Students **must waive or enroll online each semester** (Fall and Spring) at www.universityhealthplans.com
- **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: [myRUN](#) > [My Money](#) > [Health Insurance](#)

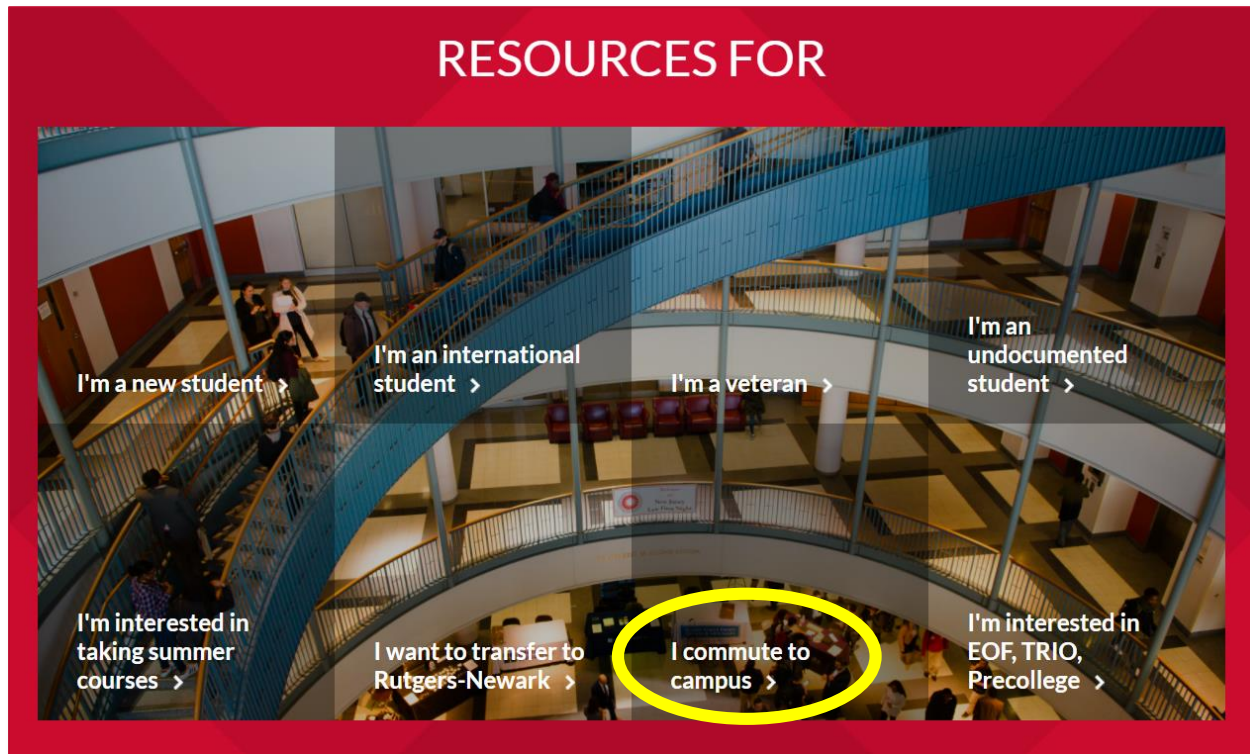
The screenshot shows the 'MY MONEY' website navigation menu. The 'Health Insurance' link is circled in red. The menu includes the following items:

- Home / 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.

Commuter Resources

- Located on myRUN under [“I commute to campus”](#)
- Mass Transit schedules
- RU-N bike, bus and shuttle routes
- Log in using NetID to purchase parking e-permit



Purchasing Parking E-Permit

2019-2020 parking permit costs

Fall and Spring registration for all e-permit options expires on August 31

Student Premium Permits	Deck 1 & 2	\$625
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	\$1,150

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](#)

Student Commuter Reward Program

Use mass transit and receive up to a \$50 gift card*

ELIGIBILITY

Any enrolled Rutgers University-Newark student using mass transit through NJT, SEPTA; PATCO, and PATH, for transportation to/from class.

DURATION

September through May

REQUIREMENT

- Participants must not purchase a Rutgers University parking permit.
- Original transit pass, receipt, and Rutgers ID Card must be submitted through the App.
- Gift cards are for kite+key in any denomination* or Barnes & Noble issued in \$50 increments.

HOW TO REDEEM

Step 1: Download the kite+key smartphone app for [iOS](#) or [Android](#).



Step 2: After creating an account select the Commuter Rewards button and each month submit photos of your transit passes and RUID to redeem your gift cards.

RUHere?

Please note that RU Here pop-up takes place during fall + spring semesters and winter session. Students registered for summer session courses would need to confirm their attendance 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 2019 semester. Please confirm your enrollment below

I confirm my attendance for the Fall 2019 semester.

I will not attend the Fall 2019 semester and understand that I must complete the formal withdrawal process.

A blue arrow points to the "Yes, I am attending" button.

1

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

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

FINANCIAL RESPONSIBILITY STATEMENT (FRS) FOR THE FALL 2019 SEMESTER

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).

A purple arrow points to the "Agree" button.

2

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.**

RUTGERS

Thank you for completing the RUHere process.
You can now login to the service you initiated or you will be redirected to the [myRutgers Portal](#) in 10 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](#).

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.

3

**Spring 2020 RUHere pop-up
goes live on the following dates: TBA**

Email will be sent out once RUHere goes live

For more info:

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

Funding Your Education



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)
 - '20-'21 for Fall 2020 and Spring 2021 (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)

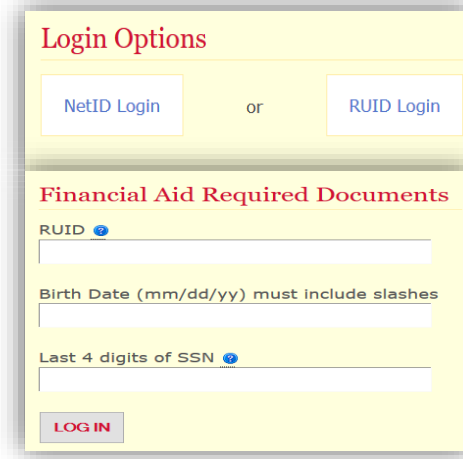
- Website = fafsa.ed.gov
- Rutgers School Code = 002629
- FAFSA '19-'20 use the IRS Data Retrieval Tool
- FAFSA '20-'21 use the IRS Data Retrieval Tool



RU Pending Any Documents?

To find out if you still need to submit a document, visit financialaid.rutgers.edu/docs

- 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 titled "Login Options" with two buttons: "NetID Login" and "RUID Login". Below this is a section titled "Financial Aid Required Documents" with three input fields: "RUID", "Birth Date (mm/dd/yy) must include slashes", and "Last 4 digits of SSN". A "LOG IN" button is at the bottom.

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

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: 2018-2019

School: Rutgers Business Sch

Submit

December 3, 2018 Rev: 4

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	\$13,450 / yr
Subtotal	\$28,420 / yr

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	\$3,520 / yr
Subtotal	\$5,718 / yr

Total Estimated Cost of Attendance **\$34,138 / yr**

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

1 View Options

Student Status

Name: John Doe
RUID: 00000000
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

RU Awarded?

 **View Options**

Show me:

- Costs and Awards
- 2** Awards Only

See Awards by:

- Year Summary
- 3** 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.](#)



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

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

Gift Aid Offered **4**

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.

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Year</u>
Honors Living Learning Community (RU-Newark)	\$5,730	\$0	\$4,980	\$0	\$10,710
Clement A. Price Book Voucher	\$250	\$0	\$250	\$0	\$500
Federal Pell Grant	\$3,048	\$0	\$3,047	\$0	\$6,095
NJ Tuition Aid Grant (TAG) ¹ 	\$4,924	\$0	\$4,924	\$0	\$9,848
NJ Educational Opportunity Fund (EOF)	\$0	\$0	\$750	\$0	\$750
Total Gift Aid Amounts	\$13,952	\$0	\$13,951	\$0	\$27,903

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.**

Federal Student Aid | StudentLoans.gov | Log In | Español | MENU

Find out your student loan repayment options here >>

Log in to StudentLoans.gov with your verified FSA ID

LOG IN

Create an FSA ID
Natural Disasters

Undergraduate Students

Graduate/Professional Students

Parent Borrowers

Repayment & Consolidation

The first step in getting student aid is completing the Free Application

- Complete Entrance Counseling
- Complete Loan Agreement for a Subsidized/Unsubsidized Loan (MPN)

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?

1 **View Options**

Show me:

Costs and Awards

2 Awards Only

See Awards by:

Year Summary

3 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.

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

RUTGERS

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

Loans Offered **4**

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 ²	\$2,750	\$0	\$2,750	\$0	\$5,500
Total Loan Amounts	\$2,750	\$0	\$2,750	\$0	\$5,500

Here you can:

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

Here you can:

- Reduce or cancel your loans

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
Federal Pell Grants	Prorated for less than fulltime enrollment
Federal Direct Loans (Stafford, PLUS, and Graduate PLUS)	At least halftime
Federal Work-Study, FSEOG	At least halftime
NJ Tuition Aid Grant and other state aid	Full-time
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

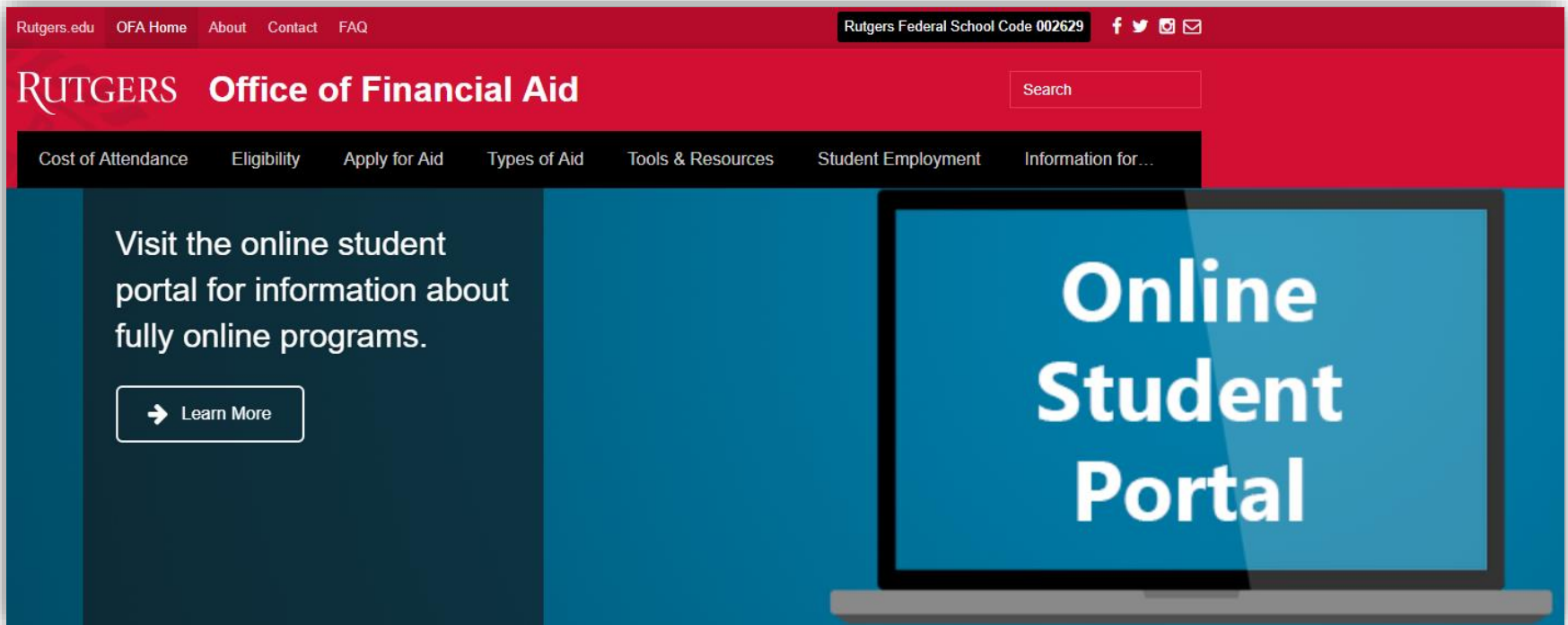
RU Meeting All of Your School Expenses?

- 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

Email: 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 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

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

Choose Semester

? help

2

View Student Account for

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

3

Outstanding Balance

Total Charges	\$8,342.20
Total Payments	\$10,222.00CR
Total Balance:	\$1,879.80CR

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	

Total Charges: \$8,342.20 **Total Payments:** \$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.

Can't visit us during the weekdays?

3rd Floor Blumenthal Hall

- Financial Aid
- Registrar
- Student Accounting
- RU ID Card Service Center

Cashiers' Windows will NOT be open

We will be opening on the second Saturday from 9:00am – 12:00pm of every month starting September 2019 until April 2020

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

Spring 2020

February 8, 2020 → 9:00am – 12:00pm

March 14, 2020 → 9:00am – 12:00pm

April 11, 2020 → 9:00am – 12:00pm