Rutgers University-Newark

myRUN101: Student Services Resources

SOAR

myRUN101
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
✓ 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 Call Center

✓ 23 student workers (Federal Work Study)
✓ Students trained to answer questions and uphold customer service satisfaction
✓ Supervised by professional staff
✓ 973-353-1766 ext. 1 if you should have any questions
✓ Email us at myrun@newark.rutgers.edu
myRUN Website - Resources

myRUN Call Center: 973.353.1766 ext.1
myrun.newark.rutgers.edu | myrun@newark.rutgers.edu
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 written consent

FERPA form must be completed and brought to the Office of the Registrar

Please be cautious with information you give out. Do not share your RU ID, Social Security Number (SSN) or other personal information with friends or via unsecure platforms
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 advisor) make sure to include your RU ID number.
• You can easily find your RU ID number by logging into your “myRutgers” Portal using your Net ID and password.

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 ❯
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.
Personal Information - Scarletmail
(aka Rutgers email address)

• University emails are sent to your RU email accounts
• 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**
• **For more information go to myRUN > My Grades & Records > Personal Information > Connect to Your Scarletmail**
Please note that payments can take up to 3 business days to be processed.
Personal Information - myRutgers Portal

Mobile device friendly

Help Desk: 973.353.5083
netid.rutgers.edu | help@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 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
• The waiver and enrollment site is at www.universityhealthplans.com
• Must waive or enroll before the deadline
  ◦ Spring 2019 Deadline: Last day to waive or enroll is February 1, 2019
  ◦ Spring 2019 Cost: $1,252.00
Health Insurance Cont’d

MANDATORY* ACTION REQUIRED EACH SEMESTER!

*Rutgers University requires Full time and ALL F&J Rutgers Visa Sponsored Students to WAIVE or ENROLL in the Student Health Insurance Plan each semester. The Health Insurance Premium is automatically added to the term bill each semester.

You can access the Waiver or Enrollment forms by late July, and even complete the forms before the term bill becomes available. Deadlines apply!

For deadline dates, insurance premiums and waiver/enrollment processes visit:

www.universityhealthplans.com

The Student Health Insurance Plan is optional for part-time Students and the premium is not added to the term bill.

Contact Information:

• Waiver or Enrollment inquiries:
  – University Health Plans--800-437-6448 or info@univhealthplans.com

Office of Student Health Insurance
http://riskmanagement.rutgers.edu
2018-2019
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 Rutgers parking e-permit and purchase monthly passes from NJ Transit or PATH to commute to/from Rutgers University-Newark can earn a reward that can be redeemed from the Barnes & Noble at Rutgers University – Newark or Kite + Key Rutgers Tech Store for up to $50 monthly.

Parking: 973.353.1839
myrun.newark.rutgers.edu/resources-commuters | info_dots@ipo.rutgers.edu
Purchasing Parking E-Permit Cont’d

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

<table>
<thead>
<tr>
<th></th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Premium Perms</td>
<td>Deck 1 &amp; 2</td>
<td>$600</td>
</tr>
<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 Perms (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](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 do not 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: REMEMBER TO...

1. **Complete** the Free Application for Federal Student Aid - **FAFSA**
   - ’18–’19 for Spring 2019 (Deadline: File Now)
   - ’19–’20 for Fall 2019 and Spring 2020 (Deadline: January 15)

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 Entrance Counseling and Master Promissory Note (MPN)

6. **Review** enrollment requirements to maintain your financial aid awards

7. **Review** and understand Satisfactory Academic Progress

8. **Review** alternative aid options

9. **Check** your term bill

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 = fasfa.ed.gov
- Rutgers School Code = 002629
- FAFSA ’18-’19 use the IRS Data Retrieval Tool

REQUIRED FAFSA’s for FINANCIAL AID RESOURCES:

- ’18-’19 if you will be attending college between July 1, 2018 and June 30, 2019
- ’19-’20 if you will be attending college between July 1, 2019 and June 30, 2019
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 submits documents that are requested
- You will receive an email notification with further details on what forms or documents you need to present to the Office of Financial Aid
- 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
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
     - RUID Login

2. SELECT SCHOOL AND AWARD YEAR
   - Financial Aid Award Letter
     - Year: 2018-2019
     - School: Please select a school
     - VIEW

3. VIEW AWARD

Dear [Name],

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; mandatory fees</td>
<td>$14,970 yr</td>
</tr>
<tr>
<td>Housing &amp; dining</td>
<td>$13,450 yr</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$28,420 yr</td>
</tr>
</tbody>
</table>

Estimated Indirect Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; supplies</td>
<td>$1,350 yr</td>
</tr>
<tr>
<td>Travel expenses</td>
<td>$648 yr</td>
</tr>
<tr>
<td>Miscellaneous costs</td>
<td>$3,520 yr</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$5,718 yr</td>
</tr>
</tbody>
</table>

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.
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”
• 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.

RU Accepting Student Loans?

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 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>9-11.5</td>
<td>Three quarter time</td>
</tr>
<tr>
<td>6-8.5</td>
<td>Half time</td>
</tr>
<tr>
<td>Fewer than 6 credits</td>
<td>Less than half time</td>
</tr>
</tbody>
</table>

Enrollment Requirements for Financial Aid Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrollment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grants</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 Perkins Loan</td>
<td>At least halftime</td>
</tr>
<tr>
<td>Federal Work-Study, FSEOG</td>
<td>At least halftime</td>
</tr>
<tr>
<td>NJ Tuition Aid Grant and other state aid</td>
<td>Fulltime</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>

Financial Aid: 973.353.5151
www.financialaid.rutgers.edu/eligibility/enrollment-requirements | newark_aid@ofa.rutgers.edu
RU Making SAP?

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

How is academic progress measured?

How completion rate is calculated:

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

ACADEMIC STATUS TABLE: CREDIT COMPLETION & GPA REQUIREMENTS

<table>
<thead>
<tr>
<th>If Cumulative Credits Completed Equals</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>
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

Financial Aid: 973.353.5151
myrun.newark.rutgers.edu/funding-your-education | newark_aid@ofa.rutgers.edu
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. 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
5. **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
   - **Annual Plans**
   - **Semester Plans**

6. **Make an appointment with your Student Accounting rep via RUN4Success**

7. **Waive your Health Insurance**
   - Automatic enrollment if not waived
   - Must waive every semester by the deadline. Spring ‘19 deadline is February 1, 2019
   - Spring ‘19 charge: $1,252.00
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

Student Accounting: 973.353.5423
myrun.newark.rutgers.edu/pay-your-tuition | acctinfo@newark.rutgers.edu
Contact Us

Blumenthal Hall
249 University Avenue
Newark, NJ 07102-1896
Phone: 973-353-1766 ext.1
Email: myrun@newark.rutgers.edu

myRUN Call Center hours:
8:30am-4:30pm Monday-Friday

Student Service Offices

1st Floor
• Counseling Center
• Health Services
• Transportation Services

2nd Floor
• Summer and Winter Sessions
• Office for Violence Prevention and Victim Assistance
• Human Resources

3rd Floor
• Business Services
  ◦ Cashiers’ Office
  ◦ Photo ID
• Financial Aid
• Registrar
• myRUN

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