

A photograph of a young man sitting cross-legged on the ground, focused on his laptop. He is wearing a grey t-shirt with "ROWAN" printed on it. The image is semi-transparent and overlaid on the title text.

Academic Planning Guide

2014-2015

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I. New Student Checklist

While at Orientation

- Meet the Peer Referral and Orientation Staff
- Meet with an academic advisor
- Finalize your class schedule using Banner
- Print a copy of your class schedule and billing statement for your records
- Get your picture taken and your RowanCard ID at the Student Center Information Desk
- Turn in any outstanding immunization and health records to the Student Health Center
- Complete the orientation program evaluation at <http://rowan.edu/orientation/evaluation>

After Orientation

- Visit <http://rowan.edu/checklist> to view any other items that you have not yet completed
- Check your Rowan student e-mail account regularly for updates and reminders

During your first semester

- Participate in Welcome Weekend and Start Up Smart activities
- Attend the Student Government Association Club Fair to find a club or organization to get involved with

Academic Affairs

Bole Hall
856-256-4012
http://www.rowan.edu/provost/academic_affairs/

The Academic Affairs Division works with each of the Colleges and deals with issues of curriculum, accreditation, academic policies, the academic calendar, university catalog, program review and assessment, student grievances, and academic dismissal. The Provost is the Chief Academic Officer of the University.

Division of Student Life

Savitz Hall
856-256-4283
Fax 856-256-4469
stepup@rowan.edu
www.rowan.edu/studentlife

The Division of Student Life provides comprehensive and integrated services, programs and activities that help students successfully transition into, through, and out of Rowan University. In addition to the knowledge, skills, and broadened perspectives students acquire in the classroom, we assist students in clarifying their educational, career, and life plans, developing critical leadership and decision-making skills, making healthy, safe choices, and becoming engaged members of our diverse, vibrant community.

We place an emphasis on students making lifestyle choices now that will have a positive impact upon their health & success throughout the college experience and beyond through STEP UP:

- Safe choices
- Think healthy
- Embrace the Rowan spirit
- Participate
- Understand and appreciate others
- Preserve resources

Our programs and services are designed to prepare students for leadership roles. Through education, enrichment and empowerment, we enable students to transform themselves, their communities, and the world. Leadership Rowan provides comprehensive co-curricular leadership experiences and certification in:

- Leadership Training
- Leadership Application & Organizational Effectiveness
- Leadership Sustainability

My Orientation Information

This Guide belongs to:

PROS Group: _____

PROS contact information:

My academic advisor:

Contact information:

II. Making a successful transition to Rowan University

Your most valuable asset is a positive attitude

If you practice thinking about being successful, you are more likely to do things that will make you successful. The following attitudes and behaviors can help you recognize what you should practice and what you should avoid in achieving a successful academic career.

Students who are engaged as learners and are successful:

- Become responsible for their own learning.
- Read course syllabi and know attendance policies and class expectations.
- Engage actively in class discussions and projects.

- Study 2-3 hours per credit per week (e.g., 30-45 hours/week for a 15 credit schedule).
- Become knowledgeable about campus resources such as tutoring.
- Maintain good health.
- Interact with faculty in and out of class.
- Meet with their academic advisor more than once every semester; use them as a resource, not just for the course selection.
- Are accepting of diversity.
- Get involved in campus and community activities and remember to balance academic and social activities.

Using the Syllabus as a Tool for Academic Success

The syllabus is a very important document that outlines what you can expect from your professor and what he/she will expect from you. Your professor must provide you with a syllabus before the end of the drop/add period. Keep each course's syllabus where you can readily refer to it, whether in print or electronic form. **Be sure to read it.** Below is a sample outline of a syllabus showing the information you can expect to find and some tips for making effective use of it.

Course title

This is the official full name of the course.

- ❑ Although you may become accustomed to referring to a course by a nickname or abbreviation, use the correct title of the course in any paperwork or correspondence pertaining to it. For example, don't refer to your composition courses as English or Comm; that's not what they're called at Rowan.

Contact information

This section will include your professor's name, the location of his/her office, his/her office hours, and other methods of contact.

- ❑ Learn your professor's name, including his/her title (Dr., Ms., Mr. etc.) and how to pronounce it.
- ❑ Learn where his/her office is. Students who see their professors outside of class tend to do better.
- ❑ Note your professor's preferred method of contact. Many professors use e-mail as a primary way to communicate with students about important information. They will use your official Rowan email address, so be sure you check that account regularly or set up forwarding.
- ❑ Find out if your professor checks voicemail regularly and doesn't mind returning phone calls.

Course description

This section will include the official catalog description of the course, including the number of credits, any pre-requisites necessary, and any specific requirements the course fulfills. The department and course code plus the CRN will probably be listed here. Finally, the professor will provide his/her own customized description of what the course is about and what it will be like.

- ❑ Review this information to be sure you have met the pre-requisites for taking the course and that it fits into your planned program of study.
- ❑ Check for additional expectations, such as ability to use certain equipment or software.
- ❑ You will need the course code and CRN if you need to submit any paperwork or send correspondence regarding the course.
- ❑ Read the customized description carefully so that you have a feel for the professor and his/her teaching philosophy.

Course objectives

This section will list the specific learning goals of the course—what you can expect to know, understand, or appreciate as a result of taking the course. This tells you what the course is really about.

- ❑ Use this information to get motivated and target your efforts in the course. Whether a course is focused on hands-on practice or mastery of abstract concepts has a big impact on what learning strategies will be most effective.
- ❑ Focus on the value of the course—what you will gain from it—and develop your own sense of purpose for taking it.

Texts and supplies

Besides textbooks, this will tell you any other special supplies you need.

- ❑ Find out if the professor has any preferences or suggestions. For example, an older version of the textbook may or may not be acceptable. A lab course may require a proper lab notebook, or a regular spiral notebook might be fine.

Course requirements

This part of the syllabus tells you what you will be asked to do to earn credit for the course, which may include exams, papers, projects, homework, journals, readings, discussions, or presentations. Special requirements such as field trips or extracurricular events may also be included.

- ❑ Be sure you understand exactly what is expected.
- ❑ Ask questions if a requirement is unclear to you.
- ❑ If any requirement will be a problem for you, see your professor immediately so you can work out a strategy.
- ❑ Some activities may be optional; others might not be collected or graded but are still required or at least recommended. To be successful in all courses, you are advised to take advantage of all of the resources and opportunities for learning that your professor makes available to you.
- ❑ Note which aspects of the course count the most and be sure to devote sufficient time and energy to those.

Using the Syllabus as a Tool for Academic Success, cont.

Grading procedures

This part details how the various course requirements figure into the final grade as well as how grades are assigned to each aspect of your work. Professors may assign letter grades or point values according to their preferences.

- Keep track of your grades and monitor how you are doing. Talk to your professor if you aren't sure, especially if you have been struggling and aren't sure if you are on track to pass.
- Be aware that professors rarely give "extra credit" or allow you to resubmit poor assignments. Expectations are generally higher.
- Keep in mind that something like homework may not count for much yet may be very helpful in terms of helping you understand the material.
- Know your professor's individual policy, including what he/she requires as documentation for excused absences.

Attendance policy

The University has a general attendance policy. Within this policy, professors are permitted to enforce attendance requirements as appropriate to their courses. The University policy specifies the rationale behind required attendance and lists reasons that are considered to be excused. For some courses, credit is not granted for excessive absences even if they are excused.

- Note that documentation must be provided in advance for certain types of absences, including athletic events, University functions, and religious holidays.
- Regardless of your professor's policy, attending every class meeting increases your chances of success in a course.
- In cases of prolonged absences from class or medical emergencies, the Dean of Students Office can assist with instructor notification.

Academic integrity

The University has an extensive Academic Integrity Policy. Academic integrity violations are taken very seriously and can result in substantial penalties. In addition to the University policy, your professor might also address rules for collaboration on coursework and specific requirements for use of sources. If your professor requires submission of work to Turnitin, instructions regarding consent will be given here.

- Know the expectations regarding academic integrity and know what is defined as a violation.
- Get help from your professor if you feel pressured or uncertain about your ability to meet the expectations.
- You may find yourself in situations that tempt you or drive you to consider cheating, plagiarizing, or otherwise committing an academic integrity violation. Develop a personal commitment to academic integrity before that happens and know what strategies you can use to get yourself out of a potential bad situation.

Classroom behavior

The University has a Classroom Behavior Policy. Although students have the right to express themselves in the classroom, they do not have the right to disturb the learning of others or to endanger the safety of others. Students can be removed from the classroom for these reasons.

- Be respectful of professors and fellow students.
- Conduct yourself as an adult and as a professional.
- Know what is considered appropriate behavior for a particular classroom. In some courses, heated debates might be common; in such cases, professors usually provide guidelines to maintain a friendly atmosphere.
- Avoid confrontations in the classroom. If you have a concern about how your professor or another student is handling something, see your professor outside of class, or see a campus resource person if appropriate.

Additional policies

Your professor may have several additional rules regarding classroom behavior, including policies about laptop use and texting, as well as rules relating to safety. The professor's policy on acceptance of late work will also be included here.

- In general, you should not engage in activities that are not related to what is going on in class. This is not just a matter of courtesy. Multi-tasking detracts from your ability to focus.
- Be aware that some professors have more specific preferences than others. What is okay in one classroom may not be okay in another.
- Although what you wear to class is mostly up to you, proper attire for reasons of safety can be specified.
- Contact your professor in advance if you are not going to be able to hand in work on time. Many professors will try to be flexible—but not if you come to them when the work is already late.

Blackboard

Many professors use the course management application Blackboard.

- Get to know Blackboard and how to use its various functions.
- Ask questions if you don't know how to do something, such as submit an assignment or post a response to a discussion. Inability to navigate Blackboard applications will not be accepted as an excuse for not doing the work or submitting it late.

Accommodation

Students must provide documentation of a disability to the Academic Success Center to be eligible for accommodations in the classroom.

- Contact the Academic Success Center if you have a disability that may impact your coursework. They will assist you with contacting professors and arranging accommodations.
- Your professor may not know much about your disability or your accommodation needs. Don't be afraid to educate him/her.

Course schedule

Some professors will provide a schedule of course activities for the entire semester with the syllabus. Others may give you a general schedule and then release more details as the course moves along. In either case, professors may need to make changes depending on how the course is actually going. You will be notified of any such changes.

- Put dates and deadlines for major requirements into your planner. Be on the lookout for times in the semester when major requirements in different courses fall close together and plan accordingly.
- Double-check dates and deadlines; make sure they're right.
- Watch your email and/or Blackboard calendar for reminders and announcements.

Tips for Time Management

Take control of your time.

Effectively balancing academics, work, and extracurricular activities is critical. Establish a time management system to plan in advance your study schedule so that you can meet deadlines for exams, projects and papers without stress and frustration.

Time Management Survey

Please rate yourself using: **Never = 1** **Occasionally = 2** **Often = 3** **Always = 4**

- | | |
|--|---|
| 1. _____ I feel as if I must “cram” before an exam. | 8. _____ I generally get my assignments in on time. |
| 2. _____ My homework is usually turned in on time. | 9. _____ I find myself making a lot of excuses to my instructors about why my work isn’t done. |
| 3. _____ I feel as if I usually get enough sleep each night. | 10. _____ I am comfortable with how I currently manage my time. |
| 4. _____ I often pull all-nighters before important papers are due or before the day of a big test. | 11. _____ I always feel that something is hanging over my head, and that I’ll never have enough time to do the work assigned. |
| 5. _____ I set aside a certain amount of time a week for social activities, and usually stick to my schedule not exceeding that amount of time I originally planned. | 12. _____ I often feel tired and stressed. |
| 6. _____ When I have a paper to write, I usually wait to start it a few days before it is due. | |
| 7. _____ I often cancel social activities because I feel I don’t have enough time to finish my work. | |

Add up the numbers for questions **1, 4, 6, 7, 9, 11, and 12**:

Score A = _____

Add up the numbers for questions **2, 3, 5, 8, and 10**:

Score B = _____

If Score A is greater than Score B – Procrastination may be getting the best of you. Putting off your work until last minute can easily become a habit that can cause you stress and lead you to not successfully accomplish your goals to your full potential. Use the tips in this section to help you balance your college schedule to avoid procrastination and accomplish all your goals in a stress-free manner.

If Score B is greater than Score A – Being able to manage your time is a hard task, but you seem to be doing it well. Make sure to continue to use your time wisely and keep yourself stress-free. Staying on top of your tasks helps lead to success. Check out the tips in this section to help you stay on track.

If Score A and Score B are equal – While procrastination may not be a habit, you may procrastinate at times. In order to not let procrastination become routine look over the tips in this section and remember that balancing your college schedule can help you to efficiently and effectively accomplish all your goals.

Balancing your College Schedule

Making time for your academics, part-time work, social life, and personal time can be a difficult schedule to balance... but these time management tips might help to make it stress-free:

Set Goals:

“Set your goals high, and don’t stop till you get there.” - Bo Jackson

Determine exactly what you want to accomplish. Make sure your goals are clear, specific and include a time frame; so you are clear of exactly what you are aiming for. Setting goals, for all areas of your life, will motivate you to follow through and accomplish your tasks.

Prioritize:

“Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work.” - H. L. Hunt

Figure out what tasks you must complete in order to accomplish your goals and prioritize those tasks by their level of importance. Focus on those tasks that must be completed first. Number your tasks from most important to least important, and focus on those at the top of your list before moving on.

Organize:

“Don’t agonize, organize.” - Florynce R. Kennedy

Organize your tasks in order to accomplish your goals in a timely manner. This will help to keep track of what needs to be accomplished and when. A weekly calendar is a great way to organize your tasks. Here are some tools and strategies you can use to organize your time:

Clock – Be mindful of how much time you spend on various activities. Be on time for classes and appointments.

Daily Schedule – Record your daily class schedule and any other daily

appointments or tasks, along with your work schedule if you have a job. Review it regularly.

Weekly Calendar – Schedule time for all your priorities, including exercise, socializing, personal chores, study time, and recreation. Pay attention to upcoming deadlines.

Semester Timeline – Note major due dates for all of your classes and watch for busy time periods with a lot going on. Plan and pace yourself on large projects such as writing research papers and learning material for major exams.

Avoid procrastination:

“Procrastination is, hands down, our favorite form of self-sabotage.” - Alyce P. Cornyn-Selby

Setting predetermined goals and prioritizing them will decrease your tendency to procrastinate. Procrastinating is easy, but breaking the habit is difficult. Stick to your schedule in order to succeed!

Utilize Spare Minutes:

“Time well spent is worth much more than gold.” - Michael Lee

If you added up all the “spare minutes”, you had in a day, how much extra time would you have? Utilizing that extra time wisely can buy you extra time throughout the day. If you have a gap between classes, use the time to review your schedule, outline a paper, or read a couple pages...the minutes will add up!

Know When You’re Most Productive:

“The higher your energy level, the more efficient your body. The more efficient your body, the better you feel and the more you will use your talent to produce outstanding results.” - Anthony Robbins

Everyone has a time of day when they are most productive. Use the times you are most energized to accomplish tasks that are more challenging. When your energy levels are low, work on less demanding tasks.

Tips for Time Management, cont.

Schedule of Class Times - Schedule Worksheet

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00am-9:15am	8:00am-9:15am	8:00am-9:15am	8:00am-9:15am	8:00am-9:15am	8:00am-9:15am
9:30am-10:45am	9:30am-10:45am	9:30am-10:45am	9:30am-10:45am	9:30am-10:45am	9:30am-10:45am
11:00am-12:15pm	11:00am-12:15pm	11:00am-12:15pm	11:00am-12:15pm	11:00am-12:15pm	11:00am-12:15pm
12:30pm-1:45pm	12:30pm-1:45pm	12:30pm-1:45pm	12:30pm-1:45pm	12:30pm-1:45pm	12:30pm-1:45pm
2:00pm-3:15pm	2:00pm-3:15pm	2:00pm-3:15pm	2:00pm-3:15pm	OPEN PERIOD 2:00pm-3:15pm	2:00pm-3:15pm
3:30pm-4:45pm	3:30pm-4:45pm	3:30pm-4:45pm	3:30pm-4:45pm	3:30pm-4:45pm	3:30pm-4:45pm
5:00pm-6:15pm	5:00pm-6:15pm	5:00pm-6:15pm	5:00pm-6:15pm	5:00pm-6:15pm	5:00pm-6:15pm
6:30pm-7:45pm	6:30pm-7:45pm	6:30pm-7:45pm	6:30pm-7:45pm	6:30pm-7:45pm	6:30pm-7:45pm
8:00pm-9:15pm	8:00pm-9:15pm	8:00pm-9:15pm	8:00pm-9:15pm	8:00pm-9:15pm	8:00pm-9:15pm
9:30-10:45pm	9:30-10:45pm	9:30-10:45pm	9:30-10:45pm	9:30-10:45pm	9:30-10:45pm

Tips for Time Management, cont.

A Sample Schedule

You may want to draft a week-at-a-glance view of your college commitments. This would include your classes, any work hours†, and standing group meetings. From there, you can add in campus events, and time to study (2-3 hours per credit hour per week) & exercise.

† We recommend working less than 20 hours per week if taking a full class load.

* Example courses listed

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00am-9:15am COMP 01111: College Composition I Hawthorne 108 CRN: 41716*	8:00am-9:15am <i>Work out at Rec Center</i>	8:00am-9:15am COMP 01111: College Composition I Hawthorne 108 CRN: 41716*	8:00am-9:15am <i>Work out at Rec Center</i>	8:00am-9:15am COMP 01111: College Composition I Hawthorne 108 CRN: 41716*
9:30am-10:45am	9:30am-10:45am ECON 04102: Microeconomics Bunce 232 CRN: 40126*	9:30am-12:15pm <i>Service Learning trip to Tri-County Head Start</i>	9:30am-10:45am ECON 04102: Microeconomics Bunce 232 CRN: 40126*	9:30am-10:45am
11:00am-12:15pm	11:00am-12:15pm		11:00am-12:15pm	11:00am-12:15pm <i>Lunch with Study Group</i>
12:30pm-4:45pm Work Study Job	12:30pm-1:45pm HIST 05120: World History Since 1500 Robinson 204 CRN: 40990*	12:30pm-4:45pm Work Study Job	12:30pm-1:45pm HIST 05120: World History Since 1500 Robinson 204 CRN: 40990*	12:30pm-1:45pm <i>Study Group Meeting, Campbell Library</i>
	2:00pm-3:15pm		2:00pm-3:15pm	OPEN PERIOD 2:00pm-3:15pm
	3:30pm-4:45pm <i>Laundry</i>		3:30pm-4:45pm	3:30pm-4:45pm
5:00pm-6:45pm <i>Work out at Rec Center</i>	5:00pm-6:15pm <i>Dinner with roommate</i>	5:00pm-6:15pm <i>Work out at Rec Center, Get a Grab & Go Dinner from Rec Café</i>	5:00pm-6:15pm <i>Dinner with club members</i>	5:00pm-6:15pm <i>Dinner</i>
7:00-9:00pm SGA Senate Meeting Eynon Ballroom, Student Center 8:00pm-9:15pm	6:30pm-7:45pm	6:30pm-9:15pm CMS 04205: Public Speaking Bozorth 133 CRN: 43270*	6:30pm-9:00pm <i>Study</i>	6:30pm-9:00pm <i>Study</i>
	8:00pm-9:15pm <i>Club meeting</i>		9:00pm-1am Rowan After Hours Student Center	9:00pm-1am Rowan After Hours Student Center

Take Advantage of Your Resources

The University has many resources to assist you with your academic work. It is important to seek help early. If you run into difficulties, make sure you seek out your professor or instructor early on. Try to identify the reason why you didn't do well on a paper or exam. Don't be shy about asking for help or advice — your instructor will appreciate your initiative to remedy the problem. There are also campus resources you should become familiar with such as:

Academic Success Center

Savitz Hall

www.rowan.edu/studentlife/asc

The Academic Success Center has many programs to support student achievement inside and outside of the classroom, including:

Disability Resources

Disability Resources provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act - Amended (ADAA) of 2008. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.

The staff coordinates and ensures accessible classes, use of assistive technology, audio taped books (when available), examination administration in cooperation with the instructor, as well as other services as deemed necessary.

Veteran Affairs

The Academic Success Center serves as the campus administrator for all veteran benefits programs for students eligible for Department of Veterans Affairs Educational Benefits. Veterans or their dependents who are eligible for educational benefits must contact this office at the beginning of each semester to complete enrollment forms.

Academic Transition Programs

Savitz Hall

856-256-5655

www.rowan.edu/atp

The Office of Academic Transition Programs provides programming and services to support students during their transition to Rowan and their transition to a major (for undeclared students in the Exploratory Studies Program). For freshmen, this office oversees the Rowan Seminar program, which is a required course for all new freshmen to support their transition to college-level academic work and to the Rowan community. For Exploratory Studies students, the office provides programming that includes the Exploratory Workshop, a co-curricular series of workshops addressing the process of exploring majors, careers, and one's own interests.

The Office of Academic Transition Programs also oversees the re-enrollment process. Re-enrollment is intended for former Rowan students who have lost their matriculated status due to inactivity, withdrawal, or dismissal before completing their major programs and/or being awarded their bachelor's degree. The re-enrollment process is designed to aid students as they transition back to Rowan University.

University Advising Center

Savitz Hall

856-256-4459

www.rowan.edu/advising

The University Advising Center is a collaborative, learning-centered environment committed to engaging students in the development and implementation of meaningful educational goals, informed academic planning, and major selection consistent with their personal values, interests, and abilities. The University Advising Center serves select undergraduate students in the College of Communication and Creative Arts, College of Science and Math and

the College of Humanities & Social Sciences, which includes the Exploratory Studies (undeclared) population.

For transfer students, the office co-sponsors workshops for students transferring to Rowan throughout their first semester on campus ("Welcome Wednesdays") and the email "hotline" transferhelp@rowan.edu, to which any transfer student can send questions which will be answered promptly by a Rowan administrator.

Additionally, the UAC assists students throughout the University who are seeking to transition from one college or major to another.

Banner - Student Self-Service

<http://rowan.edu/selfservice>

Check your grades, pay your bills, register for classes, update personal info and more using this online service for students!

Blackboard

<http://blackboard.rowan.edu>

Blackboard Bb-CE is the online home for Rowan professors to post course information/syllabi, grades, class discussion groups and useful links to information relevant to their classes.

Camden Campus

Academic Building, 129 North Broadway

www.rowan.edu/camden

The Camden Campus is one of four campuses of the University offering academic majors and courses open to all Rowan students. Faculty from across Rowan's eight colleges teach undergraduate courses at our Camden Campus. Located in the University District of Camden, the Camden Campus is easy to reach. A Free university shuttle service connects the Camden and Glassboro campuses so that you can choose to take courses at either campus - day or evening. The Camden Campus provides you with a range of resources and opportunities to help you have a great college experience and achieve success. You can take advantage of student clubs, organizations, activities, recreation center and a Barnes and Noble bookstore with a Starbucks Cafe.

Career Management Center

Savitz Hall

856-256-4456

www.rowan.edu/cmc

The mission of the Career Management Center (CMC) is to engage students in the development and implementation of meaningful educational and career goals consistent with their personal values, interests, and abilities. To this end, the Career Management Center advocates the integration of career planning to provide the framework necessary in the educational process.

The CMC fosters excellence in career development, preparation, as well as professional opportunities by providing comprehensive services and programming and by promoting strong partnerships with employers, academic departments, and the university community.

Take Advantage of Your Resources, cont.

College of Education Advising Center

James Hall

856-256-4420

Appointments through RSN: http://www.rowan.edu/provost/academic_affairs/atp/success/students.php

The mission for the College of Education Advising Center is to provide students with the necessary support and guidance as they pursue their educational goals and courses through the College of Education. It is a resource that offers program advisement for current and prospective students. The center is focused on providing accurate and timely information to assist students who are working toward a degree and/or licensure in a number of professional education careers.

After hours appointments are available for candidates in their clinical practice placements, when distance from campus interferes with the regular business hours. After-hours appointments will be at a mutually determined time between the candidate and his/her advisor.

Learning Connections Inventory (LCI)

www.rowan.edu/lci

All Rowan University students have the opportunity to discover their personal learning patterns by taking the Learning Connections Inventory (LCI) online. This instrument will help you learn more about who you are as a learner, and how this awareness can contribute to success in and out of the classroom and workplace.

Many faculty and instructors at Rowan will be using the terminology of the LCI to communicate strategies and procedures for academic success and to overcome academic challenges.

We recommend that all students print out their LCI results and keep them handy or bring them to class when requested, as they will be participating in programs to discuss the results.

Office of the Registrar

Savitz Hall

www.rowan.edu/registrar

Visit the Registrar's website to access Banner (Student Self Service), course inquiry and equivalency, schedule of classes, Student View, how to obtain transcripts, frequently asked questions, academic calendars for upcoming semesters, transfer credit evaluation and more.

Study Abroad

Robinson 117

www.rowan.edu/studyabroad

The International Center provides assistance to students that wish to study abroad. Our office works with each student from choosing a program & the application process, all the way through the completion of the program. Rowan students have the opportunity to study abroad through our Partner Organizations and Universities. These organizations and universities have been vetted and approved by Rowan University according to their academic, health and safety standards. Students can earn Rowan credit by studying abroad through any of the approved partner organization programs.

Rowan Success Network

www.rowan.edu/rsn

The Rowan Success Network (RSN) powered by Starfish is an online communication tool the University uses to help coordinate our efforts to provide you support. By making it easy for your instructors and advisors to touch base, RSN enables them to offer you help when you show signs that you might need it. You have a lot on your plate and we want you to succeed at Rowan. RSN

provides direct access to the people and services that are available to help you! Take advantage of these benefits:

- Know immediately when the institution has a concern about your academic performance and which support services are available to help you.
- Schedule time online to meet with your advisor, tutor, instructor, and others at the institution who can help you.
- Receive notifications in a variety of convenient methods, including email, text, and Facebook messages.
- Get motivated as a result of receiving positive, encouraging messages from instructors and others in your success network.

All students currently enrolled in courses have an account in RSN. To access your account, go to www.rowan.edu/rsn and click the login button.

Tutoring Center

Savitz Hall

www.rowan.edu/studentlife/asc/tutoring

Tutoring is available free of charge for all Rowan University students.

Tutorial Services provides individual, small-group or drop-in tutoring in most subject areas. Students self-schedule tutoring appointments using RSN (Rowan Success Network) powered by Starfish. Students should also check the tutoring website for scheduled Drop-In Tutoring Sessions. The purpose of tutoring is to complement classroom instruction, not replace it.

Workshops on learning strategies and effective study techniques are presented at various times throughout the academic year.

Rowan University Libraries

Campbell Library

www.lib.rowan.edu

Rowan University Libraries provides the Rowan community with access to an extensive range of resources and services, which are accessible through four physical libraries and through the Library website. Keith & Shirley Campbell Library – the largest of Rowan's four libraries – is home to a selective Government Documents Depository, the Rowan University Archives, Special Collections, private study rooms, and the RCA Heritage Museum. Campbell Library holds nearly 400,000 books and multimedia materials, and subscribes to more than 55,000 online journals. Journals and other e-resources are available to Rowan users 24/7 through the Library website.

Writing Center

Campbell Library, 4th floor

www.rowan.edu/colleges/communication/departments/writingArts/writinglab.html

The Writing Center offers experienced, friendly, and passionate tutors to help you with the writing process.

Communicating Effectively with Your Instructors

Communicating effectively with your instructors is key in succeeding academically. You may need to adjust to an individual's speech pattern or teaching style. Here are some strategies to help you communicate effectively with instructors:

1. Ask for clarification if you did not understand something. When you ask, try to indicate what you did understand as well as what you didn't.
2. Make sure you know your instructor's title (Dr., Mr./Ms.) and how to pronounce her or his name.
3. Find out when your instructor's office hours are, and plan to go regularly in the first few weeks of class. This frequent contact with your instructor will help you get acquainted and will help you adjust your listening to her or his speech.
4. During your office hour conversations, be frank if you need help understanding your instructor. Ask her or him to provide handouts, overheads, or other visual aids that will help your understanding. Ask him or her to slow down, repeat or rephrase ideas, and check with the class before moving on to new points. Ask what you can do to help communication in the classroom.
5. Be good-humored and don't give up if you do not understand something. Remember, you and your instructor share the goal that you should understand the material, so if you don't follow an explanation, ask again.
6. Your instructor may have difficulty finding the right word or expression. You can suggest an appropriate word or phrase if you have an idea of what he or she means. You should also be patient – sometimes you don't know how to express yourself either.
7. Your instructor may pronounce words differently than you. Keep in mind there are many variations of spoken English even within the U.S.! Furthermore, some of the sounds of English do not occur in other languages. Such sounds are very difficult to learn. As a listener, however, you will adapt to systematic variations in pronunciation. To speed up the process, spend more time with the instructor.

Your instructor may also have trouble understanding you. Here are ways you can improve your communication:

1. Try to avoid the use of slang and speak as clearly as possible. Make sure your voice is reasonably loud. Even if you don't feel confident about what you are saying, try not to mumble.
2. Indicate what you are talking about – start with phrases like “I have a question” or “About the equation on the board, could you . . .?”
3. Use precise vocabulary. You may feel more comfortable with “thingie” than with “pipette”, but remember that your instructor may be better acquainted with formal vocabulary and doesn't automatically share your point of view. If you ask, “what's this thing?” make sure that the “thing” is in clear view for both of you.

What was the biggest difference for you between high school and college?

The biggest difference between high school and college for me was the independence. When you come to college, you have to take responsibility for yourself and your own actions. You don't have someone there telling you what to do and when to do it. It is important that you manage your time and prioritize.

Michelle Romano '12
Communication Studies
Colts Neck, NJ

Online Course Evaluations

One of the most important ways that students can have a hand in affecting the way that their peers learn is through course evaluations at the end of a term, available through Banner Self-Service.

Online course evaluations provide valuable feedback that allow instructors to improve the way they deliver information, so when you think of something that might enhance your or your neighbor's learning experience, don't forget to do your part when the semester draws to a close.

How have you managed your time at Rowan?

Managing your time at Rowan can be tricky because there are so many things going on. If you stay organized and have a positive attitude you will be successful.

Stephanie Pharo '13
Law & Justice
Lowerbank, NJ

Always doing work ahead of time is useful towards time management. Definitely purchase a planner, it will help! Getting involved can also help with time management because it makes you make sure you do your work so you can stay involved with your activities.

Sam Tsang '11
Chemistry
Metuchen, NJ

I have managed my time at Rowan by getting a planner so I can manage my time to incorporate fitness, fun time, study time, eating, etc.

- Zil Patel '12,
Health Promotion & Fitness Management,
Edison, NJ

What was the biggest difference for you in college?

The biggest difference for me between high school and college was the classroom environment. In high school, if you didn't keep up with your school work there were major consequences you could face (detention, suspension, a visit to the principals office), but in college, your instructors are not going to constantly remind you that you have a project due in two weeks. I had to be responsible and manage my time to get everything done in time to get an A in the class.

- Rebecca Cha '12
Public Relations
Cherry Hill, NJ

Communicating Effectively with Your Instructors, cont.

Netiquette - How and When to E-mail Instructors

Typically, instructors are available for questions and help before or after class, during regularly scheduled office hours, or by making an appointment. In addition to these opportunities, e-mail may be an effective means for short communications with instructors to clarify confusion, obtain answers to questions, or receive feedback on your learning.

However, instructors vary in their use of e-mail and their course policies regarding e-mail. Consequently, e-mail can also be a source of frustration, especially if you and your instructor do not share the same expectations for course-related e-mail use. If your instructor does not explicitly state his/her e-mail policy in the course syllabus, it is reasonable and important for you to ask for clarification. Below are some questions that you could ask to ensure that you and your instructor have the same expectations.

When and how often will the instructor read and respond to e-mail?

Are there times when the instructor will not read and respond to e-mail?

What types of questions are appropriate or inappropriate for e-mail?

What types of questions are more appropriate for office hours?

As a student, you should also remember that e-mail is governed by the same rules for academic conduct as your behavior in class. Additionally, because you may be asking your instructors for letters of recommendation, you may want to consider how you represent yourself through e-mail. Your use of e-mail not only reflects on your professionalism and character, but also showcases your communication and writing skills.

Here are some questions and issues to consider when sending an e-mail to your instructor or classmates.

Is your e-mail address or IM username appropriate?

What first impression does it make?

Have you considered how your instructor (or classmate) will receive your message?

What degree of formality is appropriate?

How would you feel if you received such an e-mail? Does your e-mail say something that you would not be willing to say face-to-face?

Your Rowan student e-mail account is the official form of communication many instructors will use with students (not personal e-mail accounts). Also, please use common courtesy. Be polite and avoid sending or forwarding aggressive, sexist, racially discriminatory, obscene, offensive, libelous, or defamatory comments of any kind.

Have you proofread your e-mail before sending it? Have you used correct grammar, spelling, and punctuation?

Have you sacrificed clarity and writing quality for expediency?

E-mail is intended for concise communications, but some practices used in instant messaging or text messaging may not be appropriate or effective for other types of communication. You may want to avoid using “smilies,” such as ;-) or “short hand,” such as FWIW (for what it is worth) or IMHO (in my humble opinion).

When should I not send an e-mail?

Is this a sensitive or “high stakes” communication that would be best done in person rather than by e-mail? It is easy to misinterpret the meaning of an e-mail because facial expressions, body language, eye contact, and the intonation of your voice are absent. Similarly, it is difficult to express and interpret humor, irony and sarcasm in e-mail.

Are you angry or upset?

The outcome may be more desirable if you wait and collect/compose yourself first before writing the e-mail.

Are you sending personal or confidential information, concerns about fellow classmates, or complaints?

Privacy does not exist in e-mail because administrators or hackers can gain access to your e-mails and sometimes software delivers e-mail to the wrong address. Consider discussing confidential information in person.

If conversation turns to conflict, respond with a short, simple e-mail that suggests talking in person rather than continuing an e-mail exchange.

If you are sending a message to an e-mail group for your class, is the message relevant to course material or activities?

Would you stand up and say this in the middle of class? It may be inappropriate to use class e-mail groups for personal communications, such as finding a subletter or announcing parties.

Additionally, don't “reply to all recipients”, unless they all need to see your response. Do not forward chain letters, spam, or virus hoaxes or send very large attachments. If you are forwarding messages or attachments, have you received the author's permission to do so?

Adapted from materials developed by the University of Michigan's Center for Research on Learning and Teaching and Office of New Student Programs

What advice do you have for first-year or transfer students?

Advice I have for first year and transfer students is to get involved on campus. Whether it is an on campus job, greek life, or student clubs, it is great to get to know different people and expand your social network. You never know who you could meet and what you can gain through friends and peers involved in the same organizations as you. In high school I wasn't as involved as I am now in college. Because I'm involved now, I've been able to improve my interpersonal communication skills and develop closer relationships.

- Anthony Reid '13
Health & Exercise Science
Columbus, NJ

Understand Your Academic Responsibilities

The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university. As you begin each class, it is your responsibility to review each syllabus and every assignment. It is also important for you to secure answers to any questions you have and to learn what types of areas require you to ask questions. For example, almost all instructors will warn you not to plagiarize on your paper assignments, but there are many reasonable questions to ask connected to that warning. Here are some questions that you should ask so that you know you are on the same page as the instructor regarding course expectations and also for yourself as you develop your study plan:

- **What is the schedule of papers, projects and exams?**
- **What is the relationship between each assignment and the topic of the class?**
- **What skills does this course require that I use? Is there anything I need to work on in order to do well in this class?**
- **What criteria will be used to grade this assignment?**
- **Can I include both academic and popular references in my paper?**
- **Is there a particular format or structure for the paper that you recommend?**
- **Can I show you a draft and get feedback on it ahead of time?**
- **Will there be an opportunity to rewrite this assignment?**
- **I've been told I need to work on my writing, what should I do?**
- **Do I get to work with someone else on this assignment?**
- **How should I cite things in my paper?**
- **Do we turn in a group assignment? Or individual reports?**
- **How should we indicate which ideas come from working together and which from working alone?**
- **Do you want to know if I get assistance from someone else – like the Writing Center, my parents, or from my roommates?**
- **If I wrote a paper about this in high school or for another class, can I build upon that for this assignment?**
- **I have to write a research paper for another class – can I write on the same topic for both classes?**
- **What if I have nothing original to say?**
- **What happens if I am sick and miss class?**
- **How can I avoid plagiarizing?**
- **What is the best way to study for this class?**
- **If the syllabus lists a date with an assigned reading next to it, should I do the reading on THAT day or before?**

Adapted from questions developed by the University of Michigan's Center for Research on Learning and Teaching and Office of New Student Programs

Demonstrating academic integrity and avoiding plagiarism are closely related. Both depend on knowledge, skills and motivation. Understanding what is expected of you as a student is important. So, too, is knowing how the world of information is constructed, how it works and how research can be done in it successfully. Learning these is an on-going process. Included in this section are some sources to help you along.

Academic dishonesty, in any form, will not be tolerated. Make sure to read Rowan's Academic Integrity Policy, available from the Provost's website: www.rowan.edu/provost/policies/AcademicIntegrity.htm. Please note that these policies are subject to change, so check each term for current versions. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

Understand Your Academic Responsibilities, cont.

Summary of Rowan's Academic Integrity Policy

Rowan University has defined four types of academic dishonesty:

Cheating: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Academic misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests; and the unauthorized submission of student work in more than one class.

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.:

	Level 1	Level 2	Level 3	Level 4
Characteristics	Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.	Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. A second Level 1 violation will automatically become a Level 2 violation.	Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. If a student had previously been found guilty either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation at any level will automatically become at least a Level 3 violation.	Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.
Examples	Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.	Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.	Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.	Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.
Possible Sanctions	Make-up assignment at a more difficult level or assignment of no-credit for work in question, required attendance at an Academic Integrity Seminar, and/or an assignment that will increase the student's awareness of academic integrity.	A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.	A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.	Expulsion from the University and a permanent dismissal notation on the student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.
Reporting Mechanisms	Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination in accordance with policy.	Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination in accordance with policy.	Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.	Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Test Your Understanding of Plagiarism

As a Rowan University student, it is ultimately your responsibility to educate yourself about academic integrity.

Campbell Library Orientation

www.lib.rowan.edu/help/tutorials/articles/orientation-library.html

The Rowan University's Campbell Library Orientation Modules include several references to the appropriate use of sources.

Understand Your Academic Responsibilities, cont.

Reflection: Academic Success

As you can see, there are many academic and student service resources at Rowan to help support student success. You were admitted to Rowan because we believe you can be successful here. Ultimately, you will need to take advantage of the programs and services necessary to support your Rowan education. We encourage you to begin thinking about what success at Rowan means for you, and list specific curricular and/or co-curricular resources you plan to explore that can help you continue your path towards success.

Students: How will you define success at Rowan? What steps are you going to take to ensure that your first semester is successful?

Parents: What can you do to support your student's adjustment to their new responsibilities in college?

What questions do you have at this time?

III. Other University policies and procedures

Where to find our policies

Please read these important Rowan publications, and bookmark them for later reference. You will find answers to many of your questions about campus here:

Rowan University Catalog

www.rowan.edu/catalogs

Here you will find individual course descriptions and requirements of the various majors.

Student Handbook

www.rowan.edu/studentlife/handbook

The Student Handbook lists applicable policies and procedures (such as the Academic Integrity Policy, Student Code of Conduct, and Alcohol & Other Drugs Policy Guide) as well as a helpful list of University resources and services.

Academic Grading System

Rowan University uses a letter grade (A–F) system which includes plus (+) and minus (-) grades. The system is described below:

Letter Grade	Grade Points (per credit hour)*
A	4.0 (excellent)
A-	3.7
B+	3.3
B	3.0 (good)
B-	2.7
C+	2.3
C	2.0 (fair)
C-	1.7
D+	1.3
D	1.0 (poor)
D-	0.7
F	0.0 (failure)

*INC, NC or P grades are not calculated in the GPA.

Calculating your grade point average

To calculate your GPA, multiply the number of credit hours attempted for each class by the number of grade points per credit hour received (this value is dependent on the final class grade). This gives you the number of quality points you earned for the class. Next, add all of the points to get the number of total quality points earned for the semester. Finally, divide the total number of quality points by the total number of credit hours. This gives you your grade point average for the semester (see example below). Use the same formula to calculate your cumulative GPA. See the example below:

Grade	QH	EQP	QP
A	3.0	4.0	12.0
B+	3.0	3.3	9.9
C+	3.0	2.3	6.9
C	3.0	2.0	6.0
D	3.0	1.0	3.0

$$\text{GPA} = \text{Total Quality Points (QP)} / \text{Total Quality Hours (QH)}$$

$$\text{GPA} = 12.0 + 9.9 + 6.9 + 6.0 + 3.0 / 15 = 37.8 / 15 = 2.52$$

Please note: To calculate cumulative GPA, total all Earned Quality Points (EQP) and divide the Total Quality Points (TQP) by Total Quality Hours (TQH).

Academic Honors

Achieving a GPA of 3.450 or better is recognized as an outstanding undergraduate academic achievement. Students achieving such an average, based on 12 semester hours of letter grades for any one semester, will be placed on their College's Dean's List.

Students with a cumulative GPA of 3.450 or better can march with honors in the commencement ceremony if they have acquired at least 36 credit hours at Rowan by the end of the fall semester of the academic year in which they are scheduled to graduate and they are enrolled in sufficient courses during the spring semester to complete the required hours for graduation. Upon actual graduation, students will graduate with honors as follows:

GPA Range	Honors Distinction
3.850-4.0	Summa Cum Laude
3.650-3.849	Magna Cum Laude
3.450-3.649	Cum Laude

Honors will be recalculated for grade changes that have been approved 90 days after the student's final semester.

Course Withdrawal Policy

If you are a matriculated undergraduate student and you are withdrawing from all of your classes for the current semester, you must contact the Vice President for Student Life/Dean of Students Office. Deadlines for refunds are listed in the Master Schedule of Courses.

During Drop/Add

Courses can be dropped online. Any course dropped during the Drop/Add period will not be recorded on the permanent record.

Between Drop/Add and Mid-Term

A Withdraw Request form must be secured from the Office of the Registrar. The reason for the request may or may not be stated on the form and must be signed by the student and the professor. Upon receipt of the form, the Office of the Registrar will enter a (W) on the student's official transcript.

After Mid-Term

The same process as above will prevail, except the reason for the request must be stated and approval obtained from the professor and the respective department chairperson. If the professor approves the withdraw, he/she will indicate that the student is either withdrawing with a passing academic standing (WP) or withdrawing with academic failure (WF) on the student's official transcript.

During the last four weeks

To withdraw during the last four weeks of the semester, the withdraw request must be considered exceptional and may occur only with the approval of the professor, department chairperson and college dean and only for good and sufficient reasons beyond the student's control. If the withdraw is approved, the professor will indicate that the student is either withdrawing passing (WP) or withdrawing failure (WF) on the student's official transcript. Forms are available from the Dean of the college in which the course is being offered.

Repeating a Course Policy

In the event that a student must or voluntarily chooses to repeat a course, the grade received for the repeated course will constitute the final grade for that subject for cumulative GPA purposes—whether the grade is higher or lower than the grade received in the original course. The original grade, although not counted in the cumulative GPA, remains on the student's transcript. The same course may not be taken more than twice, including withdraws. Except for general education courses, further restrictions may be determined by the individual departments and/or Colleges in order to meet standards recommended by accrediting bodies, statutory regulations and/or professional societies. Appeals may be made through the normal appeals process.

What was the biggest difference for you in college?

Transitioning between high school and college is culture shock! No one is holding your hand and telling you to get things done, so make sure you prioritize your time wisely and don't let your work snowball on you.

Leanna Crisofulli '12
Art Education
North Brunswick, NJ

What was the biggest difference for you between high school and college?

I feel that college is the place where I grew up. It only took a few weeks to realize the freedom and responsibility that I have. In high school, I had guidelines and training wheels, here I do what I want when I want and learn from both the mistakes and successes and accept the consequences and move on.

- Mathew Allegretta '13
Art & Advertising
Hackensack, NJ

Rowan University General Education Model

Students need to understand that a well-rounded education is a goal in itself and that there are important aspects of this education that the university as a whole wants to emphasize. These aspects include a thorough grounding in communication and an exposure to university level science, mathematics, social and behavioral science, and the humanities.

Broadly speaking, the general education program will:

1. Develop students' abilities to speak and write effectively, think clearly and critically.
2. Develop students' abilities to use computational, quantitative, and problem solving skills, as well as scientific thinking and modes of inquiry.
3. Increase students' understanding of the complexity of issues in humanities, arts, social and behavioral sciences and the practice of free inquiry in their analyses and examination of values.
4. Provide opportunities for students to explore specializations, concentrations, minors, or disciplines outside of their own in greater depth.

As one of the fundamental principles of a general education curriculum is to experience a variety of disciplines, students are required to take courses from five areas: Communication; Science and Mathematics; Social and Behavioral Sciences; History, Humanities, and Language; and Non-Program Courses.

At Rowan University, the minimum number of hours required for a four-year degree is 120 semester hours, and all students are required to earn a combined total of 42 semester hours of General Education and Rowan Experience courses. (The Rowan Experience Requirements are described in detail in the next section.) However, these are just minimums as different degree programs vary significantly in the number of hours required for Free Electives and the Major. Students must plan their program of study in consultation with an advisor in order to meet all the requirements of a specific major program.

Requirements of Bachelor of Arts, Bachelor of Science, and specialized programs by General Education, free electives, and major requirements

The minimum requirements for the Bachelor of Arts degree, the Bachelor of Science degree, and Specialized Programs such as the Bachelor of Fine Arts degree are shown below. For the Bachelor of Arts degree, it is necessary to complete a minimum of 51 semester hours of courses in General Education in order to achieve the minimum 120 hours required for the degree. In specialized programs, the courses required in the major may far exceed 60 semester hours of credit and there may be 0 hours of Free Electives required.

Rowan University General Education Model, cont.

General Education Credit Hour Distribution (Minimum-Maximum) by Degree Program

	Bachelor of Arts	Bachelor of Science	Specialized Programs
Major Requirements	30-39	60-64	60+
Free Electives	21-30	6-18	0+
General Education Minimum Semester Hours	51-60	42-54	42
Minimum Semester Hours for Degree	120-122	120-122	120+

Within General Education, there are specific areas of study or discipline groups. All of the semester hour requirements listed below are considered minimum requirements. Specific requirements may vary by degree type (Bachelor of Arts, Bachelor of Science) and/or by major program of study.

General Education Requirements by Area of Study

Following are the minimum numbers of credits required in each of five areas of study within General Education. In addition to meeting the minimum credit hours in each bank, students must earn a COMBINED TOTAL of 42 credits of General Education courses and Rowan Experience courses.

Overall Minimum

(General Education + Rowan Experience) 42

General Education Areas

Communication	6
Science and Mathematics.....	7
Social and Behavioral Sciences	6
History, Humanities & Language	6
Non-Program Course.....	6

These are minimum requirements for each area of study or discipline group. Specific major programs may expand the requirements within any of these categories in order to meet program and learning outcome objectives as well as meeting the minimum 120 semester hour requirement for a four-year degree. Specific General Education courses may be required for individual majors if they serve as prerequisites for required courses within that major.

General Education courses must be selected so that the following requirements are satisfied:

- All students must take College Composition I (3 semester hours) or Integrated College Composition I (4 semester hours) as well as College Composition II (3 semester hours).
- The minimum of 6 s.h. of Communications is fulfilled by College Composition I and II. For all other banks requiring 6 or more s.h., students must take courses from at least two different disciplines within the bank.
- All students must take at least one course from the list of mathematics courses listed under Science and Mathematics.
- All students must take at least one approved course that includes an in-class laboratory experience (LAB) under Science and Mathematics. Transfer courses must include the in-class lab experience. Students may not test out of the lab experience (CLEP).
- The Computer Competency requirement has been suspended.
- All courses at the university can be used in the Non Program Bank, as long as they are not courses in the major program of the student.

Some general courses offered at Rowan University fulfill one or more of the Rowan Experience Requirements, or are applicable to the Honors Concentration, or meet a combination of General Education, Rowan Experience, and Honors Concentration Requirements. Such courses are signified as follows:

- (ACE) Artistic and Creative Experience
- (LIT) Broad-based literature course
- (H) Honors Concentration Course
- (LAB) In-class laboratory experience
- (PS) Public Speaking
- (RS) Rowan Seminar
- (M/G) Multicultural/Global
- (WI) Writing Intensive

Students transferring from a New Jersey community college to Rowan University

Students who have completed an Associate of Arts or Associate of Science degree at a New Jersey community college will receive at least 60 hours of transferrable credit towards the appropriate Bachelor of Arts or Bachelor of Science Program. With regard to General Education, it is assumed that transfer students will have met all lower division General Education requirements expected of students having completed the first two years of a four-year program. In most situations, students will receive transfer credit for a combination of General Education Courses, Rowan Experience Courses, Free Electives, and Major Requirements totalling at least 60 semester hours of credit or approximately one-half of a basic four-year degree. Exceptions to this assumption will occur when students have failed to complete required course work at the community college that is required for entrance into a required Rowan University course. Coordination between the student and advisor at the community college is necessary in planning for the transfer to Rowan University. Specific program requirements are available on the Rowan University home page.

For students transferring to the university without completing an Associate of Arts or Associate of Science degree, it is expected that credits taken at a New Jersey community college that are applicable to an Associate of Arts or Associate of Science degree, up to a maximum of 60-64 semester hours will be transferable to the basic four-year degree program at Rowan University. Transfer students must meet the specific graduation requirements of the Rowan University degree program to which they seek to transfer. It is expected that through careful planning, the transfer student will be able to meet these requirements within their two years of study at the community college and the following two years of study at Rowan University.

Overview of the Content Areas (“Banks”) of General Education at Rowan

Here you’ll find explanations of each bank and the reasons why it is important for every Rowan student, regardless of major, to become educated in each area. You can find the official list of courses that fulfill each requirement at www.rowan.edu/registar/courseschedule.html and can see the available courses in a given term by searching for the name of the bank under “Attribute” on Section Tally (see page 25).

Note that the number of credits and courses listed here are minimums for all Rowan students; specific academic programs may require additional courses in some banks. As always, be sure to check with your academic advisor every semester before registering for courses to ensure that your selections meet the requirements of general education as well as your specific major.

Rowan University General Education Model, cont.

Communication Bank:

You'll improve your ability to write effectively for intended audiences and to use information resources capably and ethically. For every professional field, excellent communication skills are essential and are highly valued by employers. All students will take two courses in college composition.

Comp I and II help you refine your writing. It might seem tedious, but it really allows you to develop a great voice for writing papers later in both your college career and in your jobs.

Liz Ditzel, Junior
Writing Arts
Lincroft, NJ

Courses you'd like to take:

Mathematics and Science Bank:

You'll learn fundamental concepts in science and math and will gain experience in applying them, as well. Your ability to collect, interpret, analyze, and manipulate data, in both laboratory and nonlaboratory settings, will be enhanced through these courses. All students will complete a 4-credit laboratory science course and a math course. In order to be informed and productive citizens, all Rowan graduates need to understand basic concepts in science and math. A wide range of courses can apply here: there are selections in astronomy, biology, chemistry, mathematics & statistics, computer science, physics, geography, and health & exercise science. Be sure to check that the specific course you choose will meet this general education requirement.

Math and science courses teach students a number of analytical and critical thinking skills. It enhances a student's ability to use deductive reasoning and solve problems on their own. These skills are necessary in all aspects of life, especially in the individual's desired profession.

Michele Applegate '14
Psychology
Somerdale, NJ

Courses you'd like to take:

History, Humanities, and Languages Bank (HHL):

Whether you learn a foreign language, study World or American History in depth, or tackle major ideas in Philosophy and Religion, these courses will build your understanding and appreciation of our human heritage and modern experience. Selected courses are available in Communication Studies, English, Foreign Language and Literatures, Education, History, Philosophy and Religion, Theatre, and more. As always, your advisor is the best resource as you choose courses to support your learning that apply best to your degree (6 credits minimum).

I consider these to be exposure to life. History can help you learn from others' decisions (in general and specifically). Humanities and language also helps with understanding others and with communication.

Joe Garrett, Senior
Chemical Engineering
Deptford, NJ

Courses you'd like to take:

Social and Behavioral Sciences (SBS):

Understanding your own and others' experiences will be enhanced through learning about the social and behavioral sciences. Fields such as Psychology, Sociology, Economics, Geography, Law and Justice, and even Education illustrate core elements of the human experience and complexity of the modern world while also helping students to learn about how social and behavioral scientists reach their conclusions. There are a wide variety of courses in many academic areas from which to choose; your advisor is ready to assist with your selections (6 credits minimum).

Understanding social and behavioral sciences was important because it helped me understand some of the reasons why people behave the way they do. Example: In sociology of the family course I took, I learned about children's behavioral problems linked to their home life, and environment which is essential to think about as a teacher.

Deanna Bertini, Senior
Early Childhood Education/American Studies
Merrick, NY

Courses you'd like to take:

Rowan University General Education Model, cont.

Students say all the time “why does this matter?”, “why do we have to learn this?” It amazes me how much I have used across the curriculum. I’ve used math in English classes. I’ve incorporated knowledge of education into my writing arts classes. Though it can be frustrating and seem as though it is time consuming to be required to take so many general education classes, these prove to be beneficial in aiding you in classes, and by providing you with information about so many different areas.

Lisa Sienrukos, Senior
Elementary Education & Writing Arts
East Hanover, NJ

Multicultural/Global (M/G):

There is a great diversity of human experience within the United States and around the world. You’ll learn about cultural and social conditions that affect others’ experiences, as well as your own, in our ever-shrinking world. These courses are found in departments ranging from Biology to Anthropology to Music and beyond.

Knowing about different cultures and how they speak and live will help students connect with others who do not have a similar background and culture.

Mike Varca, Senior
Finance
Wanaque, NJ

Non-Program Electives:

Although your primary area of study will be your major, a well-rounded education in additional areas of knowledge is vital. Non-program electives are courses outside your major (6 credits minimum) that give you the opportunity to learn about other academic areas of interest to you, to customize your general education experience. This will help to better prepare you to meet future professional and life objectives.

Rowan Experience

All Rowan students will share certain intellectual and educational experiences, signatures of a Rowan degree.

Rowan Seminar (RS):

College is very different from high school; all Rowan freshmen are supported through this transition in their Rowan Seminar course. You’ll build skills for success in college-level work and will engage with the Rowan community. Students who transfer in as sophomores, juniors, or seniors do not take RS courses.

Arts & Creative Experience (ACE):

Learn about and engage in the creative and performing arts. Whether in Art, Music, Theatre, Dance, and more, every Rowan student will gain an understanding and appreciation of artistic expression.

Literature (LIT):

Engage with great works of literature, whether modern or classic, American or from around the globe. You’ll build life-long skills and enjoyment for the literary world by taking at least one course from among selections in the English Department, Philosophy and Religion, and more.

Learning about other fields of study just makes you a better rounded person. For example by taking an Art History class here at Rowan, although I’m a Marketing Major, while I studied abroad in Spain and toured Art Museums, I had basic knowledge of many pieces. Although I’m not an art major, or a large enthusiast by any means, I was able to have educated conversations about art work that has shaped periods of history.

Mike Medina ‘14
Management
Collingswood, NJ

Public Speaking (PS):

In any rich professional and personal life, there will be occasions in which you will need to speak to a variety of audiences. This course will prepare you to develop and deliver effective and well-informed oral communications, as a student, professional, and citizen.

Public speaking will help you with every type of occupation. It is vital to know how to speak with individuals one on one, in a small group setting, to large audiences..

Meg Sickler ‘13
Secondary Education & English
Yardville, NJ

Writing Intensive (WI):

The ability to write effectively is a core feature of a well-educated person, no matter the career field. Your writing skills will be bolstered through these special courses emphasizing learning, and expressing one’s learning, through the writing process.

IV. Academic advising

You and your academic advisor

One of the primary goals of orientation—and this Academic Planning Guide—is to assist you with your academic planning. Throughout your time at Rowan, you will work with an academic advisor (a Rowan faculty member or a professional advisor) who will help you make decisions about your academic goals. If you haven't declared a major, you will meet with advisors from the Exploratory Studies Program.

It is recommended you meet with your academic advisor at least once during each semester to plan your academic schedule for the upcoming semester. If you register for courses without seeing your advisor, you will be responsible for your course selections and course requirements for graduation.

Your advisor is knowledgeable about specific courses and general campus procedures. Feel free to call him or her with questions about your academic career. If necessary, your advisor can refer you to other resources on campus.

Your role in the academic planning process

You are responsible for scheduling a meeting time with your academic advisor each semester. If you must reschedule or cancel your appointment, call your advisor as soon as possible so another student may use that time slot. Don't forget to reschedule.

Tips for meeting with your advisor

Before you meet with your advisor, consider the following tips for a productive meeting:

Be prepared

Have a list of topics you want to discuss including possible courses you might take. Show up for your appointment on time.

Make some "major" decisions

If you haven't selected a major begin considering your options and talk with your advisor. If you have a major, consider what coursework is recommended. Are some courses only offered once a year rather than every semester? Do any courses need to be taken in sequence? Are prerequisites required for the courses you wish to take? Program guides are available from the Registrar's web site.

Decide on an appropriate academic workload

Most students take about 15 hours each semester (five three-credit courses), but this will vary depending on your academic abilities and goals as well as the number of hours you expect to devote to non-academic activities. In addition, some courses, particularly those you might take during your final semesters, may require extensive work outside the classroom. You might want to combine these courses that require those with fewer outside requirements or, perhaps, enroll for fewer semester hours.

Discuss your Basic Skills requirements

Be sure to complete all your Basic Skills requirements as soon as possible. You must make continual progress toward completing these requirements and you will not be permitted to enroll in certain courses until these requirements are fulfilled.

Discuss your General Education/Rowan Experience requirements

Be sure to complete all your General Education and Rowan Experience requirements. Some majors require either specific courses or additional semester hours from each category.

Tips for registering for classes

Here are a few tips for making your registration experience as smooth as possible:

- Do not register for a course without the required prerequisites; you may be dropped from the class and are unlikely to be successful in the course.
- Before logging in to Banner, prepare a list of your desired classes and alternate course choices in case one or more of your selections is closed.
- Be sure all of your financial or academic obligations have been satisfied before registering. Any unpaid parking tickets, library fines or telephone bills will prevent you from registering.

What advice do you have for first-year or transfer students?

Get involved. There are so many things out there that fit what you like to do, so go for it. And if there isn't something you enjoy, start it! Because there will be other students just as interested in the same things as you are.

Sam Tsang '11
Chemistry
Metuchen, NJ

My advice for first year students or transfer students would be to be involved, but yet have a healthy balance between school work and involvement on campus.

Zil Patel '12
Health Promotion & Fitness Management
Edison, NJ

Course Registration Information

Search for courses using Section Tally

You can use the Section Tally to search for courses by term and then you can narrow that search by a number of options such as specific college or department. The Section Tally lists all registration-related information for each course including start and end dates, meeting days and times, location, mode of delivery (hybrid, online, etc.) instructor, pre-requisites/restrictions, and whether or not there is any space available in the class.

The Section Tally is easy to use. Follow the steps/tips below to search for courses.

1. Browse to <http://www.rowan.edu/registrar>.
2. From the left navigation menu, select "Course Availability".
3. Select the term you are searching for:

Section Tally

Select Term TERM

Note: Schedules for the Glassboro Campus are tentative and are subject to change through the following dates, when they become official.

Summer:
February 15

Fall:
March 15

Spring:
August 29

4. Then enter your search criteria:
 - Enter any search criteria you would like. Once you have entered your criteria, press "Search." A list of courses matching your criteria will then pop up at the bottom of the screen
 - Be careful not to enter too many criteria, as this may unintentionally limit the results of your search.
 - The list will have the header shown below and includes the pertinent information about the course.
 - Use the Attribute feature to search for specific types of General Education, Honors, or Rowan Experience courses, etc. You can also use the check boxes to show only classes with seats available, etc.
5. Make note of the course reference numbers (CRNs) of courses you are interested in below:

Section Tally - Spring 2014

College: ALL

Department: ALL

Subject: ALL

Part of Term: ALL

Session: ALL

Professor: ALL

Attribute: ALL

Campus: ALL

Building: ALL

Display only sections with space available

Display only sections with no pre-requisites, co-requisites, or other restrictions

Display only sections available to Freshmen

Tips for Navigating the Section Tally

CRN: The first column displays the CRN (Course Registration Number). This is the number you will need to register for the course.

Subj: This is the subject code for the course.

Crse: This is the official course number.

Sect: This is the section number of the course. (Remember, a CGCE Extension course will have a letter after the section number.)

Part of Term: This indicates when a course begins and ends; therefore, it will also let you know which registration deadline to follow. (Registration deadlines for traditional format classes are listed on the Registrar's website: rowan.edu/registrar. Registration deadlines for non-traditional format classes vary. Please contact cgceacademicservices@rowan.edu for more information.)

Session: This indicates whether a course is Day, Evening, Weekend, Web-Assisted, Online or Hybrid.

Title: This is the abbreviated title of the course. It is also important to check this column for any special information such as skipped classes, unique meeting locations, or additional registration instructions.

Prof: This is the last name of the course instructor. (If "Staff" is listed, an instructor name is pending.)

Day, Beg, End, Bldg, Room: This column will include the following:

- The day(s) of the week the class is held: M, T, W, R (Thursday) F, S, U (Sunday).
- The beginning and ending times for the class. (Military time is used.)
- The building the class is in if on Rowan's campus (or sometimes a partner campus).
- The room the class is in if on Rowan's campus (or sometimes a partner campus).

Campus: This indicates the location of the course if it is offered on a college campus. This could be a Rowan campus such as "Main" which is Glassboro or our Camden campus. It also might list one of our partner campuses such as Cumberland County-Vineland or Camden County-Blackwood. Additional details about a meeting location (if needed) are included in the Title column.

AddInfo: This is a location where additional information about the course might be listed. CGCE uses this column and a "Materials Required" link to list the texts for the course. If there is a link in this column, click on it, and

Course Registration Information, cont.

it will bring you to a page that lists detailed textbook information. (If there is no link for “Materials Required” and it is a CGCE class, this means your texts are not yet posted but should be soon.) Unless notified otherwise, all texts may be purchased through the Rowan Bookstore in person or online at rowanbookstore.bncollege.com.

Hrs: This indicates the course’s number of semester hours (credit hours).

Max: This indicates the maximum number of “seats” (space available) in the class. This will often be listed as zero (“0”) for any course that requires manual registration, which includes most CGCE Extension courses. For such a course, check with the instructor (if traditional format) or CGCE at cgceacademicservices@rowan.edu (if a CGCE Extension course) to request to register for the course or confirm availability.

Avail: This indicates the number of spots/spaces available in the class at that time. (This is up-to-the-minute information; but remember, sometimes these spots can fill up quickly. If you want to be registered for the class, don’t delay!) This will often be listed as zero (“0”) or a negative number for any course that requires manual registration, which includes most CGCE Extension courses. For such a course, check with the instructor (if traditional format) or CGCE at cgceacademicservices@rowan.edu (if a CGCE Extension class) to request to register for the course or confirm availability.

On the main Section Tally page (http://banner.rowan.edu/reports/reports.pl?task=Section_Tally), you can also perform a search for only those courses that have space available; however, be very careful using this search because most CGCE Extension courses and many other courses that require manual registration will not appear even if space is available in the class.

Room Cap: If the room the course is located on a Rowan campus, the maximum capacity for the room is listed here.

How to Access Additional Course Details in the Section Tally

Search for those courses that fulfill a particular Basic Skills, General Education, or Rowan Experience Requirement: To perform this search, click on the “Attribute” search box on the main Section Tally page and it will list all options. (More details about these requirements are available at rowan.edu/registrar.)

Click on the CRN (the number in the first column on the left in the Section Tally), and it will bring you to a new page that lists additional details about each class including:

- Official name of the course
- A link (“View Catalog Entry”) to the official course catalog description for the course
- Costs: If the course is a CGCE Extension course, the costs will be listed on this page. (Costs for traditional-format courses are included on the Bursar webpage at rowan.edu/bursar.)
- Course Prerequisites and/or Restrictions: If the course is a CGCE Extension course, any prerequisites or restrictions limiting enrollment in the course will be listed at the bottom of the page that appears after you first clicked the CRN. If the course is a traditional-format course, you will need to click the CRN from the main Section Tally page and then click the link for the name of the course itself at the top of the next page that appears. This will then bring you another detail page that lists any prerequisites or restrictions limiting enrollment in that course.

Enroll in courses using Self-Service Banner

Student Self Service (<http://www.rowan.edu/selfservice>) is available for course registration. If you encounter any problems, call the Office of the Registrar (856) 256-4360, between 8:30 a.m. and 4:30 p.m.

1. Make certain ALL financial or academic “hold flags” have been removed. While the system will identify “hold flags” and provide direction toward resolution, the flag must be removed by the appropriate office to permit access to Student Self Service registration.
2. Meet with your program advisor to select courses and review prerequisites before registering.
3. Click “Access Banner Services”.
4. Enter your Rowan ID as User ID. (If you don’t know your Rowan ID, go to <http://www.rowan.edu/mybanner>)
5. Enter your PIN. If this is your FIRST TIME logging in to the Self Service system, your PIN will be your 6-digit birthday, in the format MMDDYY (if you don’t know your PIN, go to <http://www.rowan.edu/mybanner>).
6. Click “Login” (first time users will see a screen that says “Your PIN has expired.” Please follow the prompts to set a permanent PIN).
7. For first time login, you will be prompted to set a security question.
8. To change PIN or security question, select “Personal Information.”
9. To register, select “Student & Financial Aid.”
10. Click “Registration.”
11. Click “Add or Drop Classes.”
12. Select the semester (term) you are registering for, and “Submit.”
13. Enter the five-digit course reference number (CRN) of the courses you want and click the “submit changes” button.
14. Classes that were accepted will be listed first, classes closed or that you are not eligible to register for will be displayed second, and additional blank boxes will be at the bottom for adding more courses. When you are finished, be sure to click “Exit” at the top right of any screen. This will prevent others from accessing your personal information.

Academic Planner

This form will help you successfully plan your course selections for upcoming semesters and to project your graduation date. Using Schedule of Courses and the General Education Guide, fill out what courses you plan to take each semester. Be sure to consult the catalog for course descriptions and prerequisites.

FULL NAME	CLASS OF
DEGREE MAJOR/PROGRAM	MINOR (IF APPLICABLE)
CONCENTRATION (IF APPLICABLE)	CATALOG USED

YEAR ONE

FALL SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

SPRING SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

SUMMER SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

YEAR ONE TOTAL CREDITS

YEAR TWO

FALL SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

SPRING SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

SUMMER SEMESTER 20 _____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUBTOTAL			_____

YEAR TWO TOTAL CREDITS

YEAR THREE

FALL SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

SPRING SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

SUMMER SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

YEAR THREE TOTAL CREDITS

YEAR FOUR

FALL SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

SPRING SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

SUMMER SEMESTER 20 ____

COURSE NAME & NUMBER	PROFESSOR	GRADE	CREDITS
SUBTOTAL			

YEAR FOUR TOTAL CREDITS

YEAR ONE CREDITS

YEAR TWO CREDITS

YEAR THREE CREDITS

YEAR FOUR CREDITS

TOTAL CREDITS EARNED

V. Co-curricular resources

Navigating Rowan's Online Resources

Resources that use your Banner ID & PIN

- 91... (printed on your orientation schedule)
- Used for all student records on campus
- Replaces use of SSN
- Keep this number private
- PIN initially your birthday as mmddyy

Self-Service Banner

<http://rowan.edu/selfservice>

- Transfer Credit Report
- Course Registration
- Learning Connections Inventory
- Emergency Contacts
- Bookstore Order
- Financial Aid
- Bursar Services
- GRAD
- My Housing

Resources that use your Network ID & Password

Your Network ID is the first part of your e-mail address before @students.rowan.edu (this is printed on your orientation schedule).

Student E-mail

<http://mail.students.rowan.edu>

Blackboard

<http://blackboard.rowan.edu>

Rowan Success Network

<http://rowan.edu/rsn>

lynda.com training

<http://rowan.edu/lynda>

lynda.com is an online training library provided at no cost to Rowan students, faculty, and staff. This includes 24/7 online access to the entire library of over 2,000+ training videos for software like Microsoft Word, Excel, Adobe Photoshop and even Pinterest and Twitter. They can be viewed anywhere you have internet access. The lynda.com Online Training Library® is also available via the free lynda.com iPhone and iPad App.

To access lynda.com, visit: <http://www.rowan.edu/lynda> and enter your Rowan network username and password.

Other important websites

These websites may use their own authentication systems.

New Student Checklist

<http://rowan.edu/checklist>

Parking Permit

<http://rowan.thepermitstore.com>

Rowan Terminology

Back to the Boro: A Spring Semester service project where student organizations sign up to go into the Glassboro community to do community services.

Banner ID number: Your student ID number, 91#####. Used with a PIN to access some University systems, such as Self-Service Banner for course registration.

Blackboard: The online home for Rowan professors to post course information/syllabi, grades, class discussion groups and useful links to information relevant to their classes.

Boro Bucks: Students can avoid carrying cash or credit cards by depositing money in their RowanCard 'Boro Bucks Account. The money in this account can be used to purchase a variety of goods on- and off-campus. Money deposited within the account is drawn down with each purchase. You can use this for off-campus and on-campus locations.

Bursar's Office: This is located on the first floor of Savitz Hall, where you can pay your tuition bill.

EOF/MAP: The EOF/MAP program provides access, preparation, orientation and academic support programming for students who are among the first in their family to attend college, and for those who otherwise may face unique challenges in college due to economic, cultural or educational circumstances.

Family Weekend: A weekend of activities for families to visit Rowan.

Field Day: An annual event that Student Activities hosts where students can form groups and compete in various events to win prizes and bragging rights. Some of the events that occur are an obstacle course, egg toss, tug-o-war, iron man competition, and water relay.

Financial Aid: This office is located on the first floor of Savitz Hall where you can apply for financial aid and ask questions about the FAFSA and scholarship opportunities.

FLIP- Freshmen Leadership Involvement Program: This leadership training experience is open to all freshmen who are interested in honing their leadership skills, learning about Student Government, and joining a student organization on campus.

Freshman Connection: Rowan University's Freshman Connection Program gives freshmen a jump-start on learning new skills and establishing long-lasting friendships. Entering students arrive on campus for fall semester early and participate in group activities run by University staff members and upper-class student leaders. Through participation in one of the three program tracts – Adventure, Leadership, and Service – students can engage in different experiences, interact with new people, and make discoveries about the world and themselves.

G.A. or G.C.: These are graduate assistants or coordinators who work on campus and attend one of Rowan's many graduate programs. You may work with them in various Student Life offices.

Greek Affairs: This office handles all of the Greek Lettered organizations on campus. It is located on the second floor of the Student Center in room 218.

Homecoming: A week-long celebration at Rowan where Alumni, current students, the Glassboro community and faculty can come and celebrate PROFS PRIDE, watch the homecoming football game and attend the parade, post game dinners, a concert, and many more other activities.

LCI- Learning Connections Inventory: This is a survey that all freshmen take at the beginning of their first semester to learn and understand their personal learning patterns.

Leadership Rowan: Students can participate in leadership development activities for new students, sophomores & juniors, and seniors and achieve leadership certification.

OSA- The Office of Student Activities: This office is located on the second floor of the Student Center room 209 and works with large campus events and programs like RAH and SUP.

OSLP- The Office of Orientation and Student Leadership Programs: They assist new students in their transition to Rowan University and leadership development. Located in Savitz Hall on the second floor in suite 203.

Prof: Rowan's Owl Mascot

PROFs Place: This is an eatery in the basement of the Student Center where students can sit and hangout, do homework, play pool, or watch TV on the many flat screens in the room.

PROFSTOCK: An annual concert that Rowan hosts in the Spring Semester solely for Rowan Students. Previous artists that have performed at Rowan are: Lupe Fiasco, 3OH!3, Dev, Sublime, Ludacris, Ke\$ha, and LMFAO.

PROS- Peer Referral Orientation Staff: They help you get to know the campus during orientation and are a resource to answer your questions during your first semester.

R.D.: These are the Graduate Resident Directors. They are the supervisors to the Resident Assistants and live on campus in the housing complex with their students. They assist in putting on programs for their RAs and students that live in the housing complex.

RA- Resident Assistants: These are student resident staff members who help you during your stay in the residence halls or apartment complexes. They plan programs, assist in the student's wellbeing, campus resources, policies, procedures and regulations.

RAH- Rowan After Hours: These activities take place every Thursday, Friday and Saturday night from 9pm – 1am in the Chamberlain Student Center. RAH is designed to offer students social, cultural and interactive programs.

ROBO- Rowan Boulevard: Is an ongoing project happening at Rowan University. It is made up of apartments, the Barnes and Nobel Bookstore, and other shops. The Rowan Boulevard apartment complex houses 884 students in 28 one-bedroom efficiency units and 214 four-bedroom suites.

Rowan Announcer: This is an email service that all students on campus receive through their Rowan email address discussing upcoming events, update information, and happenings around campus.

Rowan Email Address: This is an email account that all Rowan students receive when they attend the University. It consists of your lastname##@students.rowan.edu.

RowanCard ID: This is your form of identification for the Rowan campus. It contains information such as your name, boro bucks, meal plans, library account number, and banner number. You can use this card on on-campus and off-campus locations.

Rowan's Emergency Text Alert System: This is a system where you register your cell phone number to receive emergency text messages to your phone such as University closings and snow days.

Savitz Hall: Administrative building housing the Bursar's Office, Financial Aid, the Registrar, Residential Learning & University Housing, Admissions, Vice President for Student Life, Orientation & Student Leadership Programs, Parent & Family Connections, the Counseling Center, EOF/MAP Office, University Advising Center, Career Management Center, Testing Services, Tutoring Center, and the Academic Success Center (disability services & veterans affairs).

Self-Service Banner: This is a link where you register for classes, check your email, pay your bill, and sign up for Rowan's Emergency Text Services.

SGA- Student Government Association: The association is the students' voice on campus.

SIBS Weekend: A weekend during the spring semester, where students can register to bring their siblings on campus to experience college and attend fun events, such as, \$1000 bingo, pool activities, and an off campus trip.

STEP UP: Rowan's program for supporting and creating safe and healthy choices during your attendance at the University. S-safe choices; T- think healthy; E-embrace the Rowan spirit; P-participate; U-understand and appreciate others; P-preserve resources.

SUP- Student University Programmers: Student-run programming board that hosts many events during the academic year. Some of their major events are Spring Fest, booking a major comedian act in the fall, off campus events, and Wednesday movie nights.

The Market Place: This is a buffet set up cafeteria located on the first floor of the Student Center. Students can swipe their ID here and get different types of food, such as sandwiches, pizza, salad, omelets, ice cream bar or hamburgers, for breakfast, lunch, or dinner.

The Market Basket: A convenience store located in the basement of the Student Center.

The Pit: A common area in the Student Center located on the first floor, where students can get coffee, do homework, and meet with friends. This is also the location where numerous events take place hosted by SUP, RAH, and student organizations.

The REC- The Rec Center: Is a state-of-the art health club open seven days a week for currently enrolled full-time students. Memberships are also available for part-time students, faculty, staff, and alumni. The facility features a three-court gymnasium, indoor track, 25-yard pool, four racquetball courts, a cycling room, a group exercise studio, fitness and free weight room areas, full locker/shower facilities, and a juice/smoothie bar. The Rec is one of the finest centers in the state for recreational activities, fitness programs, intramural sports and instructional classes.

The Registrar's Office: This office can answer your scheduling needs for semester or Summer classes, transcript information, and enrollment and degree verification.

The WHIT: This is Rowan's student run newspaper organization. Their office is located on the second floor of the Student Center.

STEP UP RESOURCES

<http://rowan.edu/stepup>

The following Rowan University departments and programs can help you be a successful student. Don't wait for others to set the pace... STEP UP! - Take control of your own decisions and live the best Rowan experience possible

S - SAFE CHOICES

COMMUNITY STANDARDS & COMMUTER SERVICES

Chamberlain Student Center - www.rowan.edu/judicialaffairs

See the Student Handbook and learn your rights & responsibilities as a Rowan student under the Student Code of Conduct. Community Standards & Commuter Services can also help off-campus residents make safe choices in the community to develop positive relationships with your neighbors.

PUBLIC SAFETY

Bole Annex - www.rowan.edu/safety

Rowan University Police and Public Safety provide comprehensive programs and services to promote student safety and the security of the campus community.

T - THINK HEALTHY

COUNSELING AND PSYCHOLOGICAL SERVICES CENTER

Winans Hall or Camden Campus - www.rowan.edu/counseling

Counseling & Psychological Services promotes the psychological well-being and personal growth of a diverse student body by providing quality individual, group and crisis counseling for personal, psychological and social concerns.

DINING SERVICES

Chamberlain Student Center

Gourmet Dining's many dining services at Rowan offers a range of healthy choices and nutritional information.

HEALTHY CAMPUS INITIATIVES

Winans Hall - www.rowan.edu/hci

HCI is dedicated to involving the Rowan community in the ever-changing journey to wellness. We provide interactive programs to encourage healthy choices and decisions regarding personal wellness that will enhance the college experience.

REC CENTER

Student Recreation Center - www.rowan.edu/rec

The Student Recreation Center provides exceptional programs, services, and facilities that provide opportunities for individual development of knowledge, interests and behaviors that promote and contribute to a healthy, well-rounded lifestyle.

STUDENT HEALTH CENTER

Winans Hall - www.rowan.edu/healthcenter

The Student Health Center strives to remove health-related barriers to learning, to promote optimal wellness, to enable clients to make informed decisions about health issues, and to empower students to be self-directed and well informed health care consumers.

E - EMBRACE THE ROWAN SPIRIT

Rowan students succeed inside and outside of the classroom!

ACADEMIC SUCCESS CENTER

Savitz Hall - www.rowan.edu/studentaffairs/asc

The Academic Success Center provides testing, tutoring, and academic accommodations for Rowan students.

ATHLETICS

Esby Gym - www.rowanathletics.com

Embrace the Rowan spirit by supporting the Profs!

Rowan Athletics fields 16 Division III collegiate teams: men's baseball, basketball, cross country, football, soccer, swimming & diving, and track & field; women's basketball, cross country, field hockey, lacrosse, soccer, softball, swimming & diving, track & field, and volleyball. Rowan students receive free admission to all regular season events with their ID.

CAREER MANAGEMENT CENTER

Savitz Hall or Camden Campus - www.rowan.edu/cmc

The Career Management Center engages students in the development and implementation of meaningful educational and career goals and assists students in career development and preparation.

P - PARTICIPATE

GREEK AFFAIRS

Chamberlain Student Center - www.rowan.edu/clubs/greeklife

Over 25 fraternities and sororities provide opportunities for students to participate in socialization and service.

ORIENTATION AND STUDENT LEADERSHIP PROGRAMS

Savitz Hall - www.rowan.edu/studentlife/oslp

Participate in Leadership Rowan activities to gain skills.

SERVICE LEARNING, VOLUNTEERISM AND COMMUNITY ENGAGEMENT

Chamberlain Student Center - www.rowan.edu/volunteer

Participate in a range of curricular and co-curricular service-learning opportunities.

STUDENT ENRICHMENT AND FAMILY CONNECTIONS

Savitz Hall - www.rowan.edu/parentsfamily

Provides ways for parents and family members to participate as a valued part of the Rowan community.

STUDENT ACTIVITIES

Chamberlain Student Center - www.rowan.edu/studentactivities

Two student programming boards, RAH and SUP, provide a variety of programs for students to participate in.

STUDENT CENTER

Chamberlain Student Center - www.rowan.edu/studentcenter

The Student Center serves as a central meeting place for the Rowan University community and provides excellent cultural, social, and educational services for students to participate in.

RESIDENTIAL LEARNING & UNIVERSITY HOUSING

Savitz Hall - www.rowan.edu/rluh

Participate in residential learning programs to gain knowledge, skills, and abilities. Challenge yourself to make positive choices, examine your values and your role in our diverse society, and play a constructive role in the development of a safe, supportive, and inclusive community.

U - UNDERSTAND AND APPRECIATE OTHERS

EDUCATIONAL OPPORTUNITY FUND/ MAXIMIZING ACADEMIC POTENTIAL

Savitz Hall or Rowan at Camden - www.rowan.edu/eofmap

The EOF/MAP program provides access, preparation, orientation and academic support programming for students who are among the first in their family to attend college, and for those who otherwise may face unique challenges in college due to economic, cultural or educational circumstances.

DISABILITY RESOURCES

Savitz Hall - www.rowan.edu/studentlife/asc/disabilityresources

Disability Resources provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.

OFFICE OF MULTICULTURAL AFFAIRS

Chamberlain Student Center - www.rowan.edu/studentlife/oma

The Office of Multicultural Affairs works to create an environment that fosters the institutional integration and submersion of diversity and multiculturalism, supports and initiates programs that foster the acknowledgement and acceptance of the differences that define personal self-identities.

VETERANS AFFAIRS

Savitz Hall - www.rowan.edu/studentlife/asc/veterans

Veterans Affairs provides support services for our student veterans and programming for the campus community to recognize and appreciate their contributions.

P - PRESERVE RESOURCES

RU GREEN

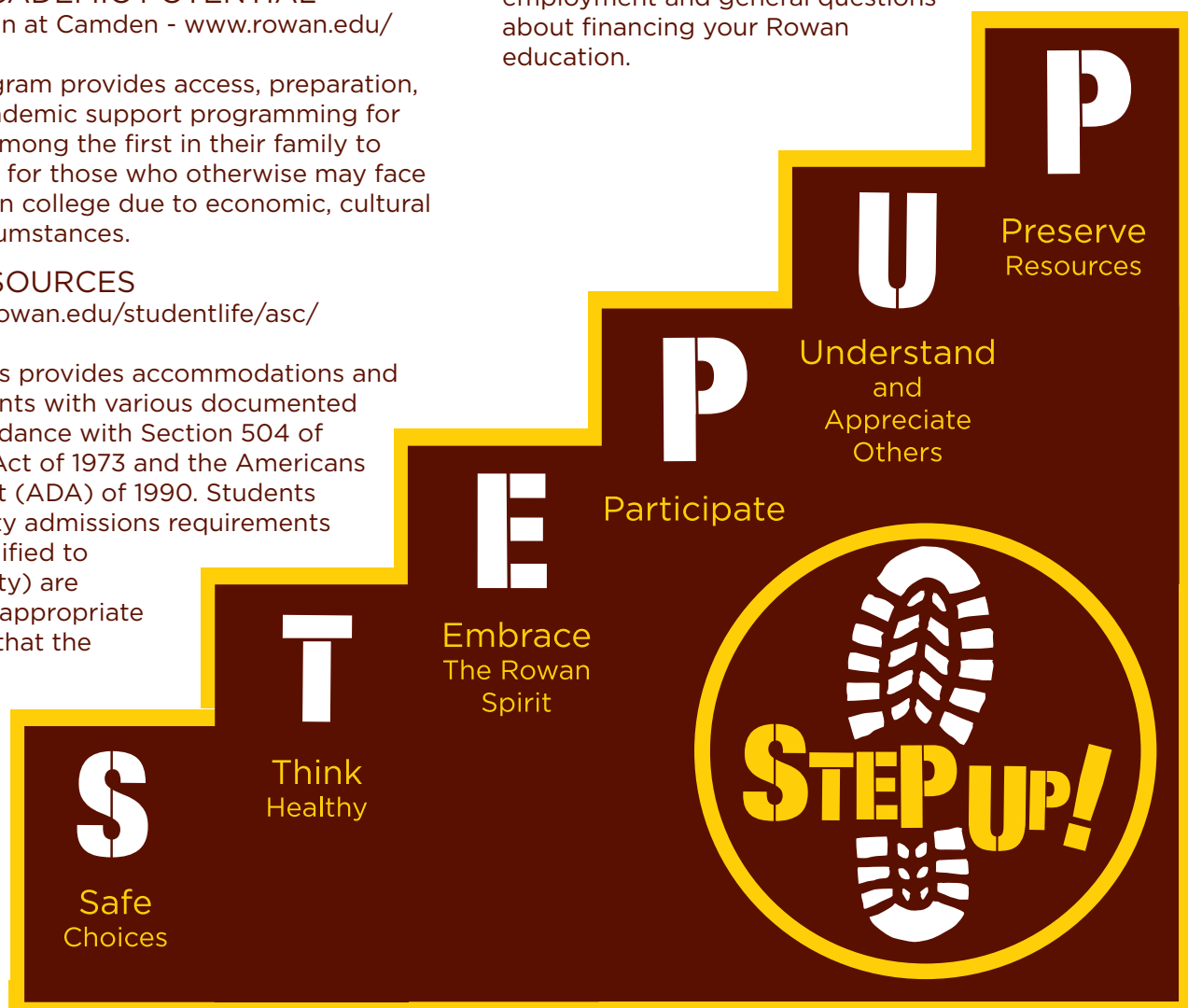
www.rowan.edu/rugreen

The RU Green website is the gateway to various sustainability initiatives at Rowan.

OFFICE OF FINANCIAL AID

Savitz Hall - www.rowan.edu/financialaid

The Office of Financial Aid assists with various grant, loan, and scholarship aid awards as well as student employment and general questions about financing your Rowan education.



VI. Academic programs listing

Major Programs

School of Biomedical Sciences & Health Professions

- Health and Exercise Science
 - Athletic Training
 - Health Promotion and Fitness Management
- Translational Biomedical Sciences

Rohrer College of Business

- Accounting
- Entrepreneurship
- Finance
- Human Resource Management
- Marketing
- Management
- Management Information Systems

College of Communication and Creative Arts

- Advertising
- Studio Art
- Studio Art: Graphic Design
- Art
 - Art Education
- Communication Studies
 - Rhetoric/Cultural Criticism
 - Interpersonal/Org. Communication
- Journalism
- Public Relations
- Radio/Television/Film
- Writing Arts

College of Education

- Collaborative Education
- Elementary Education
 - American Studies
 - Chemistry
 - English
 - Geography
 - History
 - Liberal Studies: Humanities
 - Liberal Studies: Literacy Studies
 - Liberal Studies: Math/Science
 - Mathematics
 - Spanish
 - Writing Arts
- Early Childhood Education
 - American Studies
 - Liberal Studies: Humanities
 - Liberal Studies: Literacy
 - Writing Arts
- Health & Physical Education
- Subject Matter Education
 - Art
 - Biological Science
 - Chemistry
 - English
 - History
 - Mathematics
 - Music
 - Physics
 - Physical Science
 - Spanish
 - Theatre
- School Nursing (for RNs only)

College of Engineering

- Biomedical Engineering
- Chemical Engineering
- Civil & Environmental Engineering
- Electrical & Computer Engineering
- Mechanical Engineering

College of Humanities & Social Sciences

- Africana Studies
- American Studies
- Economics
- English
- Environmental Studies
- Exploratory Studies
- Foreign Languages and Literatures
 - Spanish
- Geography
- Geographic Information Systems
- History
- Law & Justice Studies
- Liberal Studies
 - Humanities and Social Science
- Planning
- Political Science
- Philosophy & Religion
- Sociology

College of Performing Arts

- Dance
- Music
 - Music Education
 - Performance
 - Theory/Composition
 - Jazz Studies
- Theatre
 - Acting/Directing
 - Dance
 - Design/Technical
 - Musical Theatre
 - Theatre Arts
 - Theatre Education

College of Science & Mathematics

- Biochemistry
- Bioinformatics
- Biological Science
- Chemistry (BA & BS options)
- Computer Science
 - Graphic & Visualization
 - Software Engineering
 - Networking & Operating Systems
 - Information Technology
 - Programming Language & Compilers
 - Artificial Intelligence
 - Numerical & Scientific Computation
- Liberal Studies
 - Math/Science
- Mathematics (BA & BS options)
- Nursing (for transfer students/RNs only)
- Physical Science
 - Chemistry
 - Physics
- Physics
 - Photonics
- Psychology
 - Child Behavioral Services

Minor Programs

- Advertising
- Anthropology
- Art
- Art History
- Astronomy
- Biological Science
- Business Administration
- Chemistry
- Communication Studies
- Computer Science
- Dance
- Economics
- Education
- Electrical & Computer Engineering
- Environmental Studies
- English
- French
- Geography
- Geographic Information Systems
- German
- Human Resource Management
- History
- Journalism
- Law/Justice
- Management Information Systems
- Marketing
- Mathematics
- Mechanical Engineering
- Music
- Philosophy
- Philosophy & Religion
- Physics
- Political Science
- Psychology
- Romance Languages
- Sociology
- Spanish
- Theatre
- Writing Arts

Concentrations

- African American Studies
- Asian Studies
- Applied Mathematics
- Bioengineering
- Creative Writing
- Dance
- Environmental Studies
- Ethics
- Geosciences
- Applied Geographic Knowledge & Skills
- Geographic Inquires into Global Issues
- Honors Studies
- International Studies
- Leadership Studies
- Materials Science
- Philosophy & Religion
- Planning
- Statistics & Operations Research
- Systems Engineering
- Urban Studies
- Women's and Gender Studies

VII. Academic Calendar

Fall Semester 2014

Monday, June 30 Bills available to view on Self Service Banner
Friday, August 1 Bill payment deadline for Fall 2014
Sunday, August 31 Convocation
Tuesday, September 2 Classes Begin
Tuesday-Monday, September 2-8 Schedule adjustment (drop/add)
Monday, October 13 Registration for Spring 2015 begins
Monday, October 20 1st Quarter Concludes
Tuesday, November 4 Election Day (No Classes)
Thursday-Friday, November 27 & 28 Thanksgiving Recess (No Classes)
Wednesday, December 10 2nd Quarter Concludes
Thursday-Wednesday, December 11-17 Finals Week
Wednesday, December 17 Semester Concludes

Intersession 2015

Tuesday, December 30 Online Classes Begin
Monday, January 5 Face-to-Face Classes Begin
Friday, January 16 Face-to-Face Classes Conclude
Monday, January 19 Online Classes Conclude

Spring Semester 2015

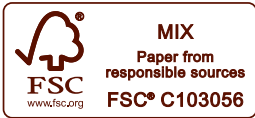
Tuesday, January 20 Classes Begin
Monday, March 9 3rd Quarter Concludes
Monday-Friday, March 16-20 Spring Break (No Classes)
Friday, April 3 Good Friday (No Classes)
Monday, May 4 4th Quarter Concludes
Tuesday-Saturday, May 5-9 Finals Week
Saturday, May 9 Semester Concludes
Thursday, May 14 Graduate Commencement
Friday, May 15 Undergraduate Commencement

Summer 2015

Exact dates TBD. Summer term at Rowan typically begins mid-May and run through at least mid-August. The summer term includes at least 5 main “Parts of Term” that include options to take coursework in 3-week, 5-week, 8-week, or 12-week sessions. Courses are offered at the undergraduate and graduate levels and both face-to-face and online options are available. Learn more at: www.rowan.edu/summer.

See <http://rowan.edu/calendar> for updates & future terms

The *Academic Planning Guide* is published by the Office of Orientation and Student Leadership Programs. Information is correct as of time of printing, but subject to change. Please consult with your academic advisor for complete details.



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**Orientation and
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