

The words and phrases associated with attending college are often unfamiliar to new students. This glossary of terms, grouped in thematic areas, provides general definitions, as well as some Rutgers-specific definitions, to familiarize students with the words and terms used in regular communications.

## **ACADEMIC**

- **Associate’s Degree:** An undergraduate degree awarded by a college or university upon successful completion of a program of study, usually requiring two years of full-time study and typically awarded by community colleges. Rutgers does not award any Associate’s Degrees, but transfer students may have completed an Associate’s degree at a community college.
- **Bachelor’s Degree:** An undergraduate degree (ex. Bachelor of Arts (B.A) or Bachelor of Science (B.S)) awarded by a college or university upon successful completion of a program of study, typically requiring at least four years (or the equivalent) of full-time study.
- **Certificate/Certificate Program:** An additional credential for career advancement or to prepare for state or national certification exams.
- **Commencement:** At Rutgers, this is the celebration for students receiving all degrees – undergraduate, graduate, and professional. This ceremony is held in May each year.
- **Convocation:** Held at the beginning of the academic year for new students, New Student Convocation is the official welcome to the university and the start of the academic year. Convocations at the end of the year are celebrations for students who are graduating. Each school holds its own ceremony with distinct traditions and recognition of graduates.
- **Co-Op:** Cooperative education programs allow students to work, often full-time, to gain skills and experience in their chosen field and earn credit for doing so.
- **Core Curriculum:** The set of general education requirements that all SAS, RBS, and SEBS undergraduate students must complete regardless of their major.
- **Curriculum:** The set of courses and/or requirements of a particular school or academic department.
- **Declared:** When a student has officially been accepted into a major, minor or other program.
- **Doctorate (e.g., Ph.D./Ed.D.):** The highest academic degree awarded by a university upon successful completion of an advanced program of study, typically requiring at least three years of graduate study beyond the master’s degree, including new research and a dissertation. Note: not all doctoral programs require a master’s degree.
- **Educational Opportunity Fund (EOF):** Academic and support services (e.g., counseling, tutoring, developmental course work and financial assistance) program for NJ residents from educationally and economically disadvantaged backgrounds who attend participating institutions of higher education in the State of New Jersey.
- **Externship:** An experiential learning opportunity for students, sometimes referred to as job shadowing. This can be similar to an internship, but for a shorter period of time.
- **Fellowships:** At Rutgers, the Office of Distinguished Fellowships focuses on external, national, or international competitive awards related to experiential learning, such as study abroad, research, community service, or professional development, including graduate study.
- **Field Work/Field Study:** Real-world experience learned outside of the classroom usually consisting of one or more work experiences under the supervision of a professional.
- **First Generation College Student:** A student whose parents/guardians did not complete a four-year college degree; or a student who, prior to the age of 18, regularly resided with and received support from only one parent/guardian and whose supporting parent/guardian did not receive a baccalaureate degree.

- **Grade Point Average (GPA):** One measure of a student's overall academic performance (also referred to as cumulative average), which is calculated as a numerical average of grades earned for all courses and is cumulative for all semesters. Term average is the numerical average of grades for the semester or term. Major GPA is the average of grades for courses required for a major.
- **Graduate Review and Graduation Date:** For most schools at Rutgers-New Brunswick, it takes 120 credits to graduate. The schools expect students to take an average of 15 credits a semester or 30 credits a year to complete the degree in 4 years. Hence, students' graduation dates are set at the time of admission as being four years (eight semesters) from their first semester at Rutgers. It is critical for a student to regularly review their progress to graduation including successful completion of credit hours, required courses, major courses, etc. with an advisor. For students who transfer to Rutgers, the graduation date will be determined by the student's individual transcript and credits.
- **Honors College:** A highly selective four-year learning community, which begins with 500 entering first year students admitted to the liberal arts and professional schools at Rutgers-New Brunswick.
- **Honors Program:** Each school has an honors program which is highly competitive and determined at the time of admission. Some schools may admit students in the second year based on first year academic performance. Requirements for courses, research, and capstone/honors thesis are determined by each school.
- **Internship:** A short-term work experience offered by a company or other organization to provide entry-level exposure to an industry or field; in some cases, students may earn pay and/or academic credit for the experience. Internships are different from a part-time job in that they often are related to a student's career interests, have an assigned mentor on site, and address specific learning objectives devised by the employer, the intern, and the academic department, if awarding credit.
- **Liberal Arts and Sciences:** Academic studies of subjects in the humanities, social sciences and the sciences, with a focus on general knowledge, critical thinking, and civic engagement, in contrast to a professional or technical emphasis. At Rutgers-New Brunswick, this is often referred to as Arts and Sciences.
- **Major:** The field or discipline that the student chooses as a primary academic focus of their degree. Students generally take more credits in their major than in any other discipline, but the major is only one component of the academic degree.
- **Master's Degree:** A graduate degree (ex. Master of Arts (M.A), Master of Science (M.S.), Master of Education (M.Ed)) awarded by a college or university upon successful completion of an advanced program of study, typically requiring one or two years of full-time study beyond the bachelor's degree.
- **Minor:** A secondary specialization in a subject of study, which students complete in addition to their major. Whether a minor is required to graduate is determined by a student's school of enrollment and major declaration.
- **School:** The academic unit to which a student is admitted and which determines the requirements for graduation. At Rutgers, examples include Ernest Mario School of Pharmacy, Mason Gross School for the Arts, Rutgers Business School, School of Arts and Sciences, School of Engineering, School of Environmental and Biological Sciences, School of Nursing, etc. Each school has a special two-digit code that identifies it and the courses it offers. See "School Code" under "Schedule/Courses"
- **Second Degree Student:** A student that has already completed a bachelor's degree at an accredited college or university and now chooses to complete a BA or BS degree in a major area entirely different from their previous major.
- **Still Deciding/Undecided/Undeclared/Exploring:** When a student is exploring possible major options and has not yet declared a major. Schools have different timelines for when a student must formally declare a major.

- **Talent Assessment:** A requirement for any application (including school-to-school transfer) to Mason Gross School of the Arts. Talent assessment requirements vary across departments and programs, but may consist of an audition, portfolio, reel, or interview with a member of the faculty.
- **Term Average:** One measure of a student's academic performance for the semester (or term), which is calculated as a numerical average of grades earned in all courses. See also Grade Point Average.
- **Transcript:** A document that lists all classes and grades that a student has attempted and/or completed. Official transcripts can be either paper or electronic and can be used for official purposes such as graduate school or scholarship applications, whereas unofficial transcripts cannot.
- **Transfer Student:** A college student who attended one college/university and then enrolls at another college/university to complete their degree. Students may have completed an Associate's Degree or have earned credits without obtaining a degree.
- **Unofficial Transcript:** A document that lists all classes and grades but does not include the seal of the university.

## **FINANCIAL INFORMATION**

- **Adjusted Gross Income (AGI):** Defined as gross income minus adjustments to income. Gross income includes your wages, dividends, capital gains, business income, retirement distributions as well as other income. Adjustments to Income include such items as Educator expenses, Student loan interest, Alimony payments or contributions to a retirement account. Your AGI will never be more than your Gross Total Income on your return and in some cases may be lower.
- **Disbursement:** The payment of student aid funds to the student by the school. Disbursed funds are applied to student term bills after student aid eligibility is confirmed (generally upon or around attendance confirmation – RU Here) at the beginning of a semester.
- **Emergency Assistance:** A fund, available by application through the Office of the Dean of Students which provides small financial awards in response to an unexpected emergency situation (accident, fire, death of a family member) that financially impacts a student's ability to be successful. These funds are for non-tuition based expenses such as food, rent, books, and transportation.
- **Expected Family Contribution (EFC):** A federally-calculated index number generated based on the information entered on a FAFSA. Many forms of financial aid eligibility are determined based on this index number.
- **Financial Aid Award:** The estimated costs of attending school and the estimated financial aid a student may be eligible for, based on the completion of all required documents and enrollment status. Awards are available for viewing through the "My Financial Aid" widget on myRutgers dashboard.
- **FAFSA (Free Application for Federal Student Aid):** An application that students complete each year to determine their financial aid eligibility. The application is available each October at studentaid.gov.
- **Federal Pell Grant:** Awarded only to undergraduate students who display financial need based on their FAFSA information and have not previously earned a bachelor's, graduate, or professional degree.
- **Financial Aid:** Assistance to help pay for college, including grants, loans, and scholarships.
- **Garden State Guarantee:** A last-dollar financial aid program for NJ residents in their third and fourth year of study, which may cover some or all tuition and mandatory fees based on a family's adjusted gross income (AGI).
- **Food Pantry:** Rutgers resource for students who are experiencing food insecurity with access to free food and health care products. It is located in the College Avenue Student Center.
- **Grant:** A type of financial aid, primarily based on financial need, which is provided to a student and does not need to be paid back. Grants are often given by the federal or a state government, a company, a school or charitable organization.

- **Health Insurance Waiver:** A waiver students must complete and submit each fall/spring semester they are enrolled if they have health insurance and do not need to be enrolled in university-provided insurance.
- **Higher Education Student Assistance Authority (HESAA):** The New Jersey State agency whose mission is to provide eligible New Jersey students with financial assistance and resources. The agency oversees the New Jersey Tuition Aid Grant (NJTAG) and NJ STARS/NJ STARS II.
- **Loan:** A type of financial aid that consists of an amount of money, given for a period of time with an agreement to be repaid later with interest. Rutgers University participates in the [Federal Direct Loan Program](#) where students borrow directly from the federal government. These programs include: subsidized loans that are need-based with no interest charged while a student is in school at least half-time, during the grace period, and during deferment, as well as unsubsidized loans which are non-need-based loans that begin accruing interest upon disbursement.
- **Meal Plan:** A pre-paid account for a student's on-campus meals, specifically for use in dining halls and other designated campus locations.
- **Meal Swipes:** How students pay for their meals at dining halls and other designated locations; one swipe provides access for the full meal and students are not charged for individual items.
- **Merit-Based Aid:** Financial aid awarded by a college, university or external organizations to students who have demonstrated special academic ability or talents, regardless of their financial need.
- **Need-Based Aid:** Financial aid that is awarded to students due to their financial inability to pay the full cost of attending a specific college or university.
- **New Jersey Tuition Aid Grant (NJTAG):** These awards are provided to full-time undergraduate New Jersey residents who are enrolled in an approved degree or certificate program and meet financial need criteria established by the New Jersey Higher Education Student Assistance Authority (HESAA).
- **RU Express:** The official university debit account. It offers a convenient cash-free alternative that allows students, faculty and staff to use their Rutgers ID card like a debit card.
- **Satisfactory Academic Progress (SAP):** To maintain eligibility for financial aid, students must maintain a certain GPA and completion rate (number of credits achieved per year).
- **Scarlet Guarantee:** A last-dollar financial aid program for NJ residents in their first or second year of study to cover some or all tuition and mandatory fees based on a family's adjusted gross income (AGI).
- **Scarlet Promise Grant:** Need-based, institutional financial aid award that closes the gap between aid from federal and state sources and what Rutgers families can afford.
- **Scholarship:** A type of financial aid that does not need to be paid back. Scholarships are awarded based on criteria such as academic performance, community involvement, leadership skills, etc.
- **Verification:** Rutgers University is required to verify the data supplied on the FAFSA (Free Application for Federal Student Aid) in cases where an application is selected for verification – typically through random selection by the federal government.
- **Work-Study:** A federally-funded employment program based on financial need where students are placed in on-campus part-time jobs with a 20-hour-a-week limit to earn funds and gain work experience.

## **STUDENT SUPPORT OFFICES AND RESOURCES**

- **Academic Coaching:** A service, offered through the Learning Centers, which provides support for students looking to improve academic skills, such as time management, organization, and study skills.
- **Advising:** Guidance provided to help students reach their educational and career goals. At Rutgers, there are dedicated offices with advising specialists who have the knowledge and expertise regarding academic policies, planning and requirements, careers exploration, and financial services. For specific questions (e.g. academic), consult with an Academic Advisor within your school of enrollment.

- **Career Mentoring:** A resource, offered through the Office of Career Exploration and Success and school-based Career Management Offices, which connects students with other students and alumni for the purpose of career exploration.
- **Disability Services:** An office that works with students with documented disabilities to ensure that they receive appropriate accommodations and services to promote their academic success.
- **Learning Centers:** Service offices that provide academic support, such as tutoring, academic coaching, writing assistance, asynchronous online learning modules, and study groups.
- **Learning Community:** A community where students can interact with faculty, students, and staff focused on a particular interest area; learning communities can be organized in residence halls, online, and through student organizations.
- **Live Chat:** A feature offered by some schools' academic advising offices that allows students to ask quick questions or seek registration assistance. This can be especially helpful during peak periods; however, this tool is a supplement to, not a replacement of, academic advising.
- **OIT Help Desk:** An office that provides technical (computer, RU wireless, NetID, etc.) support to the Rutgers campus and community.
- **One Stop Student Services Center:** The "One Stop" is an integrated and coordinated cross-functional service in the areas of financial aid, student accounts, and registration.
- **Rutgers Global:** The unit provides international students advising and processing services related to their immigration status in the US as well as cross-cultural and transition programming. It also prepares students for global challenges and opportunities by providing tools to develop cultural competencies and lead in an interconnected world.
- **Student Affairs:** A division within the university that provides students with opportunities for involvement, personal development, and support.
- **Study Groups:** Small group study sessions that meet regularly to review and practice course materials.
- **Tutoring:** A service that provides tailored assistance with content-based information in a specific class or subject. This is offered at no charge at the Learning Centers and may be a negotiated charge per hour with other services.

## **POLICIES**

- **Absences:** Students are expected to fulfill attendance requirements as outlined on the syllabus for each course. Absences, regardless of the circumstances, can impact learning, academic performance, and the ability to pass a course. See "Student Self Reporting Absence Application" under Systems/Technology.
- **Academic Integrity:** Students' commitment to displaying honest and moral behavior in the academic setting. At Rutgers, violations of the Academic Integrity Policy include: Plagiarism, Cheating, Facilitation, Fabrications, Academic Sabotage, Violation of Research and Professional Ethics and Violations Involving Potentially Criminal Activity. See [academicintegrity.rutgers.edu](https://academicintegrity.rutgers.edu) for policy information.
  - **Academic Sabotage:** Deliberately impeding the academic progress of others.
  - **Cheating:** The use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them.
  - **Fabrication:** The invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise.
  - **Facilitation of Dishonesty:** Deliberately or carelessly allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity.

- **Plagiarism:** The use of another person’s words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit.
- **Violation of Research or Professional Ethics:** Violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication.
- **Violations Involving Potentially Criminal Activity:** Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty.
- **Code of Student Conduct:** Specific expectations for student behavior. It lists the behaviors prohibited at Rutgers University, the process for addressing allegations of student misconduct, and the possible consequences for students who violate the policy. See [University Student Code of Conduct](#).
- **FERPA (Family Educational Rights and Privacy Act):** Legislation that protects the privacy of student education records.
- **Grade Appeal:** Students wishing to file a complaint about a course grade, or a grade received for a particular piece of work in a course, should first attempt to resolve the matter through discussion with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the undergraduate or departmental chair. See the offering school for guidelines regarding Grade Appeal steps.
- **HIPAA: (Health Insurance Portability and Accountability Act):** Protects patient rights regarding personal health information. Student Health records are considered treatment records under FERPA and are held to a much higher standard of privacy than other educational records.
- **Honor Pledge:** A pledge Rutgers students make to abide by the Academic Integrity Policy: “On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment).”
- **Standards of Conduct:** All student organizations are expected to act consistently with the values of the University community. This policy lists types of violations, the process for addressing organizational misconduct, and the possible consequences for organizations found in violation of the policy. See [Standards of Conduct](#).
- **Title IX:** Federal legislation that protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

## **REGISTRATION**

- **Add/Drop:** A period of time when students can freely change the classes on their schedule to add courses that are still “open” and/or drop courses for which they are already registered without a “W”.
- **Co-requisite:** A class that must be taken in the same semester as another related class. Note: this is different from a pre-requisite (see below).
- **Credit Load:** The total amount of credits a student is registered for in a semester. Note: the maximum number of credits that can be taken per term depend on school of registration.
- **Degree Credits:** Credits earned by taking a course that can be applied toward completion of a degree.
- **Double-Counting/Overlaps:** A class that could count toward more than one requirement. Some majors and minors allow overlaps; others do not. Check with the specific department.
- **Enroll:** To register for courses.
- **ID Card:** This photo ID card serves as the primary form of identity verification throughout the university. It also provides access to many campus facilities.

- **Index #:** A five-digit number assigned to a specific section of a course that is used when registering for classes. Note: Index numbers change each term and do not stay connected to a specific course
- **Leave of Absence and Withdrawal:** In some cases students may need to take a leave of absence (one semester or more) from Rutgers or withdraw from all their classes. In such cases, students are required to submit a completed Leave of Absence/Withdrawal form via the New Brunswick Registrar.
- **NetID:** The username students are assigned and use to log into Rutgers websites. The NetID is part of students' official Rutgers email address: [NetID@scarletmail.rutgers.edu](mailto:NetID@scarletmail.rutgers.edu). All NetIDs are unique and remain the same throughout a student's tenure at Rutgers.
- **Placement Tests:** Tests students take prior to the first semester to determine their preparation and course placement in English, Math and World Language, if required. Transfer students will be advised on whether they are required to take placement tests via their transfer evaluation.
- **Prerequisite:** A class students must pass before taking another related course. Note: it may not be taken at the same time. See co-requisite (above).
- **Prerequisite Override:** Permission granted for an exception in the fulfillment of a prerequisite requirement. Policies and procedures to request a prerequisite override are unique to each school.
- **Readmission:** The process by which a student requests to return to the university after leaving in poor academic standing (e.g. dismissed for low GPA) after achieving good grades at another institution.
- **Reenrollment:** The process by which an undergraduate student returns to the university after leaving in good standing (withdrawal). The re-enrollment application is an online form and must be submitted by the designated deadline for the school of enrollment.
- **RUID/Student ID Number:** The nine-digit Rutgers ID number assigned to each student (XXX-00-XXXX), with 00 always being the fourth and fifth digit. Similar to NetIDs (above), all RUIDs are unique and remain the same throughout a student's tenure at Rutgers.
- **Special Permission Number (SPN):** A six-digit number provided by a professor or department that will allow a student to register for a closed class under special circumstances.
- **Section:** The grouping of students who are enrolled together in a course. A course may have multiple sections that all share the same material.
- **Subject Code:** A subject code comprises the third through fifth digits in all course numbers and indicates the department that offers the course. A list of these subject codes can be found in the [Schedule of Classes](#) for a particular semester.
- **Temporary Grade:** An indicator of "T" such as TB, TC, TD, TF, and TZ is used for all incomplete and temporary grades for undergraduates. Temporary grades are given at the discretion of the instructor when the student has not completed the course work requirements (i.e., major assignments or examinations). Temporary grades become permanent if the work is not completed by the end of the subsequent semester. Temporary grades cannot be lowered unless strict authorization is given from an academic dean of the school offering the course. TZ is assigned when the student is unable to complete coursework due to a verified emergency situation and will convert to an F if not completed.
- **Term Bill:** Rutgers' official billing statement that includes all tuition, fees, financial aid and other credits for a specific term. Term bills can be accessed and paid via the MyRutgers dashboard.
- **Warning Notice:** A notice sent before the ninth week of the semester to identify concerns about academic performance and/or absences which need attention.
- **Withdrawal "W":** A letter notation that appears on a student's transcript when they withdraw from a class after the Add/Drop period; the W is not calculated into the GPA. Reasons for the withdrawal are not included and an individual W is generally viewed without judgement.

## **SCHEDULE/COURSES**

(See Systems/Technology for information about WebReg, Degree Navigator, and Course Schedule Planner)

- **Academic Calendar:** An official, full-year calendar with important dates and deadlines.
- **Accommodations:** Resources provided to students with disabilities documented through the Office of Disability Services.
- **Asynchronous:** An online course modality where a class does not meet at a specific day/time each week. Instead of having a specific day or time listed, these courses will be labeled “Asynchronous content”.
- **By Arrangement:** Courses that are “By Arrangement” will have meetings coordinated by the instructor and the students after registration.
- **Campus:** The physical grounds that make up Rutgers–New Brunswick, of which there are five: Busch, College Avenue, Cook/Douglass, Downtown New Brunswick, and Livingston.
- **Change in Designation Day:** The class schedule for a particular day will be assigned to a new day – often to cover a class missed for a federal holiday; for example, Monday classes on a Wednesday.
- **Course Number:** The number preceding each course title is divided into three parts. The first two digits are the administrative code (standing for a faculty or a school), the next three digits are the subject code, and the final three digits are the course code. (Example: 01:830:101 - SAS:Psychology:General Psychology). Undergraduate course numbers range from 100-400.
- **Cross-listed:** Cross-listed courses are the same course taught under more than one subject number, course number, and index number. It is one course, but some students may be registered under one course number and others under another. The cross-listed courses can be applied identically toward fulfillment of degree requirements. Students cannot receive credits for taking the same course listed under different course numbers.
- **Cross-Registration:** The process of taking one or more courses at one of the other Rutgers campuses, with permission from academic deans from both schools. For example, a Rutgers-NB student taking a course at Rutgers-Newark. Cross-registration is seldom allowed.
- **Degree Requirements:** The components that students must complete as part of their academic program.
- **Elective:** A class students can take that may not be required by a major or minor, and may not meet their schools’ general education requirements. All students must take elective courses to reach the required number of degree credits needed to graduate, as determined by the school. Some majors will refer to courses that are not required, but may be selected to complete the major, as “electives.”
- **Exempt:** Not required to do something other students may have to do. Examples can include being exempt from an exam based on current grades.
- **Final:** An exam or assignment at the end of the semester that is the course culminating assignment.
- **Graduate Student:** A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, for a master's degree, doctorate, or graduate certificate.
- **Hybrid:** A course modality with a significant portion of meetings physically on-campus and in-person, with the balance of the course being asynchronous online.
- **Independent Study:** A course that awards credit for work done outside of the normal classroom setting, often through a research assignment created with a faculty member.
- **Lab/Laboratory:** A room with equipment to learn a foreign language (language lab) or conduct experiments (science lab). The term can also mean a course accompanying another course, or a research environment where a faculty serves as a Principal Investigator and supervises a team of research assistants.
- **Matriculating Student:** A matriculated student is admitted to a degree program and registered for classes specifically to complete a degree.



- **Midterm:** An exam or assignment that is administered about halfway through the semester. Some courses have two midterms, which are held roughly one third and two thirds through the semester.
- **Non-Matriculating Student:** A student who takes courses but is not pursuing a degree. Non-matriculated enrollment allows a student who has already earned a BA/BS to complete courses for admission to graduate or professional programs or for career advancement and personal enrichment.
- **Non-Traditional Student:** An undergraduate student enrolled in a degree granting school who has personal and professional demands on their lives that make it challenging to meet their academic goals. Specific criteria at Rutgers-New Brunswick can be found [here](#).
- **Office Hours:** Designated times for students to meet with professors to discuss material presented in class, ask questions, present concerns, and connect with the professor. Sometimes referred to as Student Support Hours. Information is often included on the syllabus regarding times and location and whether they are drop-in or scheduled.
- **Online Class:** A class format that does not meet in person. (See also: A/Synchronous, Hybrid).
- **Pass/No-Credit:** A grading system in which students receive either a "pass" (P) or "no-credit" (NC) grade, rather than a specific letter grade. A "pass" is earned by getting a "C" or higher in the course. Anything lower earns a "no credit." With the exception of Spring 2020 through Summer 2021, when there was a pandemic-related Pass/No Credit policy in place, Schools limit the number and type of courses students can take for Pass/No Credit.
- **Practicum** (ex. Science and language): A course or related experience that puts theory into practice.
- **Recitation:** A smaller class meeting that supplements the work in a large lecture course; attendance at recitations is required.
- **Respondus:** A remote monitoring/proctoring tool used for taking quizzes via the Learning Management System (Canvas) to increase the integrity of online exams.
- **Schedule:** A list of classes with times and locations that a student takes during a semester.
- **Semester:** The time span that courses are traditionally offered. Fall semester is September to December; spring semester is January to May. Rutgers also offers a Winter and Summer Session.
- **Syllabus:** A document that communicates information about a specific course and outlines faculty expectations, important dates, and assignments.
- **Synchronous:** An online course modality where the class meets at the same designated time weekly, just as an in-person class would. If a course has a day and a time associated with it in the Schedule of Classes and indicates "Online", this means students are expected to participate at those specific times via whatever platform the instructor designates.
- **Turnitin:** A system that reviews written work for similarities, and potential plagiarism, with other content in the Turnitin database. This is often used with assignments submitted via a learning management system (LMS) such as Canvas.

## **STAFFING**

- **Academic Advisor:** Usually part of a school-level advising office or department/program, academic advisors assist students in developing and implementing individualized academic paths and help students to understand their options, determine resources and, when necessary, identify alternatives.
- **Academic Dean:** A university employee who provides advising and oversight of academic policies and procedures at a specific Rutgers school.
- **Career Advisor:** Centrally located within Career Exploration and Success and some individual schools, career advisors help students discover their interests, explore career pathways, develop experiences, and pursue post-graduation goals.
- **Chair (Department):** A member of the faculty who also has administrative responsibilities for the academic department.

- **Chancellor:** The executive head of the university, responsible for fulfilling the university's mission; Rutgers has four campus-specific chancellors who oversee Camden, Newark, New Brunswick, and the Biomedical and Health Sciences. The chancellors each report to the University president and are part of the president's executive team.
- **Dean of Students -Student Support:** New Brunswick-wide office that helps students with services and strategies to navigate Rutgers when personal issues are affecting academic performance and progress.
- **Dean of the School:** Person responsible for overseeing all academic departments within the school, including the faculty, graduate and undergraduate programs, school budget, and student services.
- **Faculty Member:** Academic personnel with responsibilities for teaching, research and service.
- **Graduate Assistant (GA):** A person who serves in a support role (assistantship) at a university while completing graduate or post-graduate education.
- **Hall Director:** Staff member responsible for the management of a particular residence hall on campus.
- **Instructor:** A general term for the person in charge of a class also sometimes referred to as professor. Students are encouraged to inquire how instructors prefer to be addressed and include this in communications, ex. Dear Professor \_\_\_\_.
- **Learning Assistant (LA):** A student (usually an undergraduate) who works directly with professors to assist in a class and serve as supplemental support for other students.
- **President:** The chief executive officer for the entire university with responsibilities for all strategic operations and policies set forth by the governing boards.
- **Professor:** The formal title given to members of the faculty. It is sometimes used as a general term for the person in charge of a class. Students are encouraged to inquire how instructors prefer to be addressed and include this in communications, ex. Dear Professor \_\_\_\_.
- **Provost:** The senior academic officer of a college or university who typically oversees all academic policies and curriculum-related matters.
- **Registrar:** The custodian of student academic records, supporting registration, transcripts, changes in residency and graduation information.
- **Research Assistant (RA):** An undergraduate or graduate student who has a specific role conducting research with a member of the faculty.
- **Resident/Apartment Assistant (RA/AA):** A student responsible for supervising and supporting other students in a specific residence hall or apartments.
- **Student Services Advisor:** Staff member at the One Stop Student Services Center available to assist students with questions regarding financial aid, student accounts, and registration
- **Teaching Assistant (TA):** A student (usually a graduate student) who works directly with professors to teach a class and serve as supplemental support for other students.
- **Undergraduate Director:** A faculty member within a department who is responsible for oversight and coordination of undergraduate courses, advising, and concerns.

## **SYSTEMS/ TECHNOLOGY**

- **Canvas:** A learning management system (LMS) students use for their classes where they can view course information and submit assignments; access Canvas at [canvas.rutgers.edu](https://canvas.rutgers.edu).
- **Course Schedule Planner (CSP):** A system that students can use to create a variety of possible schedules in preparation for registration; access CSP at [sims.rutgers.edu/csp](https://sims.rutgers.edu/csp).
- **Email (Rutgers Official):** The Rutgers Official Email Service for students is ScarletMail. This can be accessed on myRutgers. School of Nursing students' email can be accessed through Rutgers Connect. To manage your email configuration, go to [netid.rutgers.edu](https://netid.rutgers.edu).
- **Degree Navigator:** The degree audit system that undergraduate students use to view their degree requirements and progress to graduation; access at [nbdn.rutgers.edu](https://nbdn.rutgers.edu).

- **Duo:** Two-step login with Duo, also known as two-factor authentication, helps protect your account by adding an extra layer of security beyond your password.
- **[Handshake](#) (or Rutgers Handshake):** A platform for all things related to career exploration and success. Can be used to access job and internship listings, schedule appointments with career advisors, access exclusive online resources, register for programs and recruiting events, and more.
- **Learning Management System (LMS):** Website where students can view their course requirements. The most common example of LMS at Rutgers is Canvas.
- **Modules:** Groups of lessons and materials that may pertain to a certain subject. Professors may use modules in Canvas to organize course content chronologically/by week or course meeting.
- **[myRutgers](#):** A dashboard where students can view most of their important personal information including academics, financial, email, and technology help.
- **myGuest access:** An online platform for students to authorize a guest (parent, guardian, etc.) access to view information such as registration, financial aid awards, and term bills on their behalf. Students may also make arrangements for a guest to have access to Dean of Students, Judicial Affairs, and Residence Life information (available on the myRutgers dashboard).
- **[One Stop Weekly](#):** E-newsletter distributed every Tuesday during the semester which contains timely academic and non-academic student information.
- **[Passio Go](#):** An app that shows real time tracking of the campus buses, including all different routes, and estimated wait times.
- **RAMS - Rutgers Automated Mass-mailing System:** The official email distribution to all students, faculty, and staff. Students should check spam filters and settings to make sure they receive these official communications that often include policy notices and deadlines.
- **RUHere:** Required confirmation process for attendance each semester. Students will receive a “pop-up” message when they log-in to any university system with their NetID. Students must participate by the deadline or classes and financial aid will be cancelled.
- **Rutgers NB:** An app that consolidates Rutgers New Brunswick events, news, and campus services.
- **[Scarlet Hub](#):** Provides student information regarding financial aid, registration, records, admissions, and upcoming deadlines.
- **Schedule of Classes:** Online listing of all of the courses offered in a particular semester. Students can look at the current semester as well as upcoming and previous semesters.
- **Student Self-Reported Absence Application:** Students should report an absence from class by using this resource: [Student Self-Reporting Absence Application | Rutgers University](#). Instructors will be notified.
- **[Webreg](#):** Online system that students use to register for and change classes

## **Rutgers Lingo: Commonly Used Acronyms and Terms**

- **AACC:** Asian American Cultural Center
- **ARESTY:** Aresty Research Center, often used generically as a reference for all research at Rutgers Named for the family who established the fund to support undergraduate research.
- **BYRNE:** Byrne First-Year Seminars, often used generically for all first-year seminars. Named for the family who established the fund to support this first-year seminar series.
- **CAC:** College Avenue Campus
- **CAPS:** Counseling, ADAP (Alcohol and other Drug Assistance Programs) and Psychiatric Services
- **CES:** Career Exploration & Success
- **CLAC:** Center for Latino Arts and Culture
- **DICE:** Division of Diversity, Inclusion and Community Engagement
- **DM:** Dance Marathon (also RUDM)

- **DOS:** Dean of Students, also referred to as Dean of Students-Student Support
- **DOTS:** Department of Transportation Services (Buses and Parking)
- **DRC:** Douglass Residential College
- **EOF:** Educational Opportunity Fund
- **EJBPPP:** Edward J. Bloustein School of Planning and Public Policy
- **EMSOP:** Ernest Mario School of Pharmacy
- **FIGS:** First-Year Interest Group Seminars
- **HOPE:** Health, Outreach, Promotion and Education
- **IAM:** Identity and Access Management
- **IRB:** Institutional Review Board
- **IRT:** Interdisciplinary Research Team
- **ISSS:** International Student and Scholar Services
- **LIVI:** Livingston Campus
- **MGSA:** Mason Gross School of the Arts
- **ODS:** Office of Disability Services
- **OFA:** Office of Financial Aid
- **OFSA:** Office of Fraternity and Sorority Affairs
- **OIT:** Office of Information Technology
- **OSC:** Office of Student Conduct
- **OUE:** Office of Undergraduate Education
- **OTEAR:** Office of Teaching Evaluation and Assessment Research
- **PRCC:** Paul Robeson Cultural Center
- **RAMS:** Rutgers Automated Mass-mailing System
- **RBS:** Rutgers Business School
- **RBHS:** Rutgers Biomedical and Health Sciences
- **RHA:** Residence Hall Association
- **RSH:** Rutgers Student Health
- **RU-NB:** Rutgers University-New Brunswick
- **RUPA:** Rutgers University Programming Association
- **RUPD:** Rutgers University Police Department
- **RUSA:** Rutgers University Student Assembly
- **SAC:** Student Activities Center (College Avenue)
- **SAS:** School of Arts and Sciences
- **SJE and LGBT:** Center for Social Justice Education and LGBT Communities
- **SC&I:** School of Communication and Information
- **SEBS:** School of Environmental and Biological Sciences
- **SIRS:** Student Instructional Rating Survey
- **SOE:** School of Engineering
- **SON:** School of Nursing
- **SMLR:** School of Management and Labor Relations
- **VCSA:** Vice Chancellor for Student Affairs
- **VPUE:** Vice Provost for Undergraduate Education
- **VPVA:** Violence Prevention and Victim Assistance