

QUESTIONS AND ANSWERS (Q&A)

Below are a series of answers to questions and information on various topics that may make your life and transition easier to Rutgers Bloustein School. As always, feel free to reach out to any of the staff to help.

Athletic Facilities. Athletic facilities are available on each campus. You need a valid Rutgers ID to use these facilities. The nearest facilities to our building are the Easton Avenue Gym (a.k.a. Rutgers Fitness Center) or the fitness center at the Cook Douglass Recreation Center. All University athletic facilities require a valid RUID card for entry. They also require that you first pass a fitness test (a.k.a. Fit Check) before you can use any cardiovascular equipment. There is a small fee.

Bicycle Racks. All students should explore green alternatives in their commute to the School. The Bloustein School has bike racks available for student use located by the front and back entrances of the building, as well as in the covered deck below. Please provide your own bicycle locks.

Campus Buses. The Bloustein School is located in the Civic Square Building on the College Avenue Campus. The EE bus route services our building. Bus routes and schedules can be found on-line at <http://parktran.rutgers.edu>.

Career Development. There is support to graduate, matriculating degree students with respect to career development. Resume, cover letter, job and internship search support services are available. Several career sessions are held throughout the year to provide guidance, as well as individualized student support. Please see <http://bloustein.rutgers.edu/careers/>. For more information or feel free to contact our Career Development Specialist, Andrea Garrido (Andrea.Garrido@rutgers.edu) or at (848) 932-2987 – her office is on the 1st floor in room 184 in the student services suite) she supports students in our MPP, MPAP, MCRP, MCRS and MPI programs. Cheryl Egan (cheryl.egan@rutgers.edu) or at (848) 932-2724- her office is on the 1st floor in room 184, she supports students in the MHA program.

Computer Labs. The computer labs in the Civic Square Building require a separate account for access. Accounts are automatically created for the vast majority of incoming students. There is a video presentation on graduate IT support services **available on the new student orientation site**, which reviews all services available as well as the establishment of student accounts.

E-mail Accounts and NetID. All incoming students are required to activate their NetIDs and that can be done at <http://netid.rutgers.edu>. During the process, students will also obtain a Scarletmail account, which is the current email account provided by the University to students.

More information visit <https://bloustein.rutgers.edu/students/orientation/>

Health Insurance. New Jersey law (N.J.S.A. 18A:62-15) requires that every person enrolled as a full-time student in a public or private institution of higher education maintain adequate health insurance coverage. Full-time Rutgers students are required to show proof of insurance coverage. Students must either waive (show proof of private health insurance) or will be enrolled in the University-sponsored Student Health Insurance Plan. Hard waiver details and online forms can be found at <http://www.universityhealthplans.com>. The link will also be available on the student's tuition bill. Full-time students who do not show proof of adequate health insurance will be automatically enrolled in the University-sponsored Student Health Insurance Plan and the premium will be added to the student's bill. Students with private health insurance and part-time students may voluntarily enroll in a University-sponsored Student Health Insurance Plan. Please visit <http://www.universityhealthplans.com> for details on plans and how to enroll.

Health insurance, student or private, is separate from Health Services on campus. For Health Services on campus using one of Rutgers medical or care offices, please visit <http://health.rutgers.edu/about-us/hours-locations/> for more information. **To schedule an appointment call: 848-932-7402.**

Human Subjects Certification. All Bloustein School graduate students must be certified in human subjects protection. Whether you work on data associated with surveys, or take a course that studies the same, this certification will enable you to be a part of that grant project or classroom experience now or in the future. There is a process for this outlined on the orientation portal site that you will need to follow to become compliant, if you have plans of doing research work in class or through our research centers during your time at the school.

Housing. Rutgers has offices for both on-campus and off-campus housing. Their contact information is as follows:

Graduate Housing Office – Phone: (848) 445-2561

<http://ruoncampus.rutgers.edu/graduate-student-housing/>

Off-Campus Living and Community Partnerships Office- - Phone: (848) 932-5500

<http://ruoffcampus.rutgers.edu/>

Many students find their own housing off-campus during their second year. Some students live nearby in New Brunswick, Highland Park, East Brunswick, or Franklin Township, while others commute to school from Hoboken, Jersey City, Newark, Trenton, Princeton, etc. Be prepared for the relatively high costs of housing characteristic of the greater New York Metropolitan Area. Realtors may charge up to a 15% fee over and above the security deposit, and first and last month's rent.

More information visit <https://bloustein.rutgers.edu/students/orientation/>

ID Cards. There is no charge to obtain your first Rutgers student ID card, also known as the RUID card. However, you are required to be registered for at least one course in the fall in order to receive your ID card. Aside from serving as your student ID, the RU ID card is used to take out books from the library, doubles as your meal card at the dining halls, serves as your access key card to get into the Bloustein School and computer labs. To obtain an ID card, visit <http://iam-ipo.rutgers.edu/photosub.php> and follow the process outlined by Identity and Access Management.

Library Information Session. The Bloustein School has arranged to have University Librarian, Dr. Karen Hartman, provide our students with a prerecorded video presentation for our new **Masters and Ph.D. students**. This session was designed to help introduce you to the resources of the Rutgers Library System. **You can view this video on the new orientation website.**

Lockers. Lockers are available on a first-come, first-serve basis in the student lounge on the second floor of the Bloustein School. There are not enough to provide to all students. The lockers have a key assigned to each one. A locker assignment form will need to be filled out and submitted to Marie O'Brien (room 192). Marie has office hours on Monday through Friday from 9am to 4pm. If keys are not returned at the end of your academic year, a charge of \$95 will be assessed to your student account. Each end of June, the lockers are cleared out so you will need to remove your materials by then. Ms. O'Brien will keep a wait list for those interested but not able to obtain a locker during their initial semester.

Mailboxes. Student mailboxes are located on the second floor in the student lounge and are used only for school-related correspondence. You are encouraged to check your mailbox regularly for notes from faculty, peers, administrative announcements about graduation, your program requirements, etc. All personal mail must be sent to your home address and not be sent to the school. In addition, the email address you provide to the school will be used to circulate important announcements in a timely fashion through the school's list serve. **Please do not leave items in mailboxes as a storage area as there are periodic cleanings of these facilities.**

Mass Transit. The Bloustein School is a 5-10 minute walk from the New Brunswick Train station. Monthly discount student passes are available for NJ Transit, the state's mass transit train system. You have to pick up the certification form at the NJ Transit ticket counter. Then you must bring it to the Graduate Registrar's office (620 George Street in New Brunswick) to have them certify you are an enrolled student. The discount is 25% off the regular price for a monthly commuter pass. Alternatively, student discount rail tickets may be purchased one-month in advance via this web link:

<http://rudots.rutgers.edu/discount.shtml>

NJ Residency. Establishing NJ residency may reduce your tuition bill. Proof of residency may include employment in NJ (verified by a NJ W-2), a NJ license and motor vehicle registration and/or voter registration. Contact the State Motor Vehicle Department at (609) 292-6500 to find out the location of the nearest license bureau. Voter registration is done at the Middlesex County Clerk's office. To declare residency, fill out the residency analysis form available at the Graduate Registrar's office. Additional info is available via the University Registrar's site as well: <http://nbregistrar.rutgers.edu/grad/residency.htm>. All questions regarding NJ residency after a student is enrolled must be directed to the Registrar at (848) 445-7000.

Parking. Parking for students is available throughout the city, by either parking curbside, metered, or in a municipal parking garage. During weekday evenings, students are able to park in the deck underneath the Bloustein School - but will need to register their vehicle to do so. During the day, there is parking available at the New Street Parking Deck, located on the corner of New Street and Joyce Kilmer Avenue, approximately 1 block from the school and the Rockoff Hall / Morris Street parking garage located at the corner of New and George Streets. These parking decks are hourly rated and options for the daytime hours. Finally, there is commuter and on-campus student parking, and for this, you should contact the University Parking Office for semester student rates. You can apply for all your parking permits only AFTER you have registered for one or more classes. Visit <http://parktran.rutgers.edu> for more information. If you purchase a parking pass for evening and night parking at the Civic Square building you will need to email Patricia Highland at patricia.highland@rutgers.edu to have your RUID card activated with your parking permit. Please provide her your name, RUID number, and information about the permit you purchased.

Students who are only going to be driving to the School once or twice a week may be better fiscally served by simply paying the hourly parking fee at one of the nearby parking decks.

More information visit <https://bloustein.rutgers.edu/students/orientation/>

Registration. You can and should register for classes in person at the Graduate Registrar's Office, in the Administrative Services Building on Busch campus or via the web (<http://webreg.rutgers.edu>). New students are recommended to register for one or two of their required core courses over the summer so you gain access to appropriate University services. A NetID is required to register for classes on-line. A list of required core courses for your academic program can be found in the orientation portal online. You can change your registration (add or drop courses as needed) after you talk with your academic advisor over the summer, or throughout the entire first week of the semester, without penalty. Registration changes made after the first week of school may involve a late fee penalty. Changing your registration is done via the web or in person at the Registrar's Office. Tuition and fees are due after registration and you will receive a term bill due. <https://studentabc.rutgers.edu/> It is only after you have registered for one or more classes that you are able to sign up for computer accounts (email), receive your RUConnection / ID card and receive access to a parking permits.

Student Lounge (Second Floor). The 2nd Floor Student Lounge is the main area set aside for Bloustein graduate students. Equipped with a small kitchenette, cable television and generous seating, the Student Lounge is a common venue for study breaks and group meetings. Student mailboxes are located in the 2nd Floor Student Lounge as well. Students are requested to be considerate of others when using the kitchenette and other facilities in this shared space. All food should be consumed in this space and as a reminder no food is allowed in computing labs or TA/GA offices. At the end of every month all food, containers and materials within the refrigerator are cleaned out. Posted dates of these cleanouts will be on the refrigerator door. In addition, please do not store medications in the student lounge refrigerator for health reasons.

Student Services. On the first floor is the Office of Student and Academic Services, featuring a one-stop-shop for support services, advising, career development, financial, registration and other matters. For questions about student services matters please contact your first point of contact Assistant Director for Graduate Student Services Courtney Culler at 848-932-2727, email at courtney.culler@rutgers.edu or stop by her office in room 183. For information on financial aid, academic standing and special disabilities accommodations, etc., please contact Assistant Dean Steve Weston. His office is located in room 190. He may also be reached via email at sdweston@rutgers.edu or via phone at 848-932-2728.

University Calendar. Please note that the University's academic calendar that lists all breaks, observed holidays, exam periods, registration add-drop deadlines, etc. is on-line at <http://scheduling.rutgers.edu/calendar.shtml>