SPRING 2015 ADVISEMENT & REGISTRATION INSTRUCTIONS

Spring 2015 Course Schedule is available October 20, 2014 - http://sis.rutgers.edu/soc/

EFFECTIVE FALL 2014 - The name of the major has changed to Public and Nonprofit Administration (837).

Academic Advisement for Spring 2015 begins
Friday, October 24, – Friday, October 31, 1, 2014 (APPOINTMENTS ONLY)
M-F – 9:00am – 4:00pm

- Students MUST schedule an appointment in person, via email or telephone with Ms. Pooja Gupta at pooja.gupta@rutgers.edu or telephone: - (973) 353 – 3709
- Students MUST REVIEW the Online Schedule of Classes before appointment - http://sis.rutgers.edu/soc/
- Course selection MUST be completed before appointment – Check Degree Navigator for missing requirements - http://dn.rutgers.edu
- Bring completed advisement forms to your appointment. You will not be seen w/o completed form.
- APPOINTMENTS can be IN-PERSON, EMAIL, or TELEPHONE

WEB Registration (WEBREG) System
- Begins Sunday, November 2, - November 7, 2014 – Initial Registration (REGISTER EARLY)
- Website: http://webreg.rutgers.edu WEBREG Hours of Availability: 6:30 am – 12:00 midnight
- Advisement/Registration Instructions: http://registrar.rutgers.edu/NW/SPAA_Grad_Instr.html
- Students can utilize the WEBREG system, if GPA is 2.000 or higher. If not, you must obtain a signature.

Completing Internship Requirements:
DEADLINE DATE for SPRING 2015 Internship Contracts – DECEMBER 1, 2014
If you planning to complete an internship during spring 2015, complete the following procedures:
- Secure an internship placement with organization or agency
- Complete and submit entire contract to Asst. Dean for Undergraduate Programs by 12/1/2014
- Activate and update RaiderNet account in CDC - http://www.ncas.rutgers.edu/cdc
- Receive special permission number (SPN) to register for internship and seminar course
- Students MUST attend seminar course in same semester completing internship

BA/MPA Candidates:
- Must obtain signature from Assistant Dean for Undergraduate Programs, before receiving SP numbers for graduate courses
- Students can register up to 18 graduate credits (6 courses) during the last 2 semesters of their undergraduate degree
- Students must complete official MPA admission application with all required documents upon completion of 15-18 graduate credits.
- All BA/MPA inquiries and/or concerns should be directed to the Asst. Dean for UG Programs.

The last day to WITHDRAW from a course for the Fall 2014 semester is November 3, 2014.
Registration schedule for all Undergraduate students who are eligible to register into Spring 2015 courses is as follows:

- For students with 105 or more degree credits - Sunday, Nov. 2 (10:00pm – 12:00 am)
- For students with 105 or more degree credits - Monday, Nov. 3
- For students with 90 or more degree credits - Tuesday, Nov. 4
- For students with 75 or more degree credits - Wednesday, Nov. 5
- For students with 60 or more degree credits - Thursday, Nov. 6
- For All eligible students ------------------------ Friday, Nov. 7, 2014