

New Students

Global Urban Studies (GUS)

June 21, 2016

Hi New Students,

Our program is amazing for so many reasons, one main reason is that it is interdisciplinary. I am sure that the interdisciplinary nature is one of the reasons that drew you to this program as well. As you know, the three tracks in Urban System are GUS (Rutgers), Urban Health (RBHS), and Urban Planning (NJIT). Although Rutgers and RBHS have merged schools, many of their computer systems are still separate. Unfortunately, all three academic tracks have individual emails, school portal for grades, and course portal for classwork. For many of the administrative matters, such as ID, Housing, Parking, you will directly go through Rutgers.

One of my biggest frustrations was that this information was not located in one concise place so I did a lot of roaming on all three campuses the first few weeks of last Fall. I wanted to make it a bit easier on you, so I have broken down sections below where you can find many of the necessary information. Of course, if you have any other questions, please feel free to get in contact with me.

I hope this information proves to be helpful for you next year. Please reach out to me if you have any further questions about the program or the three campuses.

Congratulations and welcome to **GUS**!

Heather See

Doctoral Student, Urban Systems Joint Ph.D. Program

Graduate Assistant, Global Urban Studies

Important Buildings to Know

Building	What's there?	Address
Hill Hall	GUS Department	360 Martin Luther King Jr. Blvd
Conklin Hall	Graduate Dean's Office	175 University Avenue
Bradley Hall	Urban Health Department	110 Warren Street
Blumenthal Hall	Student Services	249 University Avenue
Dana Library (Rutgers)	Computer Lab/Study Rooms	185 University Avenue
Robeson Student Center (Rutgers)	Food/Starbucks/Student Orgs	350 Martin Luther King Jr. Blvd
Ackerson Hall	Urban Health Department	180 University Avenue
Smith Library (RBHS)	Computer Lab/Study Rooms	30 Twelfth Avenue
Weston Hall Architecture (NJIT)	Urban Planning Department	345 Martin Luther King Jr. Blvd
NJIT Student Center	Food/Bookstore/Student Orgs	150 Bleeker Street

Email

All three tracks have different emails and depending on what course you are in is where the professor emails you. Rutgers and NJIT emails can be added to your smart phone, the RBHS email does not have that capability at this time.

** Please note that Rutgers and RBHS passwords will only need to be changed one time a year, however, NJIT asks to change your password every 90 days—the good thing is you can use previous passwords. I try to switch between two so I can remember them easier. **

Course Portal

All three tracks also have different portals for courses. Depending where you take a course is what portal you will log into to retrieve PDF's, submit coursework, and participate in class forums.

Rutgers: Blackboard

NJIT: Moodle

RBHS: E-college

The screenshots below indicate where to locate each of these three portals and emails.

Rutgers: www.newark.rutgers.edu

The screenshot shows the Rutgers University Newark website. At the top, a navigation bar includes links for UNIVERSITYWIDE, NEW BRUNSWICK, CAMDEN, and RBHS. Below this, a red banner features the Rutgers University Newark logo and a quote from Lawrence R. Codey. A search bar is located on the left. The main content area includes a large image of a woman playing a saxophone, with text overlays: "All-Female Jazz residency to take place at RU-Newark" and "Two receive prestigious University Professorship". A sidebar on the left lists various university services like "APPLY NOW" and "SCHOOLS AND COLLEGES". At the bottom, there are sections for "ABOUT CHANCELLOR CANTOR", "RU-N AS ANCHOR INSTITUTION", "FEATURED EVENTS" (including JUL STO AUG 5), and "ACADEMIC CALENDAR" (Mon. Jul. 4: Independence Day).

Annotations: A box labeled "Portal" with an arrow points to the "MYRUTGERS" link in the navigation bar. A box labeled "Email" with an arrow points to the "SCARLEMAIL" link in the navigation bar.

NJIT: www.njit.edu

The screenshot shows the NJIT website. The top navigation bar includes links for MyNJIT, Apply Now, Support NJIT, Calendar, Directory, and Search. Below this, a red banner features the NJIT logo and the text "Information for: Students | Faculty & Staff | Alumni | Adults | Prospective Students". A main content area includes a large image of a man in a hard hat, with text overlays: "Four-Star Power" and "From ROTC to the Pentagon, the High-Flying Career of Gen. Ellen Pawlikowski". A sidebar on the right shows a photo of two men in military uniforms. At the bottom, there is a "Connect with us" section with social media icons and a tweet from NJIT Grad Marino Duran.

Annotation: A box labeled "Portal and Email" with an arrow points to the "MyNJIT" link in the navigation bar.

RBHS: www.nursing.rutgers.edu

myRutgers
CONCERT/CHART
Faculty Archive
Research Gate
Sakai

Portal and Email

Grades and Registration – MyRutgers

Your grades will be posted on Rutgers My Rutgers portal. The grades from Rutgers and RBHS courses post quickly, however the NJIT courses can post up to a week late. You can check your NJIT grades earlier through their portal (MyNJIT). Please be aware that you should not do anything else through the NJIT portal.

You will register for all your courses at Rutgers and RBHS through your MyRutgers portal. If you need to register for a course at NJIT, you will do this through paperwork with our administrator. Your courses on MyRutgers will appear immediately, the course from NJIT can take up to two weeks to post on your MyRutgers. Don't sign up for classes late!!

Tuition Remission

Tuition Remission is probably one of the most frustrating bureaucratic parts of each semester. Once your courses and your tuition and fees are posted, you should start the paperwork for your tuition remission. Your tuition and fees will be posted here: <https://finservices.rutgers.edu/otb/> .

The steps to having your tuition remission are:

1. Print out your term bill
2. Fill out the Tuition remission form (<http://gsn.newark.rutgers.edu/sites/default/files/rt-100-ga-ta.pdf>)
3. Bring both items to Adriana Afonso in the Graduate School for signature (Conklin Hall 2nd Floor)
4. Walk your signed items to Blumenthal Hall 3rd floor Student Accounting

After you complete all of these steps, it can still take a few weeks for your tuition remission to post. More times than not, it takes so long that a late fee is added to your student account. Do not be alarmed, you are not required to pay this simply email Adriana (aafonso@andromeda.rutgers.edu) and let her know you have a late fee on your account, she will work with student accounting to have it removed.

Financial Aid

If you have to take out a loan to cover other expenses you will consult Financial Aid on the third floor of Blumenthal Hall. For domestic students, please note that any graduate loan you receive is unsubsidized and accrue interest beginning the first day. I had to take out a loan my first year, I am trying to avoid that this year by finding cheaper housing. Unfortunately I am unable to give you more information than that, it is best to speak with a Financial Aid Counselor in Blumenthal directly about your personal needs and what you qualify for.

Housing

Graduate Housing is available in 15 Washington, a building that just opened Fall 2015. 15 Washington has studios, two bedrooms, three bedrooms, or four bedroom apartments and come furnished. You can only rent one room, not an entire apartment to yourself.

Family Housing is available in two locations, 29 James Street and 77 Bleeker Street. Family housing has studios and one bedroom options, these come unfurnished.

Prices for both housing options are comparable with the area. You can find current pricing information on the Housing website (<http://housing.newark.rutgers.edu/>). The two best contacts are Victoria Rowlands (victoria.rowlands@rutgers.edu) and Ayat Ibrahim (aei3@andromeda.rutgers.edu) if you have any issues with registering for housing. Additionally, if you need to move in early, Victoria or Ayat will be able to assist you.

There are pro's and con's to living on campus. The biggest two pro's are that everything is included in rent, and the proximity to campus. For me, the biggest con was room checks monthly. Every floor has a

Resident Assistant and part of their job responsibilities include entering your room to check for safety- this includes removing any objects that are not permitted.

Parking

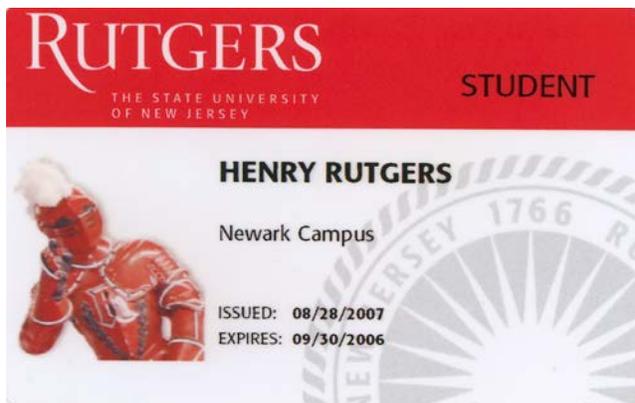
TA/GA parking is available for a reduced rate for the entire calendar year. Commuter parking is less than \$50 for the entire year, BUT, this parking is available after 3pm. This means that when you arrive to campus for work earlier than 3pm, you must street park and pay meters and move your car after 3pm (the option I have been using), or you could pay a few hundred dollars for student parking in one of the garages.

For students living on campus, I am unsure of the reduced cost of parking as I did not have my car here the first year, but be sure to tell parking that you are a TA/GA because you are eligible for a steep discount in the parking garages which

Student ID's

During TA/GA Orientation you will have time to get your Student ID. Student ID's can only be retrieved in person on the third floor of Blumenthal Hall (249 University Avenue, Newark, NJ 07102). You will be asked to take a picture and have a state ID /passport and your RUID number with you for identification. This is a Rutgers ID and will be used at Rutgers and RBHS for printing and access to the buildings.

Rutgers ID:



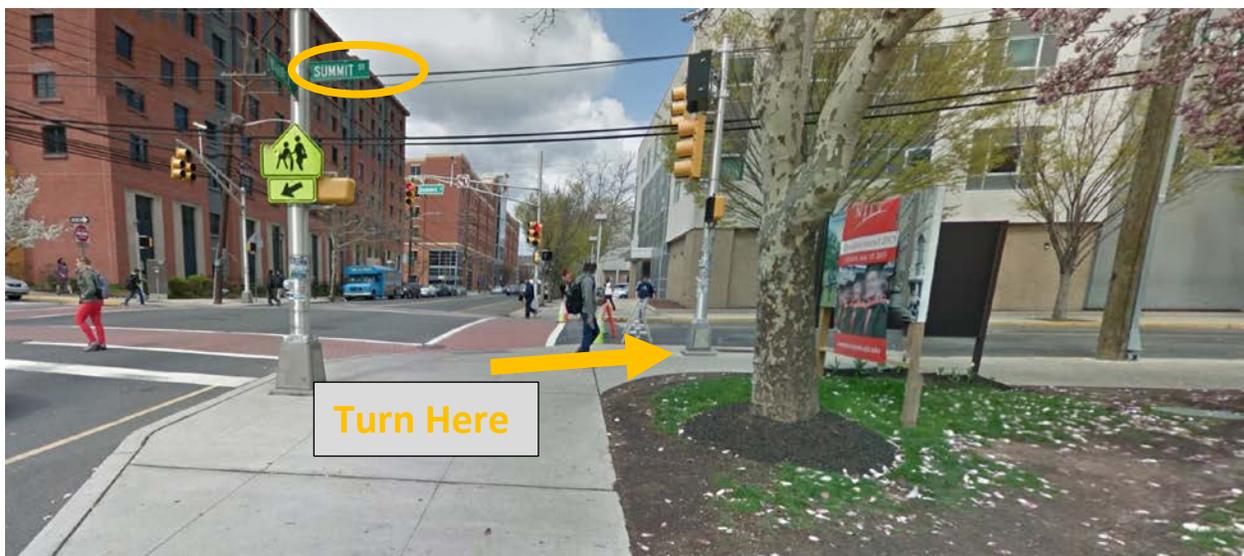
Check what your ID says under Newark Campus, it should say Graduate Student. If it says anything else, let Jamie Lew and/or Mara Sidney know, they will contact Student Services to have that fixed for you.

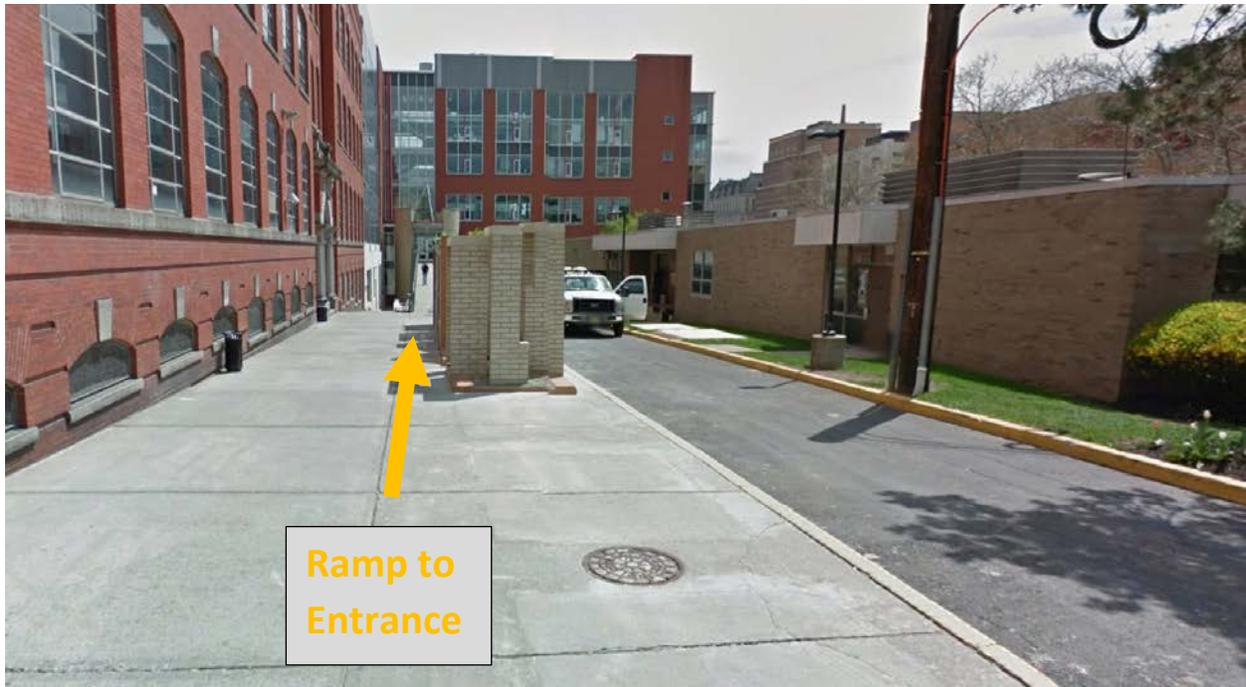
NJIT will not issue us student ID's. You can still access their student center, bookstore, and library during normal operating hours. Your Rutgers ID will not gain you access to any of the NJIT buildings. To enter and exit all NJIT buildings someone with a NJIT student ID must swipe you out. The only exception is the Architecture Building (Weston) where all of our Urban Systems courses are held, there is one door that does not require you to swipe in and out. To access this door you will walk up Warren Street and take a

right on Summit Street (this street is a campus street and is blocked off to vehicle traffic), on your right you will see a large ramp which leads to the door you should access this building on.

The Weston building is directly across MLK from Hill Hall (where your office is for your TA/GA position).

see googlemap images below





Printing

Since you have a Rutgers ID, you can print in any building with computer labs on the Rutgers or RBHS campus. You have 500 pages, per school, per semester. I have never ran out of printing paper. The two locations I use to print most frequently are the Dana Library (Rutgers), and the Ackerson Building (RBHS) computer labs, even during finals you can find a computer to print from in both of these locations.

You cannot print at NJIT, be sure to take care of all your printing prior to walking to campus. There is a computer lab on the first floor of Hill Hall if you need to print something prior to class, but that computer lab is small and can be quite busy.

Graduate Lounges

My favorite graduate lounge is located at RBHS on the third floor of the Ackerson Building. There is a large atrium with many places to sit and study, wifi, and access to a kitchen and private graduate computer lab. The Ackerson Lounge can be accessed 24 hours a day (Dr. Sabrina Chase will grant you access after you get your Rutgers ID). After hours, the atrium/lounge can only be accessed by graduate students- this makes it a quiet place to study. It is especially great for writing groups during finals time- you will find me and my study group there during finals. Since food is allowed, we potluck and stay in the lounge for hours.

There is a new graduate lounge in Hill Hall on the 6th floor, there is a coffee maker, refrigerator, and tables to study. This is a new space and not used a lot, so take advantage of it before it becomes popular!