

Undergraduate Advising Syllabus

MISSION STATEMENT

Recognizing that academic advising is integral to the achievement of the mission and goals of Rutgers School of Criminal Justice, the Office of Academic Programs and Student Services--in partnership with students, faculty and administration-- is committed and providing exceptional academic advising experiences that assist students in reaching their educational and career goals.

GOALS

To achieve this mission, Office of Academic Programs and Student Services has established the following goals:

The Office of Academic Programs and Student Services will:

- 1) Ensure that students have access to knowledgeable and informed advisors who demonstrate professionalism and respect.
- 2) Collaborate with students on the development and implementation of academic plans and educational experiences.
- 3) Provide accurate and timely information about degree requirements and institutional policies and procedures so that students can select the appropriate courses.
- 4) Evaluate and monitor student academic progress.
- 5) Inform and refer students to educational and institutional resources and services (e.g. internships, study abroad, honors programs, and research opportunities).
- 6) Promote student responsibility in defining and achieving their educational goals.

STUDENT LEARNING OUTCOMES

All SCJ students are expected, with the assistance of their advisor, to attain the knowledge, skills and abilities to make their experiences at Rutgers School of Criminal Justice meaningful and productive. SCJ students are expected to:

- 1) Describe the development and functions of major criminal justice institutions (e.g., police, courts,

corrections, and juvenile justice), the activities of actors within these institutions, and how they relate to one another as well as the broader social, political, and economic world.

2) Describe the mechanisms, correlates, theoretical underpinnings, and situational contexts of crime, criminal behavior and opportunity, and techniques for prevention and treatment.

3) Apply and analyze theories related to the policies and practices of the criminal justice system and its major institutions.

4) Demonstrate the ability to gather, explain, and apply empirical research in the field of criminal justice.

5) Obtain a comprehensive knowledge about the process of conducting criminal justice research, and develop the skills to conduct criminal justice research with appropriate methodologies.

ACADEMIC ADVISING OVERVIEW

The Office of Academic Programs and Student Services (APSS) is the primary academic services office for students enrolled in the School of Criminal Justice. The essential function of APSS is to assist students with achieving their academic goals through academic advisement, transfer credit evaluations, graduation certification and referral to appropriate resources when necessary. Meeting regularly with an academic advisor in APSS is an essential component of a student's collegiate career to ensure a timely and successful degree completion.

Academic Advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

ADVISOR RESPONSIBILITIES	STUDENT RESPONSIBILITIES
Provide academic support by assisting students with academic planning, course selection, and clarifying graduation requirements, policies, and procedures.	Seek advisement regularly by scheduling appointments to develop, discuss, assess, and revise short and long term academic and career goals.
Collaborate with other University offices to facilitate comprehensive student support and provide referrals to appropriate campus resources.	Arrive prepared for advisement appointments.
Maintain confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA).	Use academic tools, programs, and campus resources such as Degree Navigator, Course Schedule Planner, RUN 4 Success, the University academic calendar, professors' office hours, workshops and tutoring.

<p>Monitor and review academic progress and discuss alignment with students' goals and plans.</p> <p>Clarify and uphold academic policies and procedures.</p> <p>Be accessible to address students' concerns and questions.</p>	<p>Become knowledgeable of programs, policies, and procedures by familiarizing yourself with the college catalog, University websites and through academic advisement.</p> <p>Adhere to University policies and deadlines.</p> <p>Stay informed! Check your Rutgers email (daily), APSS social media (Twitter and Instagram) and the University academic calendar.</p>
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HOW DO I CONTACT AN ADVISOR?

1. Scheduling an appointment

Appointments are the primary means for meeting with an advisor. Appointments are scheduled for 30 minutes and must be scheduled in advance. Appointments are available every weekday, except Wednesdays (See Walk-in appointments below). Make an appointment by logging to [RUN 4 Success](#).

2. Walk-in Advising

Every Wednesday (Walk-in Wednesdays) students are permitted to walk into APSS without an appointment. Students are seen on a first come, first served basis. If your question requires more than a 15 minute meeting, please consider scheduling an appointment. The office may request that you schedule an appointment if they believe your inquiry cannot be satisfactorily addressed during Walk-in Wednesday.

3. Email

Advisors are available to answer questions via email. Emails to advisors are professional communications; please include your full name and RUID. When emailing your advisor, please use your official Rutgers email account ONLY. Your email will be answered within 48 hours of receipt.

APPOINTMENT ETIQUETTE

- Prepare for the meeting.
- Write down questions/issues you plan to discuss with your advisor.
- Review your degree audit prior to the appointment.
- If you are seeking assistance with schedule planning or course selection, bring a draft schedule or list of courses that you're considering.
- Arrive on time and sign into the RUN 4 Success kiosk located at the reception desk. (Please note, if you arrive more than 15 minutes late for an appointment, you may be asked to reschedule the appointment).

OFFICIAL DOCUMENTS

All final documentation AP, CLEP, official transcripts, final transcripts, etc. are to be sent to the university in a timely fashion. Official documents are to be sent to:

Rutgers University
Office of Undergraduate Admissions
65 Davidson Road, Piscataway, NJ 08854-8097

ADVICE FROM YOUR ADVISOR

- Utilize add/drop period and drop any necessary course before the last day to drop without a “W”. Dates are listed on the [academic calendar](#).
- Students in SCJ must complete their second concentration in the Newark College of Arts and Sciences (NCAS). Advisors in the APSS Office cannot provide academic advising as it relates to your second concentration. Students are strongly encouraged to consult with the appropriate advising office for assistance with their second concentration.
- Rutgers email is the official form of communication used by the university. Be sure to check it daily.
- Visit the Learning & Writing Center BEFORE you need them. Check the Learning & Writing Center websites for details.
- Get Involved! There’s more to learning than what takes place in the classroom.
- Join our Instagram and Twitter pages for important updates and events by searching SCJ_APSS.

RESOURCE LIST

- Career Development Center www.ncas.rutgers.edu/cdc
- Counseling Center <http://counseling.newark.rutgers.edu/>
- Degree Navigator dn.rutgers.edu
- Disability Services <http://robeson.rutgers.edu/disability-services/>
- Final Exam Schedule <http://scheduling.newark.rutgers.edu/finalexamsched.php>
- Grades <https://sis.rutgers.edu/tags/>

- Learning Center www.ncas.rutgers.edu/rlc
- Office of Financial Aid <https://financialaid.rutgers.edu/>
- Office of Student Life and Leadership <https://www.newark.rutgers.edu/student-life>
- Online Catalog www.rutgers.edu/academics/catalogs
- Second Concentrations www.ncas.rutgers.edu/undergraduate-studies
- Student Accounting <https://studentabc.rutgers.edu/cashier-offices>
- Registrar <https://registrar.newark.rutgers.edu/>
- University Academic Calendar <https://registrar.newark.rutgers.edu/office-registrar-academic-calendar>
- Web Registration <https://sims.rutgers.edu/webreg/>
- Writing Center www.ncas.rutgers.edu/writingcenter